



Board of Directors

July 19, 2022

District Office Building | 799 SW Columbia | Bend, Oregon

AGENDA



A video of the entire board meeting can be viewed on the website:

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

BOARD PRESENT

Deb Schoen

Jason Kropf

Nathan Hovekamp

Zavier Borja

Ariel Méndez

STAFF PRESENT

Don Horton, Executive Director

Julie Brown, Manager of Communications and Community Relations

Kristin Donald, Administrative Services Director

Matt Mercer, Director of Recreation

Justin Sweet, Business Manager

Ian Isaacson, Landscape Architect

Michael Egging, Recreation Services Manager

Becky Rexford, Rentals and Events Supervisor

Jeff Hagler, Park Stewardship Manager

Eric Baird, Finance Manager

VISITORS

None

WORK SESSION

Human Resources Management System (software) – *Kristin Donald*

Ms. Donald gave a background on the tools that are needed to manage the HR/payroll process. She said the district is currently using six different software applications to manage all the information. Staff has researched new programs and found a more efficient and less costly solution that uses less staff time.

Mr. Sweet explained the request for proposal (RFP) process, he said five responses were received and three were invited to give further demonstrations, staff unanimously chose the same program, Paylocity, as the top choice.

CONSENT AGENDA

1. Minutes: 07/05/2022

Director Méndez made a motion to approve the consent agenda. Director Borja seconded. The motion passed unanimously, 5-0.

BUSINESS SESSION

1. Authorize the Executive Director to Negotiate and Execute a Contract for the Human Resources Management System Agreement (software) – *Justin Sweet*

Mr. Sweet said this agreement is for a three-year contract and explained the annual amount and training costs.

Director Méndez made a motion to authorize the executive director to negotiate and execute a contract with Paylocity for a Human Resources Management System for a three-year amount not-to-exceed \$335,000, and to authorize the executive director to execute annual contract extensions through June 30, 2042, or until such time that the HR Management System is no longer meeting our needs. Director Borja seconded. The motion passed unanimously, 5-0.

2. Approve JSFC Outdoor Pool Renovation Contract – *Matt Mercer and Justin Sweet*

Mr. Sweet explained the request for proposal (RFP) for the pool renovation, two bids were received. One was not responsive and the other was significantly over budget. He said he is asking the board to approve awarding the bid to the lowest responsive bidder after going out to bid a second time.

Mr. Mercer said that the latest information received indicates that prices are going up than originally estimated on this project and asked for a larger budget than previously planned.

Director Méndez made a motion to authorize the executive director to award and negotiate a contract with the lowest priced responsive and responsible bidder for the JSFC Outdoor Pool Renovation Project for an amount not to exceed \$350,000 and that if the bid amount plus the materials purchase amount is greater than the adjusted budget of \$400,000, including contingencies, all bids will be rejected. Director Hovekamp seconded. The motion passed unanimously, 5-0.

3. Approve Preferred Concept for Little Fawn Park – *Ian Isaacson*

Mr. Isaacson reviewed the process to choosing the preferred concept of the park design. He spoke about where the park is located, the size and current site.

Mr. Isaacson reviewed the public outreach that included a bilingual survey, open houses in Spanish and English and said there were 150 participants. He reviewed the initial conceptual park designs that the participants had to choose from. He added that detailed feedback was obtained at a second open house that had 60 attendees.

He reviewed the preferred concept that included:

- Preferred park layout
- Preferred standard park features
 - Natural space
 - Shaded lawn
 - Multi-use path
 - Picnic shelter
- Preferred Unique Park features
 - Art, enhanced topography
 - Half court for basketball
- Preferred playground features
 - Belt swings
 - Hillside slide
 - Balls
 - Spinning climber
 - Tot swing
- Proposed Fencing
 - Strategic placement of cedar split rail fence and chain link fencing

→ a raised crosswalk
Ariel Hovekamp

Mr. Isaacson shared that staff was unable to secure a bus stop or shared parking and said sidewalks in the area are limited. There is not an enhanced or marked crossing, but one is planned nearby by and the city is planning two additional crossings further up the road. The preferred parking plan included an eight-stall parking lot with one ADA space.

