



City of Sandy

Agenda

Parks & Trails Advisory Board Meeting

Meeting Location: City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055

Meeting Date: Wednesday, June 12, 2019

Meeting Time: 7:00 PM

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1. ROLL CALL	
2. PUBLIC COMMENT	
3. CONSENT AGENDA	
3.1. Meeting Minutes Draft Parks Board minutes for May 8, 2019	3 - 4
4. CHANGES TO THE AGENDA	
5. NEW BUSINESS	
5.1. Review Bylaws Parks Board Draft ByLaws	5
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5.3. Review Process for Developers	
6. OLD BUSINESS	
7. STAFF UPDATES	
7.1. Dog Park Improvements	

Bornstedt Park Shade Structures

7.2. RFP Update

8. ADJOURN

Minutes for May 8, 2019

Parks & Trails Board Members Attendance: Kathleen Walker, Michael Weinberg, Don Robertson

Staff: Kelly O'Neill Jr., Sarah Richardson

Meeting Begin at 7:04 PM

3.1: Meeting Minutes:

Minutes (April 17, 2019 Minutes) – Don moves, Michael seconds. Meeting minutes approved as written.

4.0: Changes to the Agenda – Recruitment flyer/poster, Champion Village Park, Longest Day Parkway Event

5.1: Parks Master Plan RFP Discussion: Michael Weinberg said he is impressed with the work done on the master plan RFP. Don Robertson asked about when the RFP is going to be sent. Mr. Robertson also suggested we add something about interviews. Kathleen Walker had questions around who is running the Parks & Trails Board in the future and who is running the Master Plan process. Kelly O'Neill Jr. and Sarah Richardson said they would discuss with Tanya Richardson on how the process will move forward. Mr. Robertson suggested creating a flowchart for who is running what in regard to the Parks Master Plan and the roles and responsibilities that staff will be responsible for. Mrs. Walker asked if she could have until Friday May 10, 2019 to send comments. **Staff will wait on comments from the Parks and Trails Advisory Board members until end of business on May 10, 2019.**

5.2: Bornstedt Park Covered Structures Survey Results: Mr. O'Neill gave an overview of the survey results. Mr. Robertson asked questions around the park history. Mrs. Walker said that Bornstedt Park improvements were completed in 2014. Ms. Richardson said there are some summer programs at the park, community gardeners, and people using the park for the splashpad. Mr. Robertson asked if there was ever a plan to use part of the existing house for bathrooms for the park. Mr. O'Neill said that option could be explored. Mrs. Walker asked when the port-a-potties are going in the park. Ms. Richardson said that traditionally the port-a-potties are installed in mid-June. Mrs. Walker asked questions about the covered structure at the Boring Trailhead. **Staff will look into options for covered structures using the survey results.**

5.3: Dog Park Upgrades to Sandy Bluff Park: Ms. Richardson provided an overview of the history of the Sandy Bluff dog park. Ms. Richardson explained that the City has been raising money for upgrades at the dog park and would like to use some of the money for dog park upgrades. Ms. Richardson said that James Cramer is looking into costs for shade structures. Ms. Richardson said she would like to install an information kiosk that is secure and more functional. In addition to the other suggestions staff would like to increase the size of the small dog park area with an additional entrance for small dogs. **Mrs. Walker suggested grouping the covered structures at Bornstedt Park**

and the Sandy Bluff Park in one RFP. Mr. Robertson suggested contacting the Purchasing Department in Ashland for the State bid list for purchasing park amenities. Mrs. Walker suggested adding the dog park upgrades to the CIP list.

5.4: Recruitment flyer/poster: Mrs. Walker talked about the flyers that were printed and asked the Parks and Trails Board members if they could post the flyers around town. **The Board members agreed to distribute the flyers.**

5.5: Champion Village Park: Mr. O'Neill gave a background on the materials and surplus excavated dirt that was placed on the City owned parkland. **The Board was unanimous in wanting the construction materials and dirt off the parkland.**

5.6: Longest Day Parkway Event: Ms. Richardson provided a background on the Longest Day Parkway Event the City hosts every June. Ms. Richardson wanted feedback on if we should seek information from residents in Deer Point Park. **The consensus from the Board was to wait for feedback on Deer Point Park until the Parks Master Plan in underway.**

7.0: Mr. O'Neill provided a brief background of the updates to the website, including the pictures and phone numbers for the Board members.

Meeting Ended at 8:33 PM

DRAFT Sandy Parks and Trails Advisory Board By-Laws

Article I: Name

The organization shall be known as the Sandy Parks and Trails Advisory Board (Board). It is established in accordance with Resolution 2018-14 of the Sandy City Council (May 22, 2018).

Article II: Purpose

Advise the Sandy City Council, through the Sandy City staff member in charge of supporting the Board on the evaluation and development of parks, trails, and facilities to meet current and future needs of the city of Sandy and its service area. Participate actively in the goals, aims, and purposes of parks and trails.

Article III: Membership and Terms

The Board shall consist of up to seven members. All members are appointed to a four year term, with half of the members terms expiring on the even years and the other half on the odd years to avoid replacement of the entire board at any one time. Members may serve only two consecutive terms unless no other candidates apply. Terms of service shall commence on the first day of January in the year of their appointment. Appointments to fill an unexpected vacancy shall be made before the remainder of the unexpired term. Board members and applicants must be residents of Sandy with one Board member allowed to reside in the Urban Growth Boundary or Urban Reserve area outside city limits. Applicants for the Board will be interviewed and appointed by Sandy City Council.

To ensure representation of various interests of parks and trails users, the Board shall ideally include at least one member with interests in each of the following areas: playgrounds, youth and adult sports fields, dog parks, trails, and natural areas. A majority of the voting membership shall constitute a quorum.

A City Council liaison shall be a nonvoting ex officio member of the Board and shall take part in its discussions or deliberations. Ex Officio members shall not be counted toward the constitution of a quorum at any meeting.

Article IV: Officers

The officers of the advisory board shall be Chair, Vice Chair, and Secretary. They shall be elected at the last meeting of each fiscal year and shall serve for a one-year term. The Chair shall call and preside over meetings. The Vice Chair shall preside in the absence of the chair. The Secretary shall take meeting minutes.

Article V: Meetings

The Board shall meet as often as necessary, not less than six times a year. All meetings will be held in Council Chambers at Sandy City Hall, unless the room is unavailable in which case another room in city limits with suitable ADA accommodations will be used. A meeting date may be changed or canceled by the Chair, in consultation with the Sandy City staff member in charge of supporting the Board., with prior notice to the membership.

If a member should have two (2) consecutive unexcused absences from regular meetings, he/she may be replaced with a new member appointed by the Sandy City Council. The new appointee shall fill the former member's unexpired term.

Article VI: Amendments

These bylaws may be amended by City Council at their discretion at a regular scheduled meeting.

**CITY OF SANDY PARKS & TRAILS ADVISORY BOARD
DRAFT ROLES AND RESPONSIBILITIES –FOR CITY COUNCIL REVIEW AND INPUT**

The Parks & Trails Advisory Board (Board) exists to aid the City of Sandy in providing ample and diverse recreation opportunities for City residents by advising the City Council, through the City staff member in charge of supporting the Board, on the implementation of the Parks and Trails Master Plan. This document lists the objectives and responsibilities of the Board.

- **Plan for the Future.** The Board provides advisory input on site-specific details for parks and trails outlined in the City of Sandy Parks and Trails Master Plan. The Board should evaluate existing parks, trails, and recreation facilities for needs, and recommend priorities. The Board should help develop individual park and trail master plans and establish short and long-range park development goals.
- **Become Knowledgeable about Funding Sources.** The Board should become familiar with federal, state and county grant programs and other external funding sources. Understanding the various funding sources will assist the board in providing feedback and recommendations when city staff drafts the biennial budget and assist with identifying appropriate grant opportunities.
- **Develop Relationships.** The Board should create and maintain cooperative working relationships with citizens, community organizations, special interest groups, businesses, elected officials, school districts and government agencies that are essential for the Board to improve services and effectively serve the Sandy community.
- **Inform Community and Build Public Support.** The Board serves as an ambassador for parks, trails and recreation by educating local residents about parks and trails. The Board distributes approved materials, interacts with park users at events and assists when needed, in social media posts regarding parks and trails.
- **Recruit and Train New Members.** The Board helps recruit and orient new Board members. The Board should reach out to citizens of varying ages, genders, and ethnicities to ensure the Board represents a variety of interests. Board members should be encouraged to attend training opportunities where appropriate.
- **Stay Knowledgeable About Legislation and Ballot Proposals.** The Board advocates where appropriate, and with direction from City Council, for legislation that positively impacts parks and trails, and when advised contacts legislators at the local, state and national levels for their support.
- **Understand the Scope of Authority.** The board must read and be familiar with its bylaws and abide by them, and understand its authority, structure and legal responsibilities. The Board is an advisory board and does not make decisions. Individuals cannot make public representations about Board policies or positions unless the Board has approved that position as a group and the City Council has approved that position. The Board does not have the authority to expend funds, direct city staff, or implement projects without permission.