

2.461 Medford Parks and Recreation Commission

(1) The Medford Parks and Recreation Commission shall consist of ten voting members and one nonvoting ex officio member, as follows:

(a) Voting members: Nine members-at-large, and one youth member. The youth member shall retain membership so long as the member is in regular attendance at a high school during the school year which falls within the one-year term.

(b) Nonvoting member: the Parks and Recreation Director.

(2) Voting members of the Commission, other than the youth member, shall be appointed by the Mayor and City Council for terms of three years, except that shorter terms may be used to stagger appointments so that the terms of three members expire each year. The youth member shall be appointed by the Mayor for a one-year term. Three-year terms for members other than the youth member shall begin February 1 and expire January 31. The one-year term for the youth member shall begin July 1 and expire June 30.

(3) The Parks and Recreation Commission shall adopt rules of procedure, as necessary, and shall by resolution establish either a regular meeting date or rules of procedure under which meetings may be called. Five voting members shall constitute a quorum.

[Amd. Ord. No. 7064, February 6, 1992; Amd Ord. No. 7369, April 15, 1993; Amd. Ord. No. 2000-128, July 6, 2000; Amd. Sec. 10, Ord. No. 2010-81, Apr. 15, 2010; Amd. Sec. 12, Ord. No. 2012-157, Oct. 4, 2012; Amd. Sec. 10, Ord. No. 2013-003, Jan. 3, 2013.]

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CITY OF MEDFORD
PARKS AND RECREATION COMMISSION
BY-LAWS

A resolution establishing rules of procedure for the Medford Parks and Recreation Commission and repealing any rules of procedure heretofore adopted.

BE IT RESOLVED BY THE MEDFORD PARKS AND RECREATION COMMISSION OF THE CITY OF MEDFORD, OREGON, that the following rules of procedure are adopted:

ARTICLE I. NAME

The Medford Parks & Recreation Commission is established and so named in accord with Section 2.461, Medford City Code.

ARTICLE II. PURPOSES AND OBJECTIVES

The purposes and objectives of the Commission, in accord with 2.462 Medford City Code, shall be:

1. Act as advisor to the Council on matters pertaining to the acquisition and development of public parks, greenways and spaces and recreation facilities for the enjoyment of the citizens;
2. Make recommendations and formulate and suggest policies to assist the Council in developing and preserving those aesthetic and recreational values which best serve the public interest;
3. Act as advisor to the City Council and City staff on matters pertaining to public recreation programs; and
4. Perform such other related duties as may from time-to-time be assigned by the Council.

ARTICLE III. MEMBERSHIP AND VOTING

Section 1. The Medford Parks and Recreation Commission, in accordance with 2.461, Medford City Code, shall consist of nine (9) residents of the City at large, and one (1) youth member resident of the City, appointed by the Council. The youth member shall retain membership, so long as the member is in regular attendance at a high school during the school year, which falls within the one-year

term. Two non-voting, ex-officio members will be the Council liaison and the Parks and Recreation Director.

Section 2. Voting members of the Commission shall be appointed by the City Council for terms of three (3) years; one (1) year for the student member. Shorter terms may be used to stagger appointments, so that the terms of three members expire each year.

Section 3. Each member of the Commission shall be entitled to vote at all regular and special meetings of the Commission.

Section 4. Anytime a member does not record his vote, it is automatically recorded as a vote with the majority; an abstention must be entered as such in the minutes with a reason recorded.

ARTICLE IV. MEETINGS OF THE COMMISSION

Section 1. Regular meetings of the Commission shall be held on the fourth Tuesday of each month.

Section 2. Five (5) voting members of the Commission shall constitute a quorum in order to accomplish Commission business.

Section 3. All Commission members shall be given advance, written notice or telephone notice of regular or special meetings where action is to be taken.

Section 4. Any Commission member missing two consecutive meetings without satisfactory explanation to the Commission may forfeit his/her membership. The Commission, by resolution, may recommend to the City Council that such a member be replaced by a person to serve the remainder of that member's term.

Section 5. A Commission member, who attends a meeting of the City Council as a representative of the Commission, should follow these guidelines:

1. Copies of any report to the Council should be made available to each member of the Council. Such a report may be delivered orally.
2. The representative should answer questions about the Commission's policies, if they are addressed to him/her by the Council.
3. The representative should support the Commission's majority report and should not present his/her own point of view, nor that of the minority, unless specifically asked.

4. The representative may ask the Council to meet jointly with the Commission before making a determination which reverses or is contrary to the recommendation of the Commission.

ARTICLE V. OFFICERS

The officers of the Parks and Recreation Commission shall be Chairperson, Vice Chairperson, Chairperson Pro Tem and Secretary. The Secretary shall be the Parks and Recreation Director and or designee.

Section 1. The officers shall be elected for one year terms, commencing with the first meeting of each February. The Chairperson shall serve a maximum of 2 years, with a 1 year hiatus before serving again as Chairperson.

Section 2. The Chairperson shall preside at all meetings, and is eligible to vote on all matters.

Section 3. The Vice Chairperson shall perform all the duties of the Chairperson in this/her absence.

Section 4. The Chairperson Pro Tem shall be elected to serve in the absence of the Chairperson or Vice Chairperson to open any meeting.

Section 5. The Secretary shall be responsible for keeping records of the Commission and performing such other services for the Commission as are customary in this role.

ARTICLE VI. SUBCOMMITTEES

Section 1. The Chairperson shall appoint subcommittees as needed.

Section 2. The Chairperson may appoint a chairperson for each subcommittee, or may serve in this capacity him/herself.

Section 3. The Chairperson is an ex-officio member of all subcommittees.

ARTICLE VII. AMENDMENT TO BY-LAWS

These by-laws may be amended by affirmative vote of at least five (5) voting members at any regular meeting, provided notice of such amendment is given at the preceding regular meeting.

ARTICLE VIII. RULES

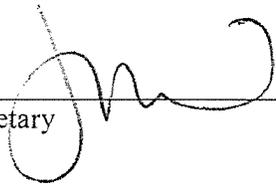
Except where otherwise provided by these rules, the proceedings of the Commission shall be governed by Roberts Rules of Order, Revised.

PASSED by the Medford Parks & Recreation Commission and signed by me in
open session in authentication of its passage this 28th day of
December, 2016.



Chairperson
Medford Parks and Recreation Commission

ATTEST:


Secretary

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

MINUTES

PARKS AND RECREATION COMMISSION

October 25, 2016

CARNEGIE BUILDING

413 W. Main St.

5:30 P.M.

Meeting called to order at 5:33 pm

10. **ROLL CALL**

Members present: Marie Cabler, Julian Cordle, Frank Hoyer, Preston Jernigan, Jerry MacLeod, Phil Ortega (*arrived as noted). Staff Present: Rich Rosenthal, Tim Stevens, Pete Young, Sandi Sherman, Jennifer Sparacino, Jesse Nyberg. Members absent: Rich Hansen, Dan Ratty, Dr. Rizvi. Council Liaison absent: Chris Corcoran. Guests: Troy Higgins, Cheryl Adams, Mike Bronze, Stefanie Fleck, Karen Matheny.

20. **APPROVAL OF MINUTES**

*Mr. Ortega arrived. September 20, 2016 minutes were approved as submitted.

30. **ORAL REQUESTS FROM THE AUDIENCE**

Ms. Adams, representing Valley School, addressed the Commission to request waiver of fees for rental of the Carnegie on Nov 3, 2016. Commissioners asked questions. Ms. Fleck assisted in answering some of them.

Motion: Waive the direct fees as long as deposit can be covered. Motion made by Mr. Cordle, seconded by Mr. Ortega. Motion passed unanimously.

40. **NEW AND CONTINUED BUSINESS**

*40.3 *Item taken out of order. Prescott Park Trail Access & Signage – Mr. Rosenthal introduced the agenda item and Mr. Young added details. Mr. Hoyer introduced Mr. Bronze with the Mountain Bike Assn, who spoke to their request to have flow trails designated for mountain bike use. Mr. Higgins spoke to the issue in favor of designating specific uses. Ms. Matheny, representing JC Horsemen, also spoke in favor of specific use.

Motion: Direct staff to implement signage as follows: Designate preferred uses for each trail, excluding equestrian use on flow trails, and signage indicating one way on flow trails. Motion made by Ms. Cabler, seconded by Mr. Cordle. Motion passed unanimously.

Motion: Direct staff to bring back to the Commission an equestrian trail route that will provide riders with an option that is comparable to, and safer than, the flow trails with the goal to be constructed by next Summer. Motion made by Ms. Cabler, seconded by Mr. MacLeod. Motion passed unanimously.



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40.1 Park & Facility Use Administrative Regulation Update – Ms. Sparacino summarized the proposed changes, staff answered questions.

Motion: Approve proposed changes. Motion made by Mr. Cordle, seconded by Mr. MacLeod. Motion passed unanimously.

40.2 Recreation Programming Plan Update – Mr. Nyberg summarized the revisions to the plan.

Motion: Approve the plan submitted by Jesse. Motion made by Mr. MacLeod, seconded by Ms. Cabler. Motion passed unanimously.

50. **COMMITTEE REPORTS**

50.1 Tree Committee – Mr. Hoepfer referred to the minutes in the packet and advised of the Committee's study session at Spencer St.

50.2 Prescott Park - none

50.3 Bear Creek Greenway Joint Powers Board – Mr. Stevens advised the last meeting was cancelled and moved to Nov 7th. The agenda is to finalize the greenway maintenance plan.

50.4 Medford Parks & Recreation Foundation – Mr. Rosenthal advised the Foundation meets the 1st week of November to discuss acceptance of the Donahue Frohnmeyer land donation.

60. **STAFF REPORTS**

60.1 Leathers Playground Update – Mr. Stevens gave an update stating there is no company on the west coast that provides a similar product to Leathers. Leathers advised west coast suppliers could possibly be used, however it would drive up cost as they have sole source agreements with existing suppliers. Commission will move forward with original motion approved at a previous meeting, to support the rebuild of a Leathers playground. Mr. Rosenthal advised the project will come back the Commission via the 6 year Capital Improvement list where they can prioritize.

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

None

80. **ADJOURNMENT**

Meeting adjourned at 6:48pm



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MEDFORD PARKS & RECREATION

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MINUTES

PARKS AND RECREATION COMMISSION
November 22, 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 (*arrived as noted), Julian Cordle, Rich Hansen, Frank Hoeper, Preston Jernigan, Jerry MacLeod, Phil Ortega, Dan Ratty. Staff present: Rich Rosenthal, Tim Stevens, Jesse Nyberg, Sandi Sherman. Members absent: Dr. Rizvi. Council Liaison absent: Chris Corcoran. Guests: Bryton Kiger.

20. **APPROVAL OF MINUTES**

October 25, 2016 minutes were approved as submitted.

30. **ORAL REQUESTS FROM THE AUDIENCE**

Ms. Kiger, youth soccer coach, spoke to a problem with access to turf soccer field at USCCP and requested more equitable time and use of the field. Mr. Rosenthal spoke to the RV Timbers Facility Use Contract currently in place. *Ms. Cabler arrived. Commissioner's requested to review the contract. Mr. Rosenthal suggested review of the contract take place at the January Commission meeting.

40. **NEW AND CONTINUED BUSINESS**

40.1 **Sponsorship Rates and Fees Administrative Regulation Update** – Mr. Rosenthal reviewed the regulation and staff's recommended updates. Commissioners discussed.

Motion: Approve the Administrative Regulation for program advertising, sponsorships and partnership opportunities. Motion made by Mr. Ratty, seconded by Mr. Hansen. Motion passed unanimously.

40.2 **Community Relations, Public Information and Marketing Plan Update** – Mr. Nyberg reviewed the plan and updates and Mr. Rosenthal gave some clarification.

Motion: Approve the 2016-17 Community Relations, Public Information and Marketing Plan with the slight adjustment to the spreadsheet with social media items, and verbiage to match. Motion made by Mr. Cordle, seconded by Ms. Cabler. Motion passed unanimously.

50. **COMMITTEE REPORTS**

50.1 **Tree Committee** – Mr. Hoeper referred Commissioners to the minutes in the packet. He also stated the Committee meets the same nights as the Commission so his status as the Liaison may need to be reviewed. Ms. Cabler gave kudos to the Neighborhood Street Tree program and suggested they try to partner with the schools.



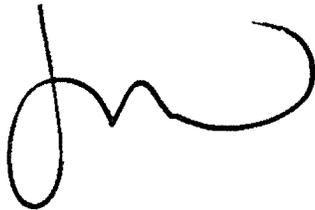
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- 50.2 **Prescott Park** – Mr. Rosenthal advised Grand Opening for trails system is being planned for April or May. Project is very close to completion. Mr. Hoeper asked about the status of the 2nd gate, Mr. Rosenthal advised he will talk to staff and come back to the Commission. Ms. Cabler asked if the trails are currently closed. Mr. Rosenthal advised they are closed due to mud but it's difficult to enforce.
- 50.3 **Bear Creek Greenway Joint Powers Board** – Mr. Stevens advised they reviewed the draft joint powers agreement and summarized the changes. The costs outlined in the agreement have been changed to be more equitable among all parties involved, resulting in an annual increase to the City of Medford of approximately \$8,000. They're hoping to finalize the draft at their next meeting and then it will come to the Commission for approval before going to Council for their approval.
- 50.4 **Medford Parks & Recreation Foundation** – Mr. Rosenthal advised the Foundation has accepted the property donation from the Johnson Fordyce family. It is not yet a legal tax lot but is going through the process. An agreement between the Foundation and the City will then be drafted and the property transferred over to the City. *Mr. Hoeper left the meeting.
60. **STAFF REPORTS**
- 60.1 **Project Update Report** – Mr. Rosenthal passed out the November update report, Mr. Stevens advised the Summerfield Park project is complete, Mr. Rosenthal advised of the USCCP Weed Abatement and the break-in issues.
- 60.2 **2017 Meeting Schedule** – Mr. Rosenthal suggested making the Dec 13, 2016 study session the regular meeting and canceling the Dec 27, 2016 meeting.
- 60.3 **Holiday Gathering** – Commissioners discussed bringing in pizza for the Dec 13th meeting.
70. **MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS** – Mr. Hansen asked for an update regarding the Swim and Tennis Club. Mr. Rosenthal advised the option is still very viable. Mr. Rosenthal commented on the consultant's conclusion regarding the Convention Center study. Jesse reminded Commissioners of the Dec 3rd Breakfast with Santa and Winter Lights Event.
80. **ADJOURNMENT**
Meeting adjourned at 6:40 pm

A handwritten signature in black ink, appearing to be a stylized 'J' followed by a flourish.

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