2.5 STRATEGIC PLAN

April 5, 2016

Director Brian Sjothun presents Strategic Plan Update to the Parks and Recreation Commission. Within the document he highlights proposed changes. Members provide input.

June 7, 2016

Director Brian Sjothun presents Strategic Plan Update to Leaders Team Staff who review prior to the meeting. At the meeting minutes reflect no changes were recommended.

June 7, 2016

Director Brian Sjothun presents Strategic Plan Updated with inclusion of comments from April 5 meeting. Parks and Recreation Commission approved outcomes of the Strategic Plan.

Aug 16, 2016

Parks and Recreation Commission votes to recommend City Council accept the 2016 Leisure Services Plan; the Strategic Plan is comprised of implementation goals of the Leisure Services Plan.

October 20, 2016

Director Brian Sjothun presents the Leisure Services Plan to City Council for their approval (40.1). The Strategic Plan is comprised of implementation goals of the Leisure Services Plan.

April 11, 2017

Director, Richard Rosenthal will present Strategic Plan Update to the Parks and Recreation Commission at a Study Session.

April 5, 2016

STUDY SESSION MINUTES

PARKS AND RECREATION COMMISSION

Tuesday, April 5, 2016
CARNEGIE BUILDING
413 W. Main St.
5:30 P.M.

The Parks and Recreation Commission will hold a Study Session to gain public input for the following:

Strategic Plan Review

Mr. Sjothun reviewed each section of the Strategic Plan. He answered questions and received comments from Commissioners:

Mr. Cordle suggested that potential aquatics center and/or multi-use center be added to the vision statement. Mr. Sjothun advised it can be added during the follow-up review the Commission will do this Fall.

Commissioners discussed the possibility of adding verbiage regarding Parks and Recreation transitioning to maintaining the Parks and Recreation facilities.

Ms. Cabler suggested reference to the formation of the Foundation be added under Implementation 1-D (3).

Mr. MacLeod asked about the possibility of adding verbiage regarding future development of a pond for fishing. Mr. Sjothun advised that we don't have the resources and prefers to focus on core services until more resources are available. He also stressed the fact that a partnership similar to that with Coyote Trails would be ideal for that type of development.

MEDFORD PARKS & RECREATION

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Strategic Plan Update

Parks & Recreation Commission

April 5, 2016

Presentation Overview

Staff to receive and input comments to the existing strategic plan and to review goals and objectives from the 2016 draft Leisure Services Plan

- Existing strategic plan
- Draft goals and objectives

Existing Strategic Plan – Report Card

- ***Mission Statement***

Staff Recommendation - Update the vision statement to the following:

The City of Medford Parks and Recreation Department Vision Statement is:

"We provide a system of attractive, safe, clean, accessible, interconnected parks throughout the city and coordinate a variety of passive and active recreational activities."

~~"Medford has a system of attractive, safe, clean, accessible, interconnected parks throughout the city that provide a variety of passive and active recreational activities."~~

Existing Strategic Plan – Report Card

- ***Core Values***

Staff Recommendation - Replace the previous core values with the department Pillars. Also to replace the order of the Pillars in order for staff to better remember and identify our core values:

As a primary parks and recreation program and service provider in the Rogue Valley, the City of Medford Parks and Recreation Department makes every effort to adhere to the following core values:

I – Innovations
C – Community Enrichment
E – Excellence
E – Exceptional Customer Service

Existing Strategic Plan – Report Card

- ***S.W.O.T. Analysis***

Staff Recommendation - Replace the previous analysis with the updates completed by department staff.

Commission Comments:

- Strengths
- Weakness
- Opportunities
- Threats

Full update to S.W.O.T. will be completed in October in order to reflect new Leisure Services Plan.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 1: ***To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.***

Policy 1-A: The City of Medford shall use the *Parks* Element as a factual basis in the land use decision-making process.

Policy 1-B: The City of Medford shall recognize the social and economic value of other providers in the City and nearby county, state, and national recreation resources that provide recreation for Medford residents, create tourist expenditures within the City of Medford, and attract businesses and industries to the City.

Implementation 1-B (1): Provide park and recreation programs that complement nearby county, state, and national recreation resources.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 1: ***To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.***

Implementation 1-B (2): Pursue partnerships as a key means for leveraging community resources and minimizing duplications of effort.

Policy 1-C: The City of Medford shall be a primary provider of recreation programs and services community-wide.

Implementation 1-C (1): Provide park and recreation facilities to support community programming needs.

