SPECIAL MEETING
AGENDA

PARKS AND RECREATION COMMISSION
June 7, 2016

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

10. ROLL CALL
20. APPROVAL OF MINUTES
30. ORAL REQUESTS FROM THE AUDIENCE
40. NEW AND CONTINUED BUSINESS
   40.1 Southern Oregon Veterans Benefits Lease Agreement – Brian Sjothun
   40.2 Strategic Plan Update – Brian Sjothun
   40.3 Coyote Trails Master Plan Revision – Brian Sjothun
   40.4 Recreation Division Money Handling Policy – Jennifer Sparacino
   40.5 2016 Leisure Services Plan Update – Steve Duh & Brian Sjothun
50. COMMITTEE REPORTS
   50.1 Tree Committee
   50.2 Prescott Park
   50.3 Arts Commission
   50.4 Bear Creek Greenway Joint Powers Board
   50.5 Medford Parks & Recreation Foundation
   50.6 Mayor’s Youth Advisory Commission
   50.7 Cemetery Commission
60. STAFF REPORTS
   60.1 Summer Programming
70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS
80. ADJOURNMENT
MINUTES
PARKS AND RECREATION COMMISSION
April 19, 2016
CARNEGIE BUILDING
413 W. Main St.
5:30 P.M.

Meeting called to order at 5:30 pm

10. ROLL CALL

20. APPROVAL OF MINUTES
February 2 and February 16 minutes were approved as submitted.

30. ORAL REQUESTS FROM THE AUDIENCE
None

40. NEW AND CONTINUED BUSINESS
40.1 Foundation Property Donation – Mr. Sjothun reviewed the proposed property donation and requested Commission approval.

Motion: Move to approve a recommendation to the Medford City Council to accept the 1.34 acre property donation from the Medford Parks and Recreation Foundation and incorporate the property into Donahue-Frohnmayer Park for future development. Motion made by Mr. MacLeod, seconded by Ms. Cabler. Motion passed unanimously.

40.2 Donahue-Frohnmayer Park Master Plan – Mr. Galbraith presented the proposed updated master plan and answered Commissioner’s questions.

Motion: Approve master plan as presented. Motion made by Mr. Cordle, seconded by Ms. Jensen. Motion passed unanimously.

Mr. Sjothun complimented Mr. Galbraith and his staff on their work with the master plans; Commissioners concurred.

40.3 Phoenix-Talent School District Use Agreement Amendment – Mr. Nyberg reviewed the amendment regarding adding usage of the Bear Creek Tennis Courts to the current Phoenix-Talent Facility Use Agreement. He and Mr. Sjothun answered Commissioner’s questions.
Motion: Move to approve amendment #1 for the Phoenix-Talent School District Intergovernmental agreement as proposed. Motion made by Ms. Cabler, seconded by Ms. Jensen. Motion passed unanimously.

40.4 Recreation Cost Recovery and Pricing Plan Update – Mr. Nyberg requested approval of the policy per CAPRA requirements and advised that nothing has been changed since the Commission last reviewed it. Mr. Sjothun answered Commissioner’s questions.

Motion: I move to approve the Recreation Program Pricing Policy and the administrative regulation for program sponsorships. Motion made by Ms. Jensen, seconded by Ms. Cabler. Motion passed unanimously.

40.5 Grants Policy – Ms. Sparacino summarized the new Grants Policy. She and Mr. Sjothun answered Mr. Corcoran’s questions.

Motion: Move to approve the Parks and Recreation Department Grants Policy as submitted. Motion made by Ms. Cabler, seconded by Mr. Hansen. Motion passed unanimously.

40.6 Environmental Sustainability Policy – Mr. Stevens reviewed the newly drafted Environmental Sustainability Policy and answered Commissioner’s questions.

Motion: Move we approve and adopt the Medford Parks and Recreation Environmental Sustainability Policy and Program. Motion made by Mr. MacLeod, seconded by Mr. Ratty. Motion passed unanimously.

50. COMMITTEE REPORTS
50.1 Tree Committee – Mr. Hoeper referred to the notes included in the agenda packet and added that the Committee hosts and plans an Arbor Day event that will take place at Coyote Trails on April 30. He invited Commissioner’s to attend.

50.2 Prescott Park – Mr. Sjothun advised that the Trails Project RFP is out to bid, that Ms. Durant is preparing a grant application with Land Water Conservation Fund and he requested the Commission’s approval of a support letter to accompany the application.

Motion: Move to approve the support letter as presented. Motion made by Mr. MacLeod, seconded by Mr. Ratty. Motion passed unanimously.

50.3 Arts Commission – Ms. Cabler noted an apparent error in the listing of Commissioners present in the February 8 minutes – only 6 Commissioners listed as present but none listed as absent.

50.4 Bear Creek Greenway Joint Powers Board – Mr. Sjothun advised the Board will have a study session in June to discuss the proposed new draft of the joint powers agreement. He plans to bring it to the Commission for approval in August.

50.5 Medford Parks & Recreation Foundation – Mr. Sjothun advised there is a Parks Uncorked meeting tomorrow night with the event taking place on June 3rs.

50.6 Mayor’s Youth Advisory Commission – Mr. Nyberg advised the Commission is currently working with the Schools regarding the scholarship application process and plan to bring it to the Council on May 19.

50.7 Cemetery Commission - none

60. STAFF REPORTS
60.1 U.S. Cellular Community Park Development – Mr. Sjothun introduced John Duffe’, an architect representing S. O. Veterans Benefit Group. Looking for a home for the Vietnam War veteran’s memorial wall and propose to locate it at USCCP. Mr. Sjothun and Mr. Duffe’ reviewed their proposal and answered questions. Mr. Sjothun advised this is a concept that he needs commission feedback regarding whether to pursue it or not. Ron Kohl, president of the S. O. Veterans Benefit Vietnam Wall introduced himself, described

"Creating Healthy Lives, Happy People & A Strong Community"
the purpose of the project and answered questions. Mr. Sjothun requested a motion or a “thumbs up” from the Commission regarding pursuit of this project, with a formal motion and vote regarding a proposed agreement coming back to the Commission. All Commissioners showed support to proceed.

70. **MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS**
Mr. Hoeper inquired about the City acquiring the property on the corner of Main St. and Hawthorne St. Ms. Cabler commented on the success of the Hawthorne Park renovation. Mr. Corcoran advised that he, Frank and Julian interviewed 2 very good candidates for the open Commissioner’s position. The group is recommending Phil Ortega fill the position. Mr. Corcoran will carry that nomination to the April 21 Council meeting for approval. Mr. Ratty inquired about the situation with someone taking up residence at the Hawthorne Park restroom. Mr. Sjothun advised he will pass it on to the Police Chief.

80. **ADJOURNMENT**
Meeting adjourned at 6:47 pm.
ISSUE STATEMENT & SUMMARY:

This agenda item is for the consideration of recommending a lease agreement to the City Council with the Southern Oregon Veterans Benefits/Vietnam Wall (SOVB) for area contained within the U.S. Cellular Community Park.

BACKGROUND:

A. Previous Commission Action History

April 5, 2016 – The Commission reviewed a proposal and draft site plan from John Duffie, architect and Ron Kohl, Executive Director with SOVB. The Commission provided direction to staff to work on a proposed lease agreement for a potential Vietnam Memorial Wall at U.S. Cellular Community Park.

B. Analysis

The SOVB is in need of finding a location to construct a replica to the Vietnam Memorial Wall and other improvements for events and visitation to the site. The proposed lease agreement will provide the SOVB with a site within the U.S. Cellular Community Park as discussed at the April 5 meeting.

The following installation, improvements, and land-use applications will be the responsibility of SOVB as part of this lease agreement:

- Costs for:
  - Fabrication and installation of the memorial wall
  - Site improvements including utilities, landscaping and walkways
  - Application and costs associated with all land-use approvals as determined by the Planning Department for a modification of the U.S. Cellular Community Park master plan
  - All improvements as a condition of approval as determined by the Planning Department or Planning Commission

In addition, the following on-going costs will be the responsibility of SOVB:

- Utilities associated with the leased area
- Maintenance of the memorial wall, building and grounds contained within the leased area

The terms of the lease are for 25-years with a potential 25-year renewal. The lease payment is for $1 per year for the duration of the agreement.

C. Financial and/or Resource Considerations

The department will receive $1.00 per year in lease payments for the duration of the agreement.
D. Timing Issues
The SOVB is in need of a recommendation to Council in order to move forward with the fundraising efforts that will be needed for the project.

STRATEGIC PLAN:
Theme: Responsive Leadership

COMMISSION OPTIONS:
Option A: Recommend to Council the proposed lease agreement with Southern Oregon Veterans Benefits.

Option B: Recommend to Council the proposed lease agreement with modifications with the Southern Oregon Veterans Benefits.

Option B: Do not recommend the proposed lease agreement with Southern Oregon Veterans Benefits.