* Correction to minutes rescinded 10/18/22

Director Borja made a motion to approve the Little Fawn Park preferred concept plan. Director Hovekamp seconded. The motion passed unanimously, 5-0.

4. Approve Park Event Rentals Policy – Michael Egging and Becky Rexford

Mr. Egging said a draft Park and Event Rentals policy was introduced in February and staff engaged with several stakeholders, had meetings with other agencies in town and businesses that hold events in parks and some neighborhood associations.

Ms. Rexford said the feedback received was positive and people were thankful to be involved in the process. No changes were proposed to the draft policy in these meetings. She said staff learned that people and groups that rent the shelters and park spaces may need more information about what they are getting and what the rental team does.

Mr. Egging said Riverbend and Drake Parks are the most popular event parks and staff's goal is to shift more events to other parks so that these parks are not overused and create conflict with parking and other events in the surrounding areas. Event staff schedules around the concert schedule. Mr. Egging added that this policy allows staff to be nimbler in making decisions for events.

Director Hovekamp made a motion to adopt the Event Rentals in Park Policy as presented and to abolish the board approved 2009 Community Special Events Policy. Director Méndez seconded. The motion passed unanimously, 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Horton gave updates on:

- The Alpenglow Park grand opening was successful, feedback was good and neighborhood focus was appreciated. He said it was a good test run of the event space to better understand what works and what doesn't.
- Grant spending has allowed staff to increase the funding level of the district's scholarship program, allowing for more participants. Staff has also been giving out summer facility passes to lower income families for free use of district recreational facilities.
- Staff is conducting survey work to better understand the needs of Farewell and Riverbend Parks when the parking lots go away. He invited the board to participate in the survey work.

PROJECT REPORT In Board Packet

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

- Director Méndez said we should look at the calendar to schedule time to discuss SDC waivers. He Expressed gratitude to staff for the pet parade, the Alpenglow Park grand opening and the new event policy that allows staff to be responsive and competent in their work. He said on July 7 he met with city staff and councilors, the chief of police joined to discuss the Freedom Ride. He shared his concerns that this event has morphed into a heavy alcohol and drug induced party. They discussed a plan to help get this organized into a safer and better event. In addition, he mentioned the new Bird Bikes, overall complaints are diminishing and use is high. Director Méndez said the South UGB bridge and South Canyon property are tied to the city's comprehensive plan which would have to be changed.
- Director Kropf agreed that the Alpenglow grand opening was a great event, he said it was amazing to see so many people and children enjoying themselves and he appreciated the announcements at recent events have been in Spanish and English.
- Director Borja expressed his gratitude to staff for putting on two great back to back events.
- Director Schoen commented that back to back special events (July 4 and Alpenglow) is difficult to do without an events department to do the work. She said all went well and staff did a great job. She said she was in Alpenglow Park the day after the grand opening and observed several birthday parties going on and noted that the park was clean and ready for people to use. She commended the work for providing bilingual announcements and expressed her appreciation for Kathya and her work to make this happen.
- **ADJOURN** 7:12 pm



Prepared by,

Sheila Reed
Executive Assistant




Deb Schoen, Chair



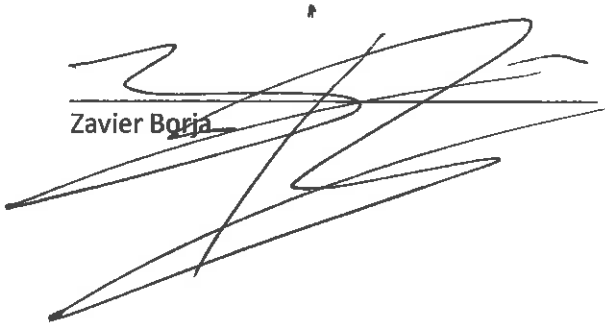
Jason Kropf



Ariel Méndez



Nathan Hovekamp, Vice-Chair



Zavier Borja