Implementation 1-C (2): Expand the City's role as a primary provider of recreation programs and services and increase programming to meet changing demographics and growing community needs.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 1: ***To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.***

Implementation 1-C (3): Establish more revenue-generating programs to increase program funding to help fund or subsidize other programs and services.

Implementation 1-C (4): *Provide a new water park to generate additional revenue and to meet a growing, community-wide demand for aquatic services.*

Implementation 1-C (5): In the long-term, consider an indoor recreation center/aquatic facility to help meet future community needs for swimming, gymnasium, and programming space.

Implementation 1-C (6): Consider other financing approaches, including a general obligation bond, to fund the development of additional facilities and significant park upgrades.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 1: ***To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.***

Policy 1-D: The City of Medford shall provide park land and facilities conveniently located and economically accessible to all members of the community.

Implementation 1-D (1): Locate parks and facilities in underserved areas.

Implementation 1-D (2): Provide program services to all ages, abilities, and economic and cultural backgrounds.

Implementation 1-D (3): Offer programs at a range of costs (free, low-cost, full price) and implement other strategies to ensure program affordability, while meeting city financial goals.

Implementation 1-D (4): Implement the *Southeast Medford Area Plan Map* with regards to greenway paths/trails, parks, and recreation facilities.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 2: ***To preserve natural resources in the Medford Urban Growth Boundary that provide open space or have unique recreational potential, encouraging development with parks and recreation facilities if appropriate.***

Policy 2-A: The City of Medford shall emphasize acquiring park land having natural features or resources that need protection or are of significant interest to the public.

Implementation 2-A (1): The City should seek to acquire riparian corridors where feasible to protect these natural resources and to offer potential sites for path/trail development.

Implementation 2-A (2): Develop effective natural resource management plans for significant natural areas within parks and other City-owned or controlled lands, such as oak savanna, riparian areas, and wetlands, to identify management priorities and to guide acquisition, development, and restoration decisions.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 2: ***To preserve natural resources in the Medford Urban Growth Boundary that provide open space or have unique recreational potential, encouraging development with parks and recreation facilities if appropriate.***

Policy 2-B: The City of Medford shall give special consideration to the Bear Creek corridor in order to protect this dynamic natural and recreational resource for the enjoyment of present and future generations.

Implementation 2-B (1): *Directly and/or cooperatively acquire and plan appropriate park and recreation sites and public access along the Bear Creek corridor.*

Policy 2-C: The City of Medford shall give special consideration to Prescott Park in order to protect this dynamic natural and recreational resource and most significant scenic view for the enjoyment of present and future generations.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 2: ***To preserve natural resources in the Medford Urban Growth Boundary that provide open space or have unique recreational potential, encouraging development with parks and recreation facilities if appropriate.***

Implementation 2-C (1): Follow the recommendations of the *Prescott Park Management Plan* and regularly update the *Plan*.

Implementation 2-C (2): Pursue land additions to Prescott Park when opportunities become available.

Implementation 2-C (3): *Pursue inclusion of Prescott Park in the Medford Urban Growth Boundary for eventual inclusion within the City of Medford.*

Implementation 2-C (4): Increase access and public enjoyment of Prescott Park by developing appropriate facilities to enhance appreciation of natural resources, the outdoors, and Medford's unique environment. Until included within the Medford Urban Growth Boundary, improvements within Prescott Park must comply with Jackson County land use regulations, as well as state rules and statutes, which may limit the extent of improvements on land outside of UGBs.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 3*: To provide an interconnected park and recreation system that is well integrated with the community.*

Policy 3-A: The City of Medford shall seek to develop a major intra-community system of paths to provide linkages between parks, neighborhoods, community facilities, schools, and open space sites.

Implementation 3-A (1): *Seek links to other transportation methods, such as developing parks along bus routes or encouraging bus transit to serve the parks.*

Implementation 3-A (2): Develop a detailed path and trails plan to recommend routes for meeting future community needs for an additional fifteen miles of paths and 11 miles of trails by the year 2030.

Policy 3-B: The City of Medford shall seek to acquire natural and other corridors to link parks and open space throughout the community.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 3*: To provide an interconnected park and recreation system that is well integrated with the community.*

Implementation 3-B (1): *Develop a long-range public open space plan that provides for an interconnected system of creek corridors, greenways, wetlands, and other significant natural resource areas.*

Implementation 3-B (2): *Acquire missing links in corridors and parcels that are contiguous to other public open spaces to provide maximum benefits for recreation and wildlife.*

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 4: ***To coordinate park and recreation planning, acquisition, maintenance, and development in the City of Medford to serve a broad spectrum of citizen and institutional interests.***

Policy 4-A: The City of Medford shall design and maintain parks and recreation facilities in a safe, attractive manner, to serve as positive amenities for the community and the neighborhoods in which they are located.

Implementation 4-A (1): Adopt and utilize the *Guidelines for Site Selection and Development* in the acquisition and/or development of parks within each park classification.

Implementation 4-A (2): Implement a consistent park signage program for use throughout the system and install signage where needed.

Policy 4-B: The City of Medford shall evaluate and design park and recreation facilities to minimize operation and maintenance costs.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 4: ***To coordinate park and recreation planning, acquisition, maintenance, and development in the City of Medford to serve a broad spectrum of citizen and institutional interests.***

Implementation 4-B (1): *Include projected maintenance costs in design proposals for parks and recreation facilities.*

Implementation 4-B (2): Consider maintenance costs, including transportation and loading/unloading of equipment, before acquiring park sites smaller than one acre.

Policy 4-C: The City of Medford shall define and standardize maintenance procedures, including cost estimates for maintaining Medford parks, recreation facilities, and beautification areas.

Implementation 4-C (1): *Allocate an average minimum maintenance cost per acre annually for maintenance of each park type and increase maintenance funds using this guideline as new parks are added to the City's system.*

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 4: ***To coordinate park and recreation planning, acquisition, maintenance, and development in the City of Medford to serve a broad spectrum of citizen and institutional interests.***

Implementation 4-C (2): Develop an Integrated Pest Management Plan to define use of herbicides and pesticides on City-owned or controlled properties.

Implementation 4-C (3): *Develop a parks maintenance management plan that defines maintenance levels, performance standards, and budget allocation.*

Policy 4-D: The City of Medford shall encourage joint acquisition and use of contiguous school and park sites for recreational purposes that are beneficial to both City and School agencies.

Policy 4-E: The City of Medford shall work with partner agencies, especially schools, to help meet demand for indoor and outdoor sports facilities.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 4: ***To coordinate park and recreation planning, acquisition, maintenance, and development in the City of Medford to serve a broad spectrum of citizen and institutional interests.***

Implementation 4-E (1): Develop and maintain inventories and evaluations of shared sports facilities.

Implementation 4-E (2): Continue partnering with the school districts to ensure community access to school gymnasiums and other sports facilities.

Policy 4-F: The City of Medford shall allow compatible, revenue-producing concession facilities and services within parks that enhance visitor use and enjoyment of the City's parks.

Policy 4-G: *The City of Medford shall have a parks planning process that implements the park uses described herein.*

Implementation 4-G (1): Investigate development of objective land use and siting review criteria.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 5*: To maintain and enhance community livability in Medford by promoting the aesthetic quality of the urban environment.*

Policy 5-A: The City of Medford shall recognize trees as valuable amenities that contribute to the livability of our city through the proper selection, placement, preservation and maintenance of trees along our streets, in open spaces, and in parks.

Implementation 5-A (1): *Develop a tree protection ordinance for adoption by the City Council.*

Implementation 5-A (2): *Develop a street tree ordinance for adoption by the City Council.*

Implementation 5-A (3): Provide a mechanism for a tree recognition program.

Policy 5-B: The City of Medford shall require the provision and continued maintenance of appropriate landscaping in conjunction with new development.

Existing Strategic Plan – Report Card

- ***Goals, Policies, And Implementation Strategies***

Goal 5*: To maintain and enhance community livability in Medford by promoting the aesthetic quality of the urban environment.*

Policy 5-C: The City of Medford shall encourage the establishment of public art in parks, on public grounds, and in public buildings.

Implementation 5-C (1): Investigate mechanisms for displaying art in public places.

Other Commission Comments?

2016 – Goals & Objectives
First Draft

Changes

- **Expansion to 7 proposed Goals**
- **New Section Titles**

System Growth & Stewardship

- Should there be an implementation for Policy 1-A?
- 1-C (6) – Why ? We can't expand programs. What about replace or remodel?
- 1-D (6) – Maybe it should include….if in an area identified as a need…
- Policy 1-E – What about, "retaining existing alternative revenue sources currently being utilized for debt service for Parks & Recreation purposes"? 1-E (4) could possibly be changed to contain this.

2016 – Goals & Objectives
First Draft

Natural Areas Management

- 2-A (1) – Consider adding language that has us partner with other agencies
- 2-A (2) – Possibly remove from plan as we don't have resources
- 2-C (3) – Basically completed except for final approval
- 2-C (4) – Master plan was approved by Jackson County - Completed

2016 – Goals & Objectives
First Draft

Connectivity

- 3-A (1) – Very hard to pull-off. Should be considered for removal

Management & Maintenance

- 4-A (7) – Change reference to east of Interstate 5 instead of SE Area
- Policy 4-D – Do we need implementation strategy?

Aesthetics

- Policy 6-B – Look at updating the Municipal Code to reflect less costly landscape plans.

Commission Requested Action

- ***Review draft Goals & Objectives***
  - ***Observe comments from public during community input meetings***
  - ***Provide review of second draft of Goals & Objectives***
  - ***Develop final recommendation for Goals & Objectives***

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THANK YOU

June 7, 2016

Leadership Team

MEDFORD
PARKS & RECREATION

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TO: CAPRA File for Standard 2.5 – Strategic Plan

FROM: Brian Sjothun - Director

SUBJECT: Annual Review of CAPRA 2.5 – Strategic Plan

DATE: 6/7/16

A verbal review of 2.5 – Strategic Plan has been completed during the Leadership Team staff meeting on 6/7/16 that was attended by all Department Supervisory staff. A Copy of the review and meeting agenda is attached.

Staff Name: Brian Sjothun
Title: Director

APPROVED: _____
Brian Sjothun, Director

MINUTES

PARKS AND RECREATION – LEADERSHIP TEAM
June 7, 2016
10:00 am
Santo Community Center

Staff Present: Pete Young, Tim Stevens, Sue McKenna, Rich Rosenthal, Jesse Nyberg, Chris Shaull, Stryder Scofield, Brian Sjothun, Chuck Hanson, Sandi Sherman, Adam Airoldi, Brian Robinson, Jennifer Sparacino.

1. **SGR Training – Communication Processes: Effective Cycle of Communication (:30)**
   Staff reviewed the training webinar.
2. **CAPRA**

Brian

2.10 ADA Transition Plan
2.4 Park and Recreation System Master Plan
2.5 Strategic Plan
2.6 Feasibility Studies
4.6.1 Employee Training Development
10.1.1 Responsibility for Evaluation
10.3.1 Level of Service

Sue

4.1.8 Compensation
4.5 Workforce Health and Wellness Program
7.6 Fleet Management Plan
9.1 Risk Management Policy
9.1.1 Risk Management Plan and Procedures
9.1.2 Accident and Incident Report Procedures
9.2 Risk Manager
10.5.3 PRORAGIS

Staff reviewed each CAPRA item. No changes were recommended.

June 7, 2016

Parks and Recreation Commission

SPECIAL MEETING MINUTES

PARKS AND RECREATION COMMISSION
June 7, 2016

SANTO COMMUNITY CENTER
701 N Columbus Ave
5:30 P.M.

Meeting called to order at 5:30 pm

10. ROLL CALL

Members present: Marie Cabler, Julian Cordle, Rich Hansen, Preston Jernigan (*arrived as noted), Jerry MacLeod, Phil Ortega, Dan Ratty, Dr Rizvi (*arrived as noted). Staff present: Brian Sjothun, Chris Shaull, Pete Young, Jennifer Sparacino. Members absent: Frank Hoeper, Kristi Jensen. Council Liaison absent: Chris Corcoran. Guests present: James, Bill, Ron Kohl, Russ McBride, Molly Kreuzman.

20. APPROVAL OF MINUTES

April 19 minutes were approved as submitted.

30. ORAL REQUESTS FROM THE AUDIENCE

None

40. NEW AND CONTINUED BUSINESS

40.1 Southern Oregon Veterans Benefits Lease Agreement – Mr. Sjothun reviewed the lease request, highlighting 25 year lease w/ renewal option of adl 25 years, use includes wall, museum, special events, structures, fencing, parking. Lessee is responsible for developing a site master plan that must be reviewed by the Commission prior to any land use application. All maintenance costs once building permits are issued. Rest of agreement is typical land lease agreement verbiage. If approved by Commission, the agreement will go before Council at their first meeting in July. *Mr. Jernigan arrived. Commissioners discussed the lease.

Motion: Move to recommend to Council a lease agreement with Southern Oregon Veterans Benefits for installation of a Vietnam Memorial Wall and other improvements as outlined in the draft master plan at US Cellular Community Park. Motion made by Mr. Ratty, seconded by Ms. Cabler. Motion passed unanimously.

40.2 Strategic Plan Update – Mr. Sjothun requested approval of the "report card", or outcomes of the 2012-2016 Strategic Plan.

Motion: Approve Strategic Plan update as submitted. Motion made by Ms. Cabler, seconded by Mr. MacLeod. Motion passed unanimously.

40.3 Coyote Trails Master Plan Revision – Molly Kreuzman presented her idea of putting a dome at the nature center to be used as a classroom. Mr. Sjothun advised this is coming to the Commission because it is a slight change to the master plan.

Motion: Move to approve the minor modification to the master plan for Coyote Trails School of Nature as presented and forward such recommendation to the Medford Planning Department for their consideration. Motion made by Mr. MacLeod, seconded by Mr. Hansen. Motion passed with 7 yes and1 abstention.

40.4 Recreation Division Money Handling Policy – Ms. Sparacino summarized the policy and answered commissioner's questions.

Motion: Move to approve the revisions to the Recreation Division Money Handling Policy as submitted. Motion made by Mr. Hansen, seconded by Ms. Cabler. Motion passed unanimously.

40.5 2016 Leisure Services Plan Update – Mr. Sjothun introduced the consultant working on the Leisure Services Plan Update, Steve Duh. Mr. Duh reviewed the draft plan, hitting on the highlights, how they put it together, some of the comments they heard and where we go from here. Mr. Sjothun advised the draft plan will go before council at this Thursday's study session.

50. COMMITTEE REPORTS

50.1 Tree Committee - None

50.2 Prescott Park – Mr. Young gave a construction update on the trails project; Yakima Construction is the contractor and they plan on starting tomorrow. Mr. Sjothun advised the Land and Water Conservation Fund grant application that Angela Durant completed and submitted was 1 of 2 selected in the State to move on to the National level.

50.3 Arts Commission – Mr. Shaull advised that the Commission granted funds to LifeArt for the construction of a metal art piece for the City. Mr. Ortega added some information regarding the LifeArt program.

50.4 Bear Creek Greenway Joint Powers Board – Mr. Sjothun advised they will be coming to the Commission's August Study Session.

50.5 Medford Parks & Recreation Foundation – Mr. Sjothun stated the Parks Uncorked event was successful and thanked those that helped.

50.6 Mayor's Youth Advisory Commission – Mr. Cordle referred Commissioners to the minutes include in the agenda packet.

50.7 Cemetery Commission - None

60. STAFF REPORTS

60.1 Summer Programming – Mr. Shaull presented a preview of the 2016 Summer programming.

70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

Mr. Hansen gave an update on the Hope Village project and requested Commission support for the project.

Motion: The Commission supports the recommendation to City Council to move forward with the Root property for the Rogue Retreat Hope Village project. Motion made by Ms. Cabler, seconded by Mr. Ratty. Motion failed with 4 yes and 4 no.

Motion: The Parks & Recreation Commission forwards a recommendation to City Council that there is no objection to the consideration of the Spencer St property for the Hope Village project. Motion made by Mr. Ratty, seconded by Mr. MacLeod. Motion passed unanimously.

Mr. Cordle asked Mr. Jernigan if he wants to continue on the Commission and he said yes.

Motion: Recommend Preston Jernigan be appointed to one more year on the Parks and Recreation Commission as youth member. Motion made by Mr. Hansen, seconded by Mr. MacLeod. Motion passed unanimously.

Ms. Cabler passed along kudos received from parents regarding the Tot Sampler program and a request from the Sr. Softball league to allow overnight camping at USCCP. Mr. Sjothun advised there is a City ordinance prohibiting camping but the Commission can request a temporary repeal of the ordinance if they'd like. He cautioned them as it may be considered competition with the RV parks.

80. ADJOURNMENT

Meeting adjourned at 7:09 pm.

August 16, 2016

MINUTES

PARKS AND RECREATION COMMISSION
August 16, 2016

CARNEGIE BUILDING
413 W. Main St.
5:30 P.M.

Meeting called to order at 5:30 pm

10. ROLL CALL

Members present: Marie Cabler, Julian Cordle (*left as noted), Frank Hoeper, Kristi Jensen, Jerry MacLeod, Dan Ratty. Staff present: Rich Rosenthal, Tim Stevens, Pete Young, Jennifer Sparacino. Members absent: Rich Hansen, Preston Jernigan, Phil Ortega, Dr. Rizvi. Council Liaison absent: Chris Corcoran.

20. APPROVAL OF MINUTES

The June 21, 2016 minutes were approved as submitted.

30. ORAL REQUESTS FROM THE AUDIENCE

None

40. NEW AND CONTINUED BUSINESS

40.1 Leisure Services Plan Recommendation – Mr. Rosenthal asked for any suggested revisions, and the Commission's approval of the plan.

Motion: Move to approve a recommendation to the City Council to accept the 2016 Leisure Services Plan as presented. Motion made by Mr. MacLeod, seconded by Ms. Cabler. Motion passed unanimously.

Ms. Cabler requested a hardcopy for proofreading purposes.

40.2 Capital Facilities Plan – Mr. Rosenthal gave an update on the plan, explained that it's a component of the Leisure Services Plan and Council will be making decisions on the SDC methodology soon. Later this year the Commission will be asked to prioritize the Capital projects as part of the budget process.

Motion: Move to the 2016-2025 Capital Facilities Plan as presented. Motion made by Mr. Cordle, seconded by Ms. Jensen. Motion passed unanimously.

40.3 Adult Sports Advisory Panel – Mr. Rosenthal reviewed the previously discussed advisory panel and requested approval of the prospective appointees, who will meet starting in September. He advised Mr. Cordle has expressed interest in being involved.

Motion: Move approval of the recommended appointees for the Adult Sports League Advisory Panel, for 3 year terms and if willing, Commissioner Cordle as the Commission liaison. Motion made by Ms. Cabler, seconded by Mr. MacLeod. Motion passed unanimously.

50. COMMITTEE REPORTS

50.1 Tree Committee – Mr. Hoeper referred to minutes in the packet and mentioned that the street tree removal criteria was finalized by the Committee.

50.2 Prescott Park – Mr. Young stated he will give more detail in his project presentation but advised that they are approximately 90% done with the trail project and the gravel parking lot is set to start soon.

50.3 Bear Creek Greenway Joint Powers Board - None

50.4 Medford Parks & Recreation Foundation – Mr. Rosenthal advised they will have a report next month.

60. STAFF REPORTS

60.1 Project Updates – Mr. Stevens and Mr. Young gave updates on their respective projects that are either ongoing or completed.

60.2 Park System Development Charge Update – Mr. Rosenthal advised Council will hold a study session re: SDC Sept 8th at noon. The draft report is expected from the consultant at the end of this month. * Mr Cordle left the meeting.

70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

Commissioners discussed their letter to MURA and Mr. Hoeper advised the topic will be discussed at this Thursday's noon Council meeting.

Motion: Move to adopt the letter. Motion made by Mr. MacLeod, seconded by Mr. Ratty. Motion passed unanimously.

Mr. MacLeod asked about the possibility of adding a horseshoe pit at one of our parks, perhaps Hawthorne.

80. ADJOURNMENT

Meeting adjourned at 6:37 pm

October 20, 2016

RESOLUTION NO. 2016-130

A RESOLUTION initiating a minor amendment to the City of Medford *Comprehensive Plan* to include the updated Parks Leisure Services Plan (PLSP).

WHEREAS, the City Council's initiation of this process is required to include the PLSP in the City of Medford *Comprehensive Plan* and to accept the proposed capital improvements projects outlined in the 10 year Plan; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDFORD, OREGON, that the initiation of a minor amendment to include the updated PLSP into the City of Medford *Comprehensive Plan* is hereby authorized.

PASSED by the Council and signed by me in authentication of its passage this 20 day of October, 2016.

ATTEST: Karen Spears
City Recorder

Rick Gordon
~~Mayor~~
Council President

Medford City Council Meeting

Minutes

October 20, 2016
12:00 Noon
Medford City Hall, Council Chambers
411 West 8th Street, Medford, Oregon

The regular meeting of the Medford City Council was called to order at 12:00 noon in the Medford City Hall Council Chambers on the above date with the following members and staff present:

Acting Mayor Dick Gordon; Councilmembers Clay Bearnson, Daniel Bunn, Chris Corcoran*, Tim Jackle, Eli Matthews, Kevin Stine, Michael Zarosinski

City Manager Brian Sjothun; City Attorney Lori Cooper; City Recorder Karen Spoonts

Mayor Gary Wheeler was absent.

*Arrived as noted.

Employee Recognition
Employees from the Finance, Fire, Planning, Police and Public Works Departments were recognized for their years of service. Employees from the City Manager's Office, Planning and Public Works Department were recognized for promotions. Terry Smith, WRD Operator, was recognized for his retirement. David Pastizzo, from Technology Services, was recognized as Employee of the Quarter.

20. Approval or Correction of the Minutes of the October 6, 2016 Regular Meeting
There being no additions or corrections, the minutes were approved as presented.

30. Oral Requests and Communications from the Audience

30.1 Councilmember Gordon read the Red Ribbon Week proclamation. Young Marines Sergeant Matthew Hoff was present to receive the proclamation.

30.2 Ellen Holub, Buttercloud Bakery, stated she had spoken before Council about a month ago regarding their food truck. She requested Council re-evaluate the current Code on food trucks. Ms. Holub provided examples of the regulations from various cities. She suggested revising the size limitations on food trucks based on where they are parked.

Councilmember Gordon questioned the process for changing the Code. City Manager Brian Sjothun explained that if Council approved, the issue would be forwarded to the Planning Department for consideration.

*Councilmember Corcoran arrived.

Motion: Direct staff to review the Code regarding food trucks, prepare beneficial language for small business owners to be successful downtown and bring back historical information for Council consideration and discussion.
Moved by: Clay Bearnson Seconded by: Eli Matthews

Councilmember Bearnson believed food trucks foster diversity, bring additional people to the downtown area, improves downtown revitalization and does not impact the brick and mortar establishments.

After discussion, Council clarified the motion's intent is to direct staff to bring back information to the Council to consider any type of zone change. Council requested the history of the current food truck Code language as well.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Motion carried and so ordered.

40. Consent Calendar

40.1 COUNCIL BILL 2016-130 A resolution initiating a minor amendment to the City of Medford *Comprehensive Plan* to include the updated Parks Leisure Services Plan (PLSP).

40.3 COUNCIL BILL 2016-132 An ordinance authorizing execution of a Deed Declaration to clarify use restrictions on airport property.

Motion: Adopt Council Bills 40.1 and 40.3.
Moved by: Kevin Stine Seconded by: Daniel Bunn

Councilmember Corcoran thanked Parks Department for their work updating the Parks Leisure Services Plan.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Resolution 2016-130 and Ordinance 2016-132 were duly adopted.

50. Items Removed from Consent Calendar

40.2 Councilmember Jackle requested 40.2 be removed from the consent calendar.

COUNCIL BILL 2016-131 A resolution initiating the vacation of unimproved portions of Yamsay Drive and Farmington Avenue within the northerly portion of the Cedar Landing Planned Unit Development, lying north of Cedar Links Drive and west of Foothill Road.

Councilmember Jackle noted his growing concerns with the common areas of this development. He has received complaints from residents regarding access to the common areas and whether they were public or not. Councilmember Jackle stated his understanding was the builders were to create a homeowner's association and it could have prevented these issues. He wanted clarity on this issue prior to voting on the proposed vacation in January.

Motion: Adopt the Council Bill 40.2.
Moved by: Tim Jackle Seconded by: Daniel Bunn
Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Resolution 2016-131 was duly adopted.

60. Ordinances and Resolutions

60.1 COUNCIL BILL 2016-133 An ordinance authorizing execution of the Oregon Public Works Emergency Response Cooperative Assistance Agreement between the City of Medford and various government agencies.

Councilmember Bunn requested a staff report; Public Works Director Cory Crebbin noted this agreement has been in place for the last 10 to 15 years. He explained it is a statewide intergovernmental agreement with most of the jurisdictions in Oregon, including ODOT, agreeing to assist each other during emergency situations and ensure staff will be paid our usual and customary rates for services provided to outside agencies.

Councilmember Bunn questioned whether it compelled us to provide our services to outside agencies; Mr. Crebbin noted we are obligated to assist if we have the resources available. Councilmember Corcoran questioned whether the County was the agency of record in the event of a disaster; Mr. Crebbin explained the procedure on requesting equipment in the event of a disaster versus an emergency.

Motion: Adopt the ordinance.
Moved by: Daniel Bunn Seconded by: Clay Bearnson
Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Ordinance 2016-133 was duly adopted.

60.2 COUNCIL BILL 2016-134 An ordinance awarding a contract in an amount of $144,138.14 to West Coast Pipeline for the construction of the Storm Water Treatment Wetland Project Phase I and Phase II.

Councilmember Gordon requested a staff report; Mr. Crebbin explained the Department of Environmental Quality requested additional storm water treatment; instituting the process took time and the City is approaching the deadline to complete the project. Council previously approved the supplemental budget with excess money in the event the project runs over, as there isn't time to go through the supplemental budget process again.

Motion: Adopt the ordinance.
Moved by: Michael Zarosinski Seconded by: Daniel Bunn

Councilmember Zarosinski noted the bid and the estimates indicate the project should be within budget.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Ordinance 2016-134 was duly adopted.

60.3 COUNCIL BILL 2016-135 An ordinance authorizing execution of an Intergovernmental Agreement with the Medford Rural Fire Protection District #2 for the City to provide fire department services to the District through June 30, 2027.

Motion: Adopt the ordinance.
Moved by: Chris Corcoran Seconded by: Kevin Stine

Councilmember Corcoran thanked everyone involved, noting this agreement provides the best use of patron dollars. Councilmember Gordon noted the relationship between Fire District #2 and the City of Medford is important and it serves the citizens in both areas.

Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Ordinance #2016-135 was duly adopted.

60.4 COUNCIL BILL 2016-136 An ordinance authorizing execution of a Letter of Agreement with Teamsters Local Union No. 223 to modify Article 7 of the current agreement by eliminating the Certification Differential for Irrigation Backflow Tester and including Certified Landscape Irrigation Auditor.

Motion: Adopt the ordinance.
Moved by: Chris Corcoran Seconded by: Michael Zarosinski
Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Ordinance 2016-136 was duly adopted.

60.5 COUNCIL BILL 2016-137 A resolution adopting the seventh Supplemental Budget for the 2015-17 biennium.

Councilmember Gordon requested a staff report; Finance Director Alison Chan noted we are recognizing unbudgeted revenue including Neighborhood Stabilization funds paid to the City, funds from equipment sales, rebates as well as fund transfers.

Motion: Approve the resolution.
Moved by: Michael Zarosinski Seconded by: Daniel Bunn
Roll call: Councilmembers Bearnson, Bunn, Corcoran, Gordon, Jackle, Matthews, Stine, and Zarosinski voting yes.
Resolution 2016-137 was duly adopted.

70. Council Business

70.1 Councilmember Stine discussed his concerns regarding incoming Councilmembers being involved in the budget process within the first few months of service. He researched the budget process for the 16 largest cities in Oregon; 14 have annual budgets, but Medford and Bend do not.

Councilmember Stine noted Mr. Sjothun agreed to provide information and discuss the idea during the budget meeting of November 10, 2016. Councilmember Corcoran agreed with Councilmember Stine's concerns.

Mr. Sjothun noted he has discussed the possibility of a one-year budget and then reverting back to a biennial budget cycle with Finance Director Alison Chan. This would help address Councilmember Stine's concerns. Mr. Sjothun also stated he will reach out to cities that have moved from annual to a biennial budget. Ms. Chan noted the State of Oregon is on a biennial budget.

80. City Manager and Other Staff Reports

80.1 MODA Playground – Interim Parks and Recreation Director Rich Rosenthal
Rich Rosenthal stated the ribbon cutting for the all-abilities playground ceremony is this Saturday, October 22, 2016, at Fichtner-Mainwaring Park. Representatives from MODA Health will be attending and free basketball clinics will be held.

80.2 Further reports from City Manager

a. Mr. Sjothun thanked Councilmembers Bunn and Jackle for their work with the IPMC. The topic was expected to be ready to present to Council in November, but staff has requested an extension until December.

90. Propositions and Remarks from the Mayor and Councilmembers

90.1 Proclamations issued:
Red Ribbon Week – October 23 – 31, 2016
Extra Mile Day – November 1, 2016

90.2 Further Council committee reports

a. Councilmember Corcoran noted that Water Commission Director Larry Rains has resigned and Mr. Eric Johnson has been appointed as Interim Director.

b. Councilmember Bearnson stated that Medford Arts Commission continues to search for art for the police station. He believed the new art would honor Mr. Prescott.

c. Councilmember Zarosinski reported on the Oregon Metropolitan Planning Organization Consortium quarterly meeting in Bend. He stated that recommendations regarding the transportation plan were discussed, but no decision was made.

90.3 Further remarks from Mayor and Councilmembers

a. Councilmember Gordon thanked Councilmember Matthews for his work with Travel Medford.

100. Adjournment to the Evening Session

The evening meeting was been cancelled as there were no items for Council consideration. Council adjourned at 1:06 p.m. Councilmember Gordon noted there an executive session was scheduled at 6:00 p.m. and a study session at 6:45 p.m. tonight.

The proceedings of the City Council meeting were recorded and are filed in the City Recorder's Office. The complete agenda of this meeting is filed in the City Recorder's Office.

Karen M. Spoonts

Karen M. Spoonts, MMC
City Recorder

April 11, 2017

STUDY SESSION AGENDA

PARKS AND RECREATION COMMISSION
April 11, 2017

CARNEGIE BUILDING
413 W. Main St.
5:30 P.M.

The Parks and Recreation Commission will hold a Study Session to discuss the following items:

Draft Strategic Plan Update