STAFF RECOMMENDATIONS:
Staff recommends approval of the proposed lease agreement.

SUGGESTED 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 U.S. Cellular Community Park.

EXHIBITS:
Draft Agreement
U.S. CELLULAR COMMUNITY PARK PROPERTY LEASE

THIS LEASE made and entered into this ___ day of ____________, 2016, by and between CITY OF MEDFORD (hereinafter "Lessor") and Southern Oregon Veterans Benefits/Vietnam Wall, a non-profit corporation, (hereinafter "Lessee"),

WITNESSETH

In consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

DESCRIPTION OF PREMISES

Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, for the term, at the rental, and upon the conditions set forth herein, those certain property described within U.S. Cellular Community Park, 300 Lowry Lane, (hereinafter the “Premises”), located in the city of Medford, Oregon. The property bounded by the area contained within Exhibit A.

TERM OF LEASE

The term of this Lease shall be for twenty-five (25) years. Said term shall commence on the 1st day of August 2016. Said term shall end at midnight on the 31st day of July 2041, unless sooner terminated or renewed pursuant to any provision hereof.

RENT

Lessee shall pay Lessor as rental, during said term, the annual rental of One Dollar ($1.00) per year, payable in advance, on the 1st day of August of each year throughout the term of the Lease. The rent has been established to reflect the savings below market rent resulting from the exemption from taxation.

RENEWAL OPTION

If the lease is not in default when the option is exercised, or when the renewal term is commenced, Lessee shall have the option to renew this lease for a term of an additional twenty-five (25) years. The option may be exercised by written notice to Lessor given not less than 90 days before the
last day of the expiring term. Giving such notice shall be sufficient to make the lease binding for the renewal term without further act of the parties.

The terms and conditions of the lease for the renewal term shall be identical with the original term, including the option to renew this lease.

USE OF PREMISES

Lessee shall typically use the leased premises for activities and operations such as:

- Vietnam Memorial Wall
- Museum
- Special Events

Lessee may, upon written approval by Lessor, be granted permission to install a memorial wall, portable building, security lighting, landscaping improvements, utilities, security fencing, parking and appropriate signage for the site.

Lessee is responsible for the development of a detailed site master plan that must be reviewed and approved by the Parks and Recreation Commission prior to beginning any land-use application.

Lessee is responsible for all costs associated with the improvements listed previously as well as all land-use application fees and permits.

Lessee is responsible for all costs associated with improvements required as condition of approval from land-use process.

Lessee is responsible for all maintenance costs associated with the land and improvements to such land as outlined in Exhibit A. Such maintenance and costs will not begin until building permits are issued for the construction of improvements.

COVENANTS OF LESSEE

Lessee covenants and agrees to perform the following:

(a) To pay all rent promptly when due.

(b) To make no unlawful, improper or offensive noise or to allow any disturbances on the Premises that would interfere with the rights of nearby residential property owners and lessees to the quiet use and enjoyment of their premises. The Lessee shall promptly respond in writing to the City Manager to any notices of complaints of noise or disturbances brought to the Lessee's attention by the Lessor. In the event the Lessee fails to reasonably correct or respond to complaints by residential neighbors of interference with their rights to the quiet use and enjoyment of their property, upon ninety (90) days written notice the City Council may declare this lease incompatible with the neighborhood in
the opinion of the City Council.

(c) Not to commit or allow any strip or waste of any part of the leased Premises without prior permission from the Lessor.

(d) To defend and indemnify Lessor, Lessor’s agents and employees, and to hold them forever harmless from any and all claims and demands whatever for injuries to persons or property arising from or in any way connected with the possession or use of the said Premises by Lessee, Lessee’s employees, agents and licensees at any time during the lease term and to reimburse Lessor, Lessor’s agents and employees, for any and all costs and expenses, including attorneys’ fees, arising out of or in any way connected with any and all such claims or demands. Lessor shall have no liability to Lessee for any injury, loss, or damage caused by third parties or by any condition of the premises except to the extent caused by Lessor’s negligence or breach of duty under this lease.

(e) Lessee, at the expiration or sooner termination of this Lease, or any extension or renewal hereof, will quietly and peacefully vacate and deliver the within Premises to Lessor in as good and tenantable condition as the same are at the beginning of this Lease, reasonable wear and tear and damage by natural causes or other unavoidable casualties alone excepted.

(f) If Lessee holds over after the expiration of the term of this Lease, and shall not have agreed in writing with Lessor upon the terms and provisions of a new lease prior to such expiration, Lessee shall remain bound by all of the terms and provisions hereof, except that tenancy shall be from month to month.

(g) Lessee will keep the leased Premises free and clear of all liens for labor and/or materials performed or furnished to Lessee at said Premises.

(h) Lessee shall not use or occupy the Premises in violation of applicable laws, rules or regulations of the United States, State of Oregon, or any other public authority, and Lessee’s continued use or occupancy of any portion of the Premises in violation of such law, rule or regulation, after ten (10) days written notice from Lessor to discontinue any such use or occupation, shall at the option of Lessor constitute a breach of this Lease.

(i) Lessee acknowledges the premises located therein to be in good order and condition, any exceptions are noted in attached Exhibit A. Lessee agrees to maintain said premises and property in the condition, order and repair as they are at the commencement of this lease, except for ordinary wear and tear. Lessor acknowledges that Lessee must make major alterations and improvements to the Premises before they are suitable for the intended purposes. Lessee must obtain Lessor’s consent before making any improvements to the Premises. Lessor’s consent to Lessee making necessary alterations and
improvements to or upon said Premises shall not be unreasonably withheld, and Lessee acknowledges that said alterations or improvements shall be made at Lessee’s expense. All improvements shall comply with the Medford Municipal Code and conform to any land-use conditions for approval of improvements. Upon termination of this lease, all alterations, additions and improvements (including without limitation all non-temporary structures, electrical, lighting, plumbing, heating and air-conditioning equipment, foundations, doors, windows, partitions, drapery, carpeting, shelving, counters, physically attached fixtures, and plants growing in the ground) shall at once become part of the Premises and belong to Lessor, unless the terms of the applicable consent provide otherwise. No removal of any improvements, alterations, or additions shall be required upon termination of the Lease unless removal was specified as a condition of Lessor’s consent.

(j) Lessee assumes complete responsibility to maintain the grass, shrubbery and other landscaping in good condition at its own expense.

(k) Lessee shall pay for all heat, light, power, gas, water, sewage, telephone and other services or utilities used on the Premises during the lease term.

(l) Lessee shall pay any and all special service fees, charges or taxes imposed by the City of Medford, County of Jackson, State of Oregon, or other governmental authority arising from Lessee’s use or occupancy of the premises, or seek an exemption therefrom pursuant to statute.

(m) Lessee shall pay for all service required to keep the sewer systems inside and outside the premises in good condition and repair and for any services necessary in case such sewer system within the building becomes clogged.

(n) Lessee shall pay for all janitorial services required inside the premises.

(o) Lessor and its agents shall have access to all leased buildings and grounds for inspection purposes within a period of forty eight (48) hours following verbal or written notification unless such advance notice, for any reason, conflicts with Lessee’s activities. If so, a time of mutual convenience shall be arranged. Lessor’s right of inspection is solely for the purpose of ensuring compliance with this lease.

TAXES AND OTHER EXPENSES

Lessee shall reimburse Lessor, within fifteen (15) days after notice from Lessor, for any real property taxes Lessor is required to pay on the premises during the lease term. Lessee shall be responsible for doing whatever is necessary to obtain an exemption from assessment and obligation for payment of real property taxes, on this property, pursuant to ORS 307.166. Ordinarily the premises
would be exempt from assessment for real property taxes so long as this property is used for municipal purposes pursuant to ORS 307.090.

HAZARD INSURANCE

Lessee agrees to keep and maintain in force, at Lessee’s expense, a hazard insurance policy or policies, subject to the approval of the City, and shall list the Lessor as named insured up to the limits of liability set forth herein. Said policy or policies shall include extended coverage upon the land and improvements now or hereafter existing upon the premises, insuring the same for the replacement value thereof, and Lessee shall provide Lessor with a copy(s) or certificate(s) for such coverage. Said insurance shall provide for payment of loss to Lessor (and such holder of a mortgage or deed of trust as may be designated by Lessor), and shall include in each instance appropriate endorsement to the effect that Lessor shall be provided with not less than ten (10) days advance notice of cancellation or nonrenewal. Lessor shall use the proceeds of any insurance recovery on loss to the real or personal property for repair or replacement of the same. The Lessee may at its own expense purchase any additional coverage it may desire for its own benefit.

SUBROGATION OF CLAIMS

Anything to the contrary in this lease notwithstanding, neither party, nor its officers, directors, employees, agents or invitees, shall be liable to the other party or to any insurance company (by way of subrogation or otherwise) insuring the other party for any loss or damage to any building, structure or other tangible property, when such loss is caused by any of the perils which are or could be insured against under a standard policy of full replacement cost insurance for fire, theft and all risk coverage, or losses under worker’s compensation laws and benefits, even though such loss or damage might have been occasioned by the negligence of such party, its agents or employees (this clause shall not apply, however, to any damage caused by intentionally wrongful actions or omissions); provided, however, that if, by reason of the foregoing waiver, either party shall be unable to obtain any such insurance, such waiver shall be deemed not to have been made by either party. Each party shall give the other party notice at any time when it is unable to obtain insurance with such a waiver of subrogation and the foregoing waiver shall be effective until thirty (30) days after notice is given. Each party represents that its current insurance policies allow such waiver.

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DAMAGE TO THE PREMISES

In the event the leased Premises are destroyed by unavoidable casualty or are so damaged as to render the same wholly unfit for occupancy and such damage or destruction cannot be reasonably repaired within ninety (90) days from the date thereof, then this lease shall terminate as of the date of said damage or destruction, and Lessee shall immediately surrender said Premises to Lessor. If, however, said destruction or damage can be repaired within ninety (90) days, or the Premises are so damaged as not to be rendered wholly unfit for Lessee’s occupancy, then Lessee shall be obligated to repair the same with all reasonable dispatch.

COMPREHENSIVE LIABILITY INSURANCE

Lessee shall keep and maintain in force, at Lessee’s expense, a policy or policies of comprehensive liability insurance, written by an insurer authorized to do business in Oregon and satisfactory to Lessor, insuring Lessee and Lessor (and such other persons, firms, or corporations as are designated by Lessor) against liability, costs and expenses, including counsel fees, for injury to or death of persons or damage to property arising out of or in any manner connected with the above described Premises, improvements thereon, or the operations or activities of the Lessee, Lessee’s invitees, licensees or any other persons thereon. The limit of liability of such insurance shall not be less than One Million Dollars ($1,000,000) for injury to one or more persons, and One Hundred Thousand Dollars ($100,000) for property damage, and Lessee shall arrange for Lessor to be provided with certificates of such coverage, including in each instance appropriate endorsement to the effect that Lessor shall be provided with not less than ten (10) days advance notice of cancellation or nonrenewal.

ASSIGNMENT AND SUBLETTING

Lessee shall not assign or sublet this Lease or any of Lessee’s rights hereunder without written consent of Lessor.

CONDEMNATION

If the whole of the leased property, or such portion thereof as will make the leased property unsuitable for the purposes herein leased, is condemned for any public use or purpose by any legally constituted authority, then in either of such events this Lease shall cease from the time when possession is taken by such public authority. Such termination shall be without prejudice to the rights of either the Lessor or the Lessee to recover compensation from the condemning authority for any loss or damage
caused by such condemnation. Neither the Lessor nor the Lessee shall have any rights in or to any award made to the other by the condemning authority.

If part of the leased property is taken by eminent domain, and such taking does not render the leased property unsuitable for the purposes herein leased, this Lease shall not terminate by virtue of such taking. In such event the Lessor shall be entitled to recover compensation from the condemning authority, on behalf of Lessee, for any loss or damage caused by them in such partial condemnation. Lessor shall pay Lessee its proportional share of the loss or damage. Alternatively, Lessor shall be entitled to all of the proceeds of condemnation, and Lessor shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to a condition as comparable as reasonably practicable to that existing at the time of condemnation.

COVENANTS REGARDING HAZARDOUS MATERIAL

Lessor covenants that Lessor is not aware of any environmental contamination on the Premises. Lessor agrees to indemnify and defend Lessee against any claims made against Lessee because of environmental contamination to the Premises existing prior to occupancy of the Premises by Lessee.

Lessee covenants that Lessee will not allow any gasoline, oil, or other chemicals or hazardous materials to contaminate the property or subsurface soil, and to immediately remove any contaminated materials and to thereafter restore the Premises and to indemnify and defend Lessor against any and all claims made against Lessor on account of any hazardous materials placed upon the Premises by Lessee or Lessee's invitees or licensees.

Lessee agrees to comply with any and all governmental regulations, state, federal, or municipal, regarding hazardous materials except in respect to pre-existing contamination, which shall remain the responsibility of the Lessor. The covenants of this paragraph shall survive any termination or expiration of this lease.

DEFAULT AND REMEDIES

Lessor's Rights and Remedies:

Lessor may terminate this lease in the event of a material breach by the Lessee of the terms and conditions stated within upon one hundred eighty (180) days written notice to Lessee. This lease agreement may be terminated by the Lessor upon ninety (90) days written notice in the event of material breach by the Lessee of the terms and conditions stated herein. Material breach includes, but is not limited to, situations in which Lessee's interest, or any part of its interest, in this Lease is assigned or

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transferred, either voluntarily or by operation of law, except with Lessor's consent, or any other violation of the Covenants of Lessee specified herein.

Lessee shall be in default under this Lease if Lessee fails to observe or perform any of the provisions of this Lease (other than the payment of money) to be observed or performed by Lessee where such failure shall continue for a period of thirty (30) days after receipt of written notice thereof from Lessor to Lessee; provided, however, that if the nature of Lessee's default is such that more than thirty (30) days are reasonably required for its cure, then Lessee shall not be deemed to be in default if Lessee commences such cure within said thirty (30) day period and thereafter diligently prosecutes such cure to completion. However, on failure to perform, Lessor shall have the right without any further demand or notice, to re-enter the Premises and eject all persons from the Premises, using all necessary force to do so, and either:

A. Declare this Lease at an end, or

B. Without terminating this Lease, relet the Premises, or any part of the Premises, as the agent and for the account of Lessee upon such terms and conditions as Lessor may deem advisable.

Lessee shall allow any such re-entry without hindrance, and Lessor shall not be liable in damages for any such re-entry, or be guilty of trespass or forcible entry.

C. It is expressly understood that the rights hereinafore provided, shall be deemed cumulative and nonexclusive and that the Lessor may exercise any other right or remedy which the Lessor may have at law or in equity under the statutes and the laws of the State of Oregon.

Lessee Rights and Remedies:

Lessee may terminate this lease for any reason upon thirty (30) days written notice to Lessor. Such notice of termination shall not constitute a breach of this lease and Lessee shall not be liable in damages therefore.

WAIVER

One or more waivers by either party of any covenant or condition shall not be construed as a waiver of a subsequent breach of the same or any other covenant or condition. Lessor's consent to or approval shall not be deemed to waive or render unnecessary Lessor's consent to or approval of any subsequent similar act by Lessee.

NOTICES

All notices required hereunder shall be given to the parties herein at their addresses provided
below unless and until advised by the parties of a change in such address:

**Lessor**
City of Medford
Brian Sjothun, Parks & Recreation Director
701 N. Columbus Ave.
Medford, OR 97501

**Lessee**
Southern Oregon Veterans Benefits
PO Box 1013
Medford, OR. 97501

Any notice required or permitted under this lease shall begin to run on the date such notice is delivered, if properly sent, postage prepaid by certified or registered mail addressed to the address first given in this lease, or to such other address as may be specified from time to time by each of the parties in writing. Notice shall be construed as delivered as of the postmark date of sender’s mail receipt form.

**SUCCESSOR INTERESTS**

The covenants, conditions and terms of this agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representatives, assigns and successors in interest of the parties hereto, provided, however, that nothing contained in this paragraph shall alter the restrictions hereinabove contained relating to assignment.

**GENDER**

In construing this agreement it is understood that the Lessor may be more than one person and that Lessee may be more than one person; that if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that generally all grammatical changes shall be made, assumed and implied to make the provisions hereof apply equally to corporations and to individuals.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first hereinabove written.

**LESSOR**

CITY OF MEDFORD

**LESSEE**

SOUTHERN OREGON VETERANS BENEFITS

______________________________  ______________________________
Gary Wheeler, Mayor           Ron Kohl, President for SOVB

9 – Southern Oregon Veterans Benefits Lease
ISSUE STATEMENT & SUMMARY:
Through the efforts of the Commission and staff, the department is proposing the approval of an update and report on outcomes on the 2012-16 Strategic Plan. The outcomes will be used to report progress on the goals, policies and implementation items for the update to the Leisure Services Plan. The department will continue to operate under goals, policies and implementation items until the updated Leisure Services Plan is completed in early July.

BACKGROUND:

A. Commission Action History
April 5, 2016 – Commission reviewed the update to the department Strategic Plan and provided comments for staff to incorporate into the final updated document.

B. Analysis
The 2012-16 Strategic Plan was completed and approved by the Parks and Recreation Commission in August 2012. Staff has utilized this planning document in developing budget requests, scheduling capital improvement projects and developing policy for the continued operations of parks, recreation and open spaces.

A strategic plan and periodic review is required under Standard 2.5 – Strategic Plan as listed in the Commission for Accreditation of Park and Recreation Agencies (CAPRA) 2014 CAPRA Standards, 5th Edition.

Since the department is developing a full update to the Leisure Services Plan (LSP), staff has updated the current strategic plan to capture progress on make recommendations on what goals, policies and implementation strategies should be considered in the new LSP. The document being considered for approval this evening is a “Report Card” for the period of 2012-16.

A new strategic plan will be developed once the update to the LSP is completed. Staff anticipates presenting the Commission with the 2016-2021 Strategic Plan for consideration in October.

C. Financial and/or Resource Considerations
None.

D. Timing Issues
There is timing issue in that an update to the strategic plan is required as part of the departments ongoing CAPRA standard review process.

STRATEGIC PLAN:
Theme: Healthy Economy
Goal 5: Continue implementation of the Economic Development Strategy
Goal 6: Maintain and enhance community livability
Theme: Quality Public Service
Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents.

Theme: Responsive Leadership
Goal 12: Ensure adequate long-term municipal financial stability for City services, assets and facilities

COMMISSION OPTIONS:
Option A: Approved the updated Strategic Plan
Option B: Approved the updated Strategic Plan with additional modifications.
Option C: Not approved the updated Strategic Plan.

STAFF RECOMMENDATIONS:
Staff recommends approval of the updated Strategic Plan.

SUGGESTED MOTION:
Move to approve the Parks and Recreation Department update to the 2012-16 Strategic Plan.

EXHIBITS:
Parks & Recreation Department 2012-16 Strategic Plan.
STRATEGIC PLAN
2012-2016 Report Card

Approved by Parks & Recreation Commission
May 17, 2016
1. INTRODUCTION

April 2016 Update

In 2010, the City of Medford Parks and Recreation Department Strategic Planning Task Force developed this adaptation of the Parks, Recreation and Leisure Services Plan and City Vision Strategic Plan into this one comprehensive document. The purpose of the Department’s Strategic Plan is to clearly articulate where we intend on being in the next ten to fifteen years, provide a realistic assessment of where we are now, and direct the department on how we are going to get “there from here”.

This document is to serve as a “Report Card” in regards to the policies and implementation strategies that were the driving force behind the 2010 strategic plan. This update also includes updates to the department’s vision and mission statements, an assessment of our strengths, weaknesses, assets and threats as well as our core values. These elements determine the direction of the department, as well as permeate the actions and thinking of every activity within the department. The goals and strategic priorities have guided decision-making and are a commitment to achieving the mission statement.

Moving Forward

As a part of the update to the Leisure Services Plan as well as CAPRA re-accreditation efforts, staff and the Commission will be developing a new Strategic Plan during the 3rd quarter of 2016. The new strategic plan will focus on the goals, policies and implementation strategies as a result of the update to the Leisure Services Plan. The new plan will cover a six-year time period beginning in 2017 and measurable results reported annually. The plan will also serve in developing the capital improvement list as well as budget requests as part of the City’s biennial budget process.

This plan will continue to be a “living document” in its new form, consisting of multi-year Parks and Recreation guiding documents for each division which are reviewed, updated, and revised on an ongoing basis.
2. VISION STATEMENT

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."

Updated and approved by the Parks & Recreation Commission on May 17, 2016.

3. MISSION STATEMENT

The City of Medford Parks and Recreation Department mission statement is to:

Create healthy lives, happy people and a strong community.

This departmental mission statement is held in the context of the City of Medford’s mission statement for

"Continuous improvement and customer service"

Inspiring the department to evolve over time to greater service to the citizens of Medford.
4. CORE VALUES

The City of Medford Parks and Recreation Department Core Values constitute the fundamental beliefs of the organization.

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

**Innovation** – The department encourages an organizational culture that values new ideas and is not afraid of change or a different way of doing things. We’re nimble enough to move resources to meet the changing needs of our customer, community and staff.

**Community Enrichment** – We provide opportunities for activities, life-long learning and stewardship of quality public spaces that enhance the lives of the community we serve. We work, so many can play.

**Excellence** – We’re laser focused and consistently challenge ourselves to perform every task at the highest level capable by each team member, inspired to do better and be better. We enlist national accreditation standards, which enable the department to implement best practices in all functions of the organization.

**Exceptional Customer Service** – Our staff is empowered to make informed decisions and provide creative solutions for our customers. Many of these decisions are gained through experiences and creating a culture based on listening and balancing needs in order to exceed our customer’s expectations.

Updated and approved by the Parks & Recreation Commission on May 17, 2016.
5. S.W.O.T. ANALYSIS

Strengths
- **Staff Productivity**
  - Staff is driven, creative and dedicated
  - Functional zone maintenance teams
  - 60% of full time staffing levels as to comparable cities
  - Ability to adapt to change
  - Organizational culture
- **High Quality Product**
  - High levels of measured customer satisfaction of programs and parks
  - CAPRA
  - Facilities and programs
- **Fiscal Management & Creative Resources**
  - Expanded the use of alternative revenue sources to include staffing
  - Ability to pay-off debt service early if necessary
  - Continuous expansion of programs and park facilities

Weakness
- **Staffing**
  - Need to expand full-time levels
  - Competitive wages for part-time staffing
  - Communication between divisions
  - Span of control for supervision
  - Continuing education and training for professional growth
- **Facilities**
  - Need for rehabilitation of existing parks
  - Functional aquatic and recreation center that meets community needs
  - Tired equipment
- **Policy Makers & CMO Perceptions**
  - Inconsistent customer service from other departments
  - Separation of Parks & Facilities
  - Making decisions that impact the department without first discussing

Opportunities
- **Operations and Culture**
  - Quality over Quantity
  - CAPRA re-accreditation
  - Focus on Parks and Recreation services only
  - Become community leaders in sustainability
  - Celebrate our wins
- **Succession Planning & Staffing**
  - Provide continuing education and training
- Improve span of control with Park Maintenance division
- Improve staff onboarding and orientation as part of hiring process
- Documenting institutional knowledge

**Establishing Better Partnerships**
- Expand to outside of City departments
- Potential to expand sponsorships to include equipment for maintenance
- Utilizing volunteers
- Gain support and cooperation to solve city problems
- Define lines of responsibility between Parks and Facilities

**Threats**

- **Maintenance, Equipment and Staff Working Space**
  - Limitations in technology with no ability to use outside vendors
  - Not keeping up with investments made in parks
  - Lack of work space
  - Potential requirement to contract more services

- **Taking on Additional Duties Without Help**
  - Being required to develop new parks and programs without additional full-time staff
  - Losing staff to burnout – Excessive & unreasonable work loads

- **Financial**
  - PERS
  - Minimum wage increase – cost of business plus compression issues
  - Health care requirements for part-time staff
  - Increase to in-direct cost allocation in order to pay for other City services
  - Reduction in the use of alternative revenue sources for parks and recreation needs

- **Filling Positions**
  - Making our positions attractive to Millennials and other categories
  - Lack of cultural and recreational attractions to draw people to the region
  - Not staying abreast with trends in recruitment practices

Updated through an extensive review by department staff (January-March 2016) and approved by the Parks & Recreation Commission on May 17, 2016.
6. STRATEGIC PLAN SPECIFICS

GOALS, POLICIES, AND IMPLEMENTATION STRATEGIES

The goals, policies, and implementation strategies listed below create a framework for the realization of the Parks and Recreation Vision and Mission Statements and also will help measure its success. These were updated in 2010 and taken from the Parks, Recreation and Leisure Services Plan upon adoption into the Public Facilities Element of the City of Medford’s Comprehensive Plan.

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
</table>
| Brian Sjothun & Pete Young | On-going Policy should be kept in all future updates to Leisure Services and Strategic Plans | Used for all master plans and Conditional Use Permits:
  - 2010 – Oregon Hills Park
  - 2011 – Union Park
  - 2012 – Pear Blossom
  - 2013 – Hawthorne Park
  - 2014 – Liberty Park
  - 2015 – Cedar Links Park
  - 2016 – Kennedy Park

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
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</thead>
</table>
| Brian Sjothun & Rich Rosenthal | On-going Policy should be kept and updated as part of 2016 Leisure Services Plan process. | Ongoing review and implementation of CAPRA standard 6.1.6 – Cooperative Programming.

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

<table>
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<tbody>
<tr>
<td>Rich Rosenthal</td>
<td>On-going. Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>Ongoing review and implementation of CAPRA standard 6.1.6 – Cooperative Programming.</td>
</tr>
</tbody>
</table>
**Implementation 1-B (2):** Pursue partnerships as a key means for leveraging community resources and minimizing duplications of effort.

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<tr>
<td>Rich Rosenthal</td>
<td>On-going Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>Ongoing review and implementation of CAPRA standard 6.1.6 – Cooperative Programming. Ongoing review and implementation of CAPRA standard 3.4.2 – Community Relations Plan</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<td>Rich Rosenthal</td>
<td>On-going Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>CAPRA 6.1 (Recreation Program Plan) and CAPRA 6.3 (Scope of Program Opportunities) outline departmental efforts.</td>
</tr>
</tbody>
</table>

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

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<tbody>
<tr>
<td>Pete Young</td>
<td></td>
<td></td>
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</tbody>
</table>
**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.

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<td></td>
<td>Implementation should be kept as part of the 2016 Leisure Services Plan update.</td>
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</table>

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

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</thead>
<tbody>
<tr>
<td>Rich Rosenthal</td>
<td>2016 – CAPRA 6.3 and cost recovery will be completed by October</td>
<td>2008 – USCCP opens, providing department with a key new venue to conduct revenue-generating leagues and tournaments.</td>
</tr>
<tr>
<td>Brian Sjothun</td>
<td>Implementation should be kept as part of the 2016 Leisure Services Plan update.</td>
<td>2009 – Department successfully advocates for a full-time resource development position.</td>
</tr>
</tbody>
</table>

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

<table>
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</thead>
<tbody>
<tr>
<td>Brian Sjothun</td>
<td><strong>2006 – 2012 COMPLETED</strong></td>
<td>2010 – Completed master plan for water park option</td>
</tr>
<tr>
<td></td>
<td>Water park concept should not be included in the update to the Leisure Services Plan.</td>
<td>2012 – Lost bond measure to provide for some water park elements</td>
</tr>
</tbody>
</table>
**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.

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<tbody>
<tr>
<td>Brian Sjothun</td>
<td>Ongoing</td>
<td>2007 – Completed Aquatics Master Plan with recreation center elements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2008 – Completed gymnasium and facility improvements to Santo Community Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2010 – Completed improvements to Carnegie Building for programming/meeting space</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2011 – Developed options for community swimming facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2012 – Lost bond measure that would have provided two swimming pools</td>
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</tbody>
</table>

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

<table>
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<tbody>
<tr>
<td>Brian Sjothun</td>
<td>2016-17</td>
<td>2006 – Expanded Park Utility Fee in order to cover debt service payments for U.S.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cellular Community Park and Santo Community Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2006 – Created Car Rental Tax for debt service for U.S. Cellular Community Park and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Santo Community Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2012 – Lost bond measure that would have provided funding for two aquatic centers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2013 – Increased Car Rental Tax for debt service to final phase of USCCP</td>
</tr>
</tbody>
</table>
Policy 1-D: The City of Medford shall provide park land and facilities conveniently located and economically accessible to all members of the community.

<table>
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<tbody>
<tr>
<td>Brian Sjothun</td>
<td>On-going</td>
<td>2007 – Completed Summerfield Park</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2016 LSP Watershed map identifies gaps in accessibility.</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>Lead Staff</th>
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<tbody>
<tr>
<td>Brian Sjothun</td>
<td>On-going</td>
<td>2012 – Acquired Cedar Links Park site.</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2013 – Acquired land for future greenway trail in SE Area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014 – Parks &amp; Recreation Commission prioritized areas for future park sites.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Acquired new SE Area Park site.</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>Lead Staff</th>
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<tbody>
<tr>
<td>Rich Rosenthal</td>
<td>On-going</td>
<td>CAPRA 6.1 (Recreation Program Plan) and CAPRA 6.3 (Scope of Program Opportunities) outline departmental efforts.</td>
</tr>
<tr>
<td></td>
<td>2016 – Update to CAPRA 6.3 scheduled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td></td>
</tr>
</tbody>
</table>

**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.**

<table>
<thead>
<tr>
<th>Lead Staff</th>
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</thead>
<tbody>
<tr>
<td>Rich Rosenthal</td>
<td>2016 – CAPRA 6.3 and cost recovery will be completed by October.</td>
<td>2011, 2013 and 2014 – The Medford Parks and Recreation Commission reviews and approves CAPRA 6.3 – Scope of Program Opportunities, including</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept</td>
<td></td>
</tr>
</tbody>
</table>
and updated as part of 2016 Leisure Services Plan process.  

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

<table>
<thead>
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<tbody>
<tr>
<td>Brian Sjothun</td>
<td>On-going</td>
<td>2007 – Completion of Summerfield Park.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2013 – Acquired land for future greenway trail in SE Area.</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2015 – Acquired new SE Area Park site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016 – Recommendation to City Council for inclusion of portions of SE Area for Urban Growth Boundary expansion.</td>
</tr>
</tbody>
</table>

**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.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Brian Sjothun</td>
<td>This policy should be examined closely and consideration given to not include in the 2016 Leisure Services Plan process.</td>
<td>Acquisition funding has historically been difficult for these lands; and Often based on donations of riparian corridor and wetlands.</td>
</tr>
<tr>
<td>Pete Young</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Pete</td>
<td>On-going</td>
<td>Partnership with Public Works in developing Larson Creek Path. Examples of partnerships with private sector are Navigator’s Landing and in SE Area Plan.</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
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</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>On-going</td>
<td>CAPRA 7.9 – Natural Resource Management Plans and Procedures are in place.</td>
</tr>
<tr>
<td>Tim Stevens</td>
<td>2016-17 – Develop natural resource management plans for oak savanna, riparian areas and wetlands.</td>
<td>Riparian Corridor Ordinance 10.920-10925 protects fish bearing resource.</td>
</tr>
<tr>
<td>Adam Airoldi</td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2010 Prescott Park Management Plan Update.</td>
</tr>
<tr>
<td>Brian Sjothun</td>
<td>Recommendation to add Natural Resources to the department structure in order to maintain these areas.</td>
<td>Acquisition is usually based on donations with ongoing interest in acceptance of these lands when donated.</td>
</tr>
</tbody>
</table>

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.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Adam Airoldi</td>
<td>On-going</td>
<td>2009-2016 Partnerships with Rogue Valley Council of Governments, Oregon Stewardship, Lomakatsi and Watershed Council has led to enhancements in this corridor.</td>
</tr>
<tr>
<td>Pete Young</td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2015 – Restoration plantings near Barnett, Willamette, Jackson Streets, McAndrews Avenue and U.S. Cellular Community Park.</td>
</tr>
<tr>
<td>Brian Sjothun</td>
<td>Recommendation to potentially add other public service agencies to assist with funding for enhancement.</td>
<td>2016 – Hazard tree assessment, abatement and planting near USCCP and Railroad Park.</td>
</tr>
<tr>
<td></td>
<td>Recommendation to potentially increase Park Utility Fee for full-time maintenance of Bear Creek corridor.</td>
<td></td>
</tr>
</tbody>
</table>

Implementation 2-B (1): Directly and/or cooperatively acquire and plan appropriate park and recreation sites and public access along the Bear Creek corridor.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>2014-2016 – Hawthorne Park rehabilitation project contributed to this strategy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014-2016 – Partnership with Oregon Stewardship for management of these areas.</td>
</tr>
<tr>
<td>Pete Young, Adam Airoldi</td>
<td>2016-17 – Completion of Phase 1 of Trails Plan, featuring nearly 11 miles of new trails, parking lot and restroom facility.</td>
<td>2009 – Prescott Park Management Plan updated to include maintenance and protection of natural resources.</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2011 – Challenge Course completed with protection of natural areas implemented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Prescott Park Conceptual Trails Plan approved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016 – Approval from Jackson County Board of Commission for park master plan.</td>
</tr>
</tbody>
</table>

**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.

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

<table>
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<tbody>
<tr>
<td>Pete Young, Adam Airoldi, Brian Sjothun</td>
<td>On-going</td>
<td>2009 – Prescott Park Management Plan updated.</td>
</tr>
<tr>
<td></td>
<td>2016-18 – Continue with Fire Fuel Reduction program.</td>
<td>2009 – ODF grant funded fuel reduction completed.</td>
</tr>
<tr>
<td></td>
<td>2016-17 – Completion of Phase 1 of Trails Plan, featuring nearly 11 miles of new trails, parking lot and restroom facility.</td>
<td>2011 – Challenge Course completed with protection of natural areas implemented.</td>
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<td>Performance Measures</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Pete Young</strong>&lt;br&gt;<strong>Brian Sjothun</strong></td>
<td>On-going</td>
<td>2007 – Department received an offer for land swap. This was not approved due to Federal restrictions on the Prescott Park property.</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation to update the plan after the completion of Phases 1 and 2 of trails plan.</td>
<td></td>
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</table>

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

<table>
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<tr>
<td><strong>Pete Young</strong>&lt;br&gt;<strong>Brian Sjothun</strong></td>
<td>2015-2017 Complete by 2017</td>
<td>2015 – Inclusion into the UGB was recommended by Planning Commission.</td>
</tr>
<tr>
<td></td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendation to seek easements from Pacific Power for trail development from Oregon Hills Park to Prescott Park.</td>
<td></td>
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</table>

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

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<td>2016-18 – Continue with Fire Fuel Reduction program.</td>
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<td>2016-17 – Completion of Phase 1 of Trails Plan, featuring nearly 11 miles of new trails, parking lot and restroom facility.</td>
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**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.

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<td><strong>Pete Young</strong>&lt;br&gt;<strong>Brian Sjothun</strong></td>
<td>2009 – Prescott Park Management Plan updated.</td>
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<td>2009 – ODF grant funded fuel reduction completed.</td>
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<tr>
<td></td>
<td>2011 – Challenge Course completed with protection of natural areas implemented.</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>On-going</td>
<td>2016 - LSP Walkshed Map identifies gaps in accessibility; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ongoing- effort to identify and acquire links.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
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<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>On-going</td>
<td>Perhaps unrealistic to limit parkland acquisition to bus routes. Bus routes are driven by demand.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This implementation should be examined closely and consideration given to not include in the 2016 Leisure Services Plan process.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>On-going</td>
<td>2008 – SE Area Trail Plan developed.</td>
</tr>
<tr>
<td>Brian Sjothun</td>
<td>2016-18 – Begin development of SE Area Trails Plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014 - Prescott Park Trails Plan identifies more than 30 miles of trails</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2016 – Prescott Park Trails Plan</td>
</tr>
<tr>
<td>Lead Staff</td>
<td>Timeline</td>
<td>Performance Measures</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pete Young</td>
<td>On-going</td>
<td>2016 LSP Watershed map identifies gaps in accessibility; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ongoing- departmental effort to identify and acquire links.</td>
</tr>
<tr>
<td></td>
<td>Policy should be reviewed and updated as part of the 2016 Leisure Services Plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The feasibility of this Policy is based on available opportunities to acquire land and funding.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>Not Implemented during the current timeline.</td>
<td>City has a Riparian Corridor Ordinance that provides impetus for private sector to preserve and occasionally deed these lands to City.</td>
</tr>
<tr>
<td>Brian Sjothun</td>
<td></td>
<td>2014 – University of Oregon Open Space recommendation presented to City and department.</td>
</tr>
<tr>
<td></td>
<td>Implementation should be reviewed and updated as part of the 2016 Leisure Services Plan process. The feasibility of this strategy should be studied.</td>
<td>2014 – University of Oregon Open Space recommendation presented to City and department.</td>
</tr>
<tr>
<td></td>
<td>Recommendation to consider adding the U of O Open Space study and recommendation.</td>
<td></td>
</tr>
</tbody>
</table>

**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.
**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>On-going</td>
<td>High priority is given to master plan and construction design standards which preserve quality while insuring cost effective maintenance.</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2015 – Guidelines for Site Selection and Development was updated and approved by the Parks &amp; Recreation Commission.</td>
</tr>
<tr>
<td></td>
<td>Recommendation to include process for review by Park Maintenance Division.</td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2010 – Guidelines adopted as part of the Leisure Services Plan.</td>
</tr>
<tr>
<td></td>
<td>Recommendation to include process for review by Park Maintenance Division.</td>
<td>Guidelines used for the following projects:</td>
</tr>
<tr>
<td></td>
<td>Recommendation to update guidelines based on current trends in park development.</td>
<td>2006 – Summerfield Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2007 – U.S. Cellular Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2007 – Lewis Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2008 – Lone Pine Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2009 – Union Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2011 – Oregon Hills Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2013 – Pear Blossom Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2013 – Liberty Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014 – Cedar Links Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014 – Hawthorne Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Holmes Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2016 – Howard Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Guidelines for Site Selection and Development was updated and approved by the Parks &amp; Recreation Commission.</td>
</tr>
</tbody>
</table>
**Implementation 4-A (2):** Implement a consistent park signage program for use throughout the system and install signage where needed.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Stevens</td>
<td><strong>COMPLETED</strong></td>
<td>2015 – Park Use Regulation and Smoke Free Park Signs were standardized throughout all parks.</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2016 – Standardize signs for splash pads, dog parks and walking paths.</td>
</tr>
<tr>
<td></td>
<td>Recommendation to update the design for larger park signs and to add walking/running distances on interior park trails.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Pete Young Tim Stevens Brian Sjothun</td>
<td>On-going.</td>
<td>Planning and Maintenance staff have collaborated with landscape architect to reduce operation and maintenance costs for the following projects:</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2013 – Oregon Hills Park</td>
</tr>
<tr>
<td></td>
<td>Recommendation to include process for review by Park Maintenance Division.</td>
<td>2014 – Union Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014 – U.S. Cellular Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Hawthorne Park</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
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<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young Tim Stevens Brian Sjothun</td>
<td>On-going.</td>
<td>Projected maintenance costs have been developed and included in approved budgets for:</td>
</tr>
<tr>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2013 – Oregon Hills Park</td>
</tr>
<tr>
<td></td>
<td>Recommendation to not build any additional parks without the maintenance personnel and resources to properly maintain the new asset.</td>
<td>2014 – Union Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014 – U.S. Cellular Park</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Hawthorne Park</td>
</tr>
</tbody>
</table>

**Implementation 4-B (2):** Consider maintenance costs, including transportation and loading/unloading of equipment, before acquiring park sites smaller than one acre.
<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td><strong>COMPLETED</strong></td>
<td>The department has rejected potential donations of less than 1-acre for park sites in the following years: 2010, 2012, 2015, 2016</td>
</tr>
<tr>
<td>Tim Stevens</td>
<td></td>
<td><strong>COMPLETED</strong></td>
</tr>
<tr>
<td>Brian Sjothun</td>
<td></td>
<td>Implementation should be kept and updated as part of 2016 Leisure Services Plan process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommendation to look to combine some of the policies and implementation strategies in this section.</td>
</tr>
<tr>
<td>Pete Young</td>
<td></td>
<td><strong>COMPLETED</strong></td>
</tr>
<tr>
<td>Tim Stevens</td>
<td></td>
<td>Updates to the Maintenance and Operations Management Standards are completed annually in compliance with CAPRA Standard 7.5.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Stevens</td>
<td><strong>COMPLETED</strong></td>
<td>2006 – Park Utility Fee created for maintenance of right-of-way and beautification areas.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2008 – Park Utility Fee increased for park maintenance staffing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2015 – Alternative revenue sources utilized to add one full time maintenance staff member.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2007, 09, 11, 13 and 15 budgets were increased in Park Maintenance for additional materials and services for maintenance of parks.</td>
</tr>
</tbody>
</table>
**Implementation 4-C (2):** Develop an Integrated Pest Management Plan to define use of herbicides and pesticides on City-owned or controlled properties.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2016 – Update to Plan approved by Parks &amp; Recreation Commission.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Plan is reviewed and updated as part of CAPRA Standard 7.9 – Natural Resource</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Management Plans and Procedures.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
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</thead>
<tbody>
<tr>
<td>Tim Stevens</td>
<td><strong>COMPLETED</strong></td>
<td>2013 – Completed Maintenance and Operations Management Standards Plan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Plan is reviewed and updated as part of CAPRA Standard 7.5 – Maintenance and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operations Management Standards.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
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<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Sjothun</td>
<td>On-going.</td>
<td>2015 – Department receives a gift pledge for 22 acres to be developed in cooperation with Medford School District.</td>
</tr>
</tbody>
</table>
**Policy 4-E:** The City of Medford shall work with partner agencies, especially schools, to help meet demand for indoor and outdoor sports facilities.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
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</thead>
</table>
| Brian Sjothun | Ongoing | 2008-09 – MPRD enters into facility use agreements with St. Mary's, Cascade Christian and Phoenix-Talent schools that provide gym and classroom access for community recreation programs.  
Policy should be kept and updated as part of 2016 Leisure Services Plan process. |

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
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</thead>
</table>
| Rich Rosenthal | COMPLETED | MPRD programs are generally operated at City-owned facilities. Some programs take place at school sites furnished as a result of cooperative use agreements with schools, outlined in Policy 4-E.  
2015 – Update to community facilities completed as part of Leisure Services Plan process. |

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
</table>
| Rich Rosenthal | On-going. | 2015 – MPRD negotiates a facility use agreement with the Medford School District that allows City recreation programs to operate at McLoughlin Middle School.  
Implementation should be kept and updated as part of 2016 Leisure Services Plan process. |
**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.

<table>
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<tr>
<th>Lead Staff</th>
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<th>Performance Measures</th>
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</thead>
<tbody>
<tr>
<td>Rich Rosenthal</td>
<td>On-going.</td>
<td>MPRD administers contracts with Aloha Grill for U.S. Cellular Community Park concessions and with Jan’s Ohana Grill for vending at summer outdoor events. MPRD also regulates designated vending permit areas at Bear Creek and Fichtner-Mainwaring parks.</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
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</thead>
<tbody>
<tr>
<td>Pete Young</td>
<td>On-going. Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>This department has adopted a public masterplan process for all new parkland design. This process is outlined in CAPRA Standard 2.7 – Site Plans.</td>
</tr>
<tr>
<td></td>
<td>Recommendation to add to other policy or implementation strategy in order to reduce redundancy.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Pete</td>
<td>On-going. Policy should be reviewed and updated as part of the 2016 Leisure Services Plan process. The feasibility of this Policy might not be appropriate to include in the update to the Plan.</td>
<td>This department supports an ongoing review of criteria; Specific review of criteria occurs during the update to the Leisure Services Plan.</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Airoldi</td>
<td><strong>COMPLETED</strong></td>
<td>2013 – Selected Street Tree List updated.</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of 2016 Leisure Services Plan process.</td>
<td>2014 – Tree Permit Application form developed and implemented.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Airoldi</td>
<td><strong>COMPLETED</strong></td>
<td>2006 – City Council did not adopt a proposed tree protection ordinance and requested that staff not complete any additional work in this area.</td>
</tr>
<tr>
<td></td>
<td>Implementation strategy should be removed from future updates to the Leisure Services and Department Strategic Plans.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Airoldi</td>
<td><strong>COMPLETED</strong></td>
<td>2006 – City Council did not adopt a proposed tree protection ordinance and requested that staff not complete any additional work in this area.</td>
</tr>
<tr>
<td></td>
<td>Implementation strategy should be removed from future updates to the Leisure Services and Department Strategic Plans.</td>
<td></td>
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</table>

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

<table>
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<th>Lead Staff</th>
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<th>Performance Measures</th>
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</thead>
<tbody>
<tr>
<td>Adam Airoldi</td>
<td><strong>COMPLETED</strong></td>
<td>2009 – Heritage Tree Award program established by Tree Committee.</td>
</tr>
</tbody>
</table>
**Policy 5-B:** The City of Medford shall require the provision and continued maintenance of appropriate landscaping in conjunction with new development.

<table>
<thead>
<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Stevens</td>
<td><strong>COMPLETED</strong></td>
<td>Medford Municipal Code 10.780 details landscaping and maintenance requirements for all new development.</td>
</tr>
<tr>
<td></td>
<td>Policy should be kept and updated as part of the 2016 Leisure Services Plan process.</td>
<td>Staff continues to review plans in order to reduce Departments maintenance requirements in assigned new development areas.</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>Lead Staff</th>
<th>Timeline</th>
<th>Performance Measures</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>2015 – Public-private partnership between the Medford Arts Commission, ODOT and Cow Creek Foundation resulted in the creation of I-5 pillar mural art adjacent to Hawthorne Park.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Lead Staff</th>
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</thead>
<tbody>
<tr>
<td>Rich Rosenthal</td>
<td><strong>COMPLETED</strong></td>
<td>2014 – Medford Arts Commission implements a portable art-display system.</td>
</tr>
<tr>
<td></td>
<td>Implementation strategy should be kept and updated as part of the 2016 Leisure Services Plan process.</td>
<td></td>
</tr>
</tbody>
</table>
ISSUE STATEMENT & SUMMARY:
This item is for the consideration of recommending to the City of Medford Planning Department a minor amendment to the master plan for Coyote Trails School of Nature located at U.S. Cellular Community Park.

BACKGROUND:

A. Commission Action History
October 18, 2011 – Commission approved an assignment of lease from the Jefferson Nature Center to Coyote Trails School of Nature.


November 16, 2004 – Commission approved a lease agreement with Jefferson Nature Center for the maintenance and operation of a nature center at Medford Sports and Community Park.

B. Analysis
The Coyote Trails School of Nature is requesting consideration of a minor modification to their approved master plan at U.S. Cellular Community Park. The modification would be to allow for the installation of a dome that will serve as a classroom.

Since this is a structure that was not part of the original master plan, there will need to be a minor modification to the Conditional Use Permit for U.S. Cellular Community Park. The Planning Department has determined that this is a minor modification and can be approved internally without a public hearing. However, the Planning Department is requesting a recommendation from the Parks & Recreation Commission before making such modification.

Currently, the only comment from the Planning Department is to locate the dome outside of the identified riparian area. The proposed location on the site plan is outside of the riparian area.

C. Financial and/or Resource Considerations
None.

D. Timing Issues
There is an immediate timing issue in order for the dome to be installed prior to the start of summer camps held at the site.
STRATEGIC PLAN:
   Theme: Quality Public Services
   Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents.
   Objective 8.1: Ensure that long-term plans are adopted that identify where land is needed for parks and pedestrian/bicycle trail systems throughout the City.
   Action 8.1a: Fulfill identified land needs when properties are proposed for development.
   Action 8.1c: Locate parks and facilities in underserved area.

COMMISSION OPTIONS:
   Option A: Approve the minor modification to the master plan as presented.
   Option B: Approve the minor modification to the master plan with changes.
   Option C: Not approve the minor modification to the master plan.

STAFF RECOMMENDATIONS:
   Staff recommends approval of the minor modification to the master plan as presented.

SUGGESTED MOTION:
   I 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.

EXHIBITS:
   Dome location and site plan information.
Dear Brian

- Updated site plan that shows location of dome.

The dome will be behind the building just beyond where the shed is.

- Pictures of dome.

The doors shown here have been replaced with a clear "Bay Window" and the back has a hoop entrance. It will also have an insulated floor. I will attach schematic. This dome is covered with a satellite photo of earth at night from space and therefore will blend in much better than a standard white dome.

- Outline of use.

The dome will be used as classroom space for our preschoolers, home-schoolers and field trip classes especially in inclement weather. It hold 45 adults so could also be used as an additional rental space for meetings and classes like Wilderness First Responder etc.

I'll need to check with the Planning Department in order to determine if this new feature will cause any review/revision to our existing Conditional Use Permit for the facility.

Once I hear from you I will get with the Building Dept. for any Building Permits we may need. Also if it would be helpful for me to present this I am happy to do so.

The dome is coming from Pacific Domes in Ashland.

Thanks,

Molly
SPECIFICATION

Condition: Excellent
Type: Event Dome
Size: 20 ft. (6m)
Ceiling Height: 11ft 9 in. (3.6 meters)
Floor Area: 300 sq. ft. (28 sq. meters)
Capacity: Standing: 45 People
Serial Number: PD20040210B1675

INCLUDES

Accessories: 4 HVAC Ports
Cover Fabric: Blackout, Vinyl – Printed
Frame: 0.9”
Doors: 1 Hoop
Windows: Bay Window
Roof: Non-Removable

PRICE

List Price: $18,500.00

For further Info: http://pacificdomes.com/
This pic is looking north from back of building and shows Bird Box that is on Masterplan
This is looking east and shows the irrigation boxes that divert to the Bio Swale.

Looking south shows we are in line with shed (actually we are up from shed this is a bad angle).
SUMMARY AND BACKGROUND
Staff is presenting for Commission approval, the revised Recreation Division Money Handling Policy which includes the Cash Handling Procedures for the Santo Community Center front counter as well as drop-in and tournament events. The procedures included in the policy have been revised due to the recent installation of MaxGalaxy; the new software system the department uses for registrations and reservations.

PREVIOUS COMMISSION ACTIONS
The Recreation Division Money Handling Policy was originally adopted by the Commission in 2006 with revisions made and approved in November 2013.

ANALYSIS
The Recreation Division Money Handling Policy outlines the cash handling and reporting procedures for Santo Community Center front counter day shift, evening shift and weekend shift staff, as well as the procedures for the handling of cash at offsite events. The procedures included in the policy have been revised as a result a change in registration/reservation software used by the department. The only changes being made are the software name and the reports required by staff.

The revised policy was reviewed and approved by staff at the Leadership Team Meeting on May 3, 2016.

FINANCIAL AND/OR RESOURCE CONSIDERATIONS
None

TIMING ISSUES
There is no immediate timing issue for this item. Staff is reviewing all policies and updating those that require it, as well as any that have not been reviewed by the Commission in the last 5 years, as part of the CAPRA standards requirements.

STRATEGIC PLAN
Theme: Quality Public Services
Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents.

COMMISSION OPTIONS
A. Approve the revised Recreation Division Money Handling Policy
B. Modify and approve the revised Recreation Division Money Handling Policy
C. Deny the revised Recreation Division Money Handling Policy

STAFF RECOMMENDATION
Staff recommends approval of the Recreation Division Money Handling Policy.

SUGGESTED MOTION
I move to approve the revisions to the Recreation Division Money Handling Policy as submitted.

EXHIBITS
Recreation Division Money Handling Policy
Title: Recreation Division Money Handling Policy

Authorization:

Director Parks & Recreation
Date: __________________________

Office Administrator
Date: __________________________

See Attached

Cash Handling Procedures/Santo Community Center

Cash Handling Procedures/Recreation Off-Site Events
Recreation Drop In Sports
Tournament Pass Sales
Cash Handling Procedures
Santo Community Center

There is $50.00 beginning cash in the Cash Box

Day Shift (to be done at the END of each day shift):

Since the cash box will stay in the drawer of the front counter for the next day time staff person and the evening staff, please do the following at the end of your shift:

1. At the end of each daytime shift, run a Receipt Summary report from Max Galaxy and balance the cash and checks in the drawer to the totals on the report. Initial the report and drop it in the safe.

2. At the end of the last daytime shift, run a Receipt Summary report from Max Galaxy and pull out all cash and checks received during the daytime shift. Balance the cash and checks to the totals on the report. Initial the report and place it with the cash and checks in the small manila envelope labeled “Daily Cash Receipts.”

3. The remaining cash in the drawer should be the $50.00 beginning cash.

4. Leave the $50.00 beginning cash in the cash box and place it back in the drawer of the front counter. If there are no evening events, please then place the beginning cash in a “Beginning Cash” envelope and drop it in the safe.

5. Drop the envelope labeled “Daily Cash Receipts” in the safe that is in the Xerox Room. Make sure you push the envelope down into the safe.

If you run into any problems, please always make sure the cash is as secure as you can make it. If need be, please contact a supervisor.

Additional change is available.

Evening Shift (to be done at the END of evening shift)

PLEASE NOTE: **It is imperative that you do not leave cash in the drawer overnight**
The day staff will be leaving the cash box in the drawer of the front counter. They will have pulled out all the cash/checks that were received during their shift, leaving only the beginning bank of $50.00 in the cash box. **Count the beginning cash to verify that you have $50.00 at the beginning of your shift.**

At the end of your shift, please do the following:

1. At the end of the evening shift, run a Receipt Summary report from Max Galaxy and pull out all cash and checks received during the daytime shift. Balance the cash and checks to the totals on the report. Initial the report and place it with the cash and checks in the small manila envelope labeled “Daily Cash Receipts.”

2. The remaining cash should be the $50.00 beginning cash.

3. Place the $50.00 beginning cash in a “Beginning Cash” envelope.

4. Drop both the “Daily Cash Receipts” and Beginning Cash” envelopes in the safe in the Xerox room. Make sure you push the envelope down into the safe.

**Weekend Shift:**

Unfortunately, we do not have beginning cash for the weekend staff.

If someone pays with cash and they do not have the exact change, please take their payment and let them know that we will have the change available for them on Monday morning. Please leave your supervisor a note, so she knows to make change and have it ready.

At the end of your shift, please take all cash and checks received and place them in an envelope labeled “Daily Cash Receipts.” Drop the envelope in the safe in the Xerox Room. Make sure you push the envelope down into the safe.

If you run into any problems, please always make sure the cash is as secure as you can make it. If need be, please contact a Supervisor.
CASH HANDLING PROCEDURES

Recreation Division Off-Site Events

We often take money at events at U.S. Cellular Community Park, as well as the Santo Gymnasium. In order to properly account for the money taken at these locations, the attached Tally Sheets have been developed. As needed, they may be adjusted to fit the needs of the event.

As noted on the forms, all money received at events should be placed in a sealed envelope along with the tally sheet and taken to the Santo Community Center. At the Santo Center, the envelope should either be placed in the drop safe in the Xerox Room; or dropped in the drop box slot that is just to the right of the entrance to the Santo Center.

If any issues come up, staff should make sure that the money received is secure and a supervisor should be contacted.
RECREATION DROP IN SPORTS
Tally Sheet
City of Medford Parks and Recreation Department

Event

Cash Handler ______________________________ Date ________________

Currency/Coin Count

<table>
<thead>
<tr>
<th>Currency/Coin Type</th>
<th>Number</th>
<th>Total Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100's</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$50's</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$20's</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$10's</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$5's</td>
<td></td>
<td>$</td>
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<tr>
<td>$1's</td>
<td></td>
<td>$</td>
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<tr>
<td>$0.50</td>
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<td>$</td>
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<tr>
<td>$0.25</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.10</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.05</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$0.01</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL $                   

Example

$20's  5  $100

If required, please attach the sign in sheet with signatures to this form. Place all documents and money in an envelope and deliver to the drop safe at the Santo Center or the drop box to the right of the entry to the Santo Center.
TOURNAMENT PASS SALES
Tally Sheet
City of Medford Parks and Recreation Department

Cash Handler __________________________ Date ______________________

**Currency/Coin Count**

<table>
<thead>
<tr>
<th>Currency/Coin Type</th>
<th>Number</th>
<th>Total Dollar Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100's</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$50's</td>
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<td>$</td>
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<td>$</td>
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<tr>
<td>$0.01</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL**

$ 

**Example**

| $20's | 5 | $100 |

*Reminder: You will start with beginning cash dollars in your box; normally this is $100. This dollar amount should be deducted from your count.*

**Number Passes Sold**

<table>
<thead>
<tr>
<th>Type of Pass</th>
<th>Number Sold</th>
<th>Total Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3 Pass</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>$5 Pass</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL**

$ 

*Your total of money received and the total dollar amount for passes sold should equal each other.*

Tournament Director's Approval ____________
ISSUE STATEMENT & SUMMARY:
This agenda item is the presentation of the final draft to the 2016 Leisure Services Plan. Steve Duh, Conservation Technix, will be presenting the final draft for comments by the Commission. The comments will be reviewed and possibly incorporated into the final document for recommendation to the City Council.

BACKGROUND:

A. Commission Action History
May 3, 2016 – Commission reviewed the proposed update to the Goals & Objectives Section of the draft plan. Commission comments were incorporated into this section of the Plan.

B. Analysis
The 2016-25 Leisure Services Plan has been under development for the past 10-months. The Commission has been involved in reviewing the following documents that have assisted in developing the plan:

- Community Survey
- Guidelines for Site Selection & Development
- Recreation Program Plan
- Recreational Facilities Inventory Update
- 20-Year Projections on Revenues & Debt Service
- Goals & Objectives

The Commission has also participated in four community open houses and through additional comments obtained through the MySidewalk on-line platform.

Staff is requesting that the Commission review the final draft and provide comments which will be reviewed and considered for incorporation into the final plan. The final plan will be presented to the Commission on June 21 with a recommendation for adoption to the City Council.

The final review and recommendation to the 10-year Capital Facilities Plan will be presented to the Commission in August for review and adoption at the August 16 meeting.

C. Financial and/or Resource Considerations
$48,500,000 for the draft 10-year Capital Facilities Plan. This will be updated and presented at a future Commission meeting.

D. Timing Issues
There is timing issue in that an update to the strategic plan is required as part of the departments ongoing CAPRA standard review process.
STRATEGIC PLAN:
Theme: Healthy Economy
Goal 6: Maintain and enhance community livability
Objective 6.6: Update the City of Medford Leisure Services Plan

Theme: Quality Public Service
Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents.
Theme: Responsive Leadership
Goal 12: Ensure adequate long-term municipal financial stability for City services, assets and facilities

COMMISSION OPTIONS:
Option A: Provide comments for inclusion into the final plan.

STAFF RECOMMENDATIONS:
Staff recommends that the Commission members review the draft plan and provide comments to be incorporated into the final plan which will be presented for Commission approval at the June 21 meeting.

SUGGESTED MOTION:
None needed.

EXHIBITS:
2016 Draft Leisure Services Plan
TREE COMMITTEE STUDY SESSION
APRIL 12, 2016

Arbor Day 2016
Saturday, April 30th
Went over event site plan and agenda.
Discussed day’s events and participants.

Street Tree Removal Criteria
Adam gave examples from City of Ashland, City of Vancouver, City of Berkley, and City of Cambridge street tree removal permits. The committee needs to decide what are the key important factors for street tree approval criteria. Things to focus on; types of tree, hazards, dead, potential damage, key important information such as things that are not a valid reason (as in: “makes a mess”).

For the next meeting: Come up with a criterial list with reasons to remove or not remove a tree.

Messages, Papers, and Remarks from Committee Members
Trees on Springbrook and McAndrews - 4 out of 12 are dead. Adam will call as they should still be under warranty.

Adjournment
The study session was adjourned at 6:22 PM.

Respectfully submitted,

Sandi Sherman
Park Maintenance
ARTS COMMISSION MINUTES
Regular Meeting – April 11, 2016

Meeting was called to order at 5:30 p.m. by Chairman Crane.

10. ROLL CALL

   Members Present:   Michael Crane, Michael Davis, Jennifer Eufusia, Adrian Chavez,
                      George Schroeder, Lois Harrison, Elizabeth Bunn
   Members Absent:    Roger Lemstrom, Harry Hirsch
   Council Liaison:   Clay Bearnson
   Guests:            None
   Staff:             Rich Rosenthal

20. APPROVAL OF MINUTES

   The March 7 regular meeting minutes were approved as submitted. Commissioners also reviewed the
   monthly financial report.

30. ORAL REQUESTS FROM THE AUDIENCE

   None.

40. NEW AND CONTINUED BUSINESS

   40.1 LIFEArt Gallery & Cultural Center partnership discussion
       Chavez reported $3,500 would be adequate to furnish art supplies for an entire year of LIFEArt
       operations. Commissioners agreed to discuss the matter in more detail during agenda item 40.3.

   40.2 Art In Bloom preparations
       Commissioners reached a consensus that locating the booth near the LIFEArt Gallery in the Middleford
       Alley would be optimal.

       Crane felt the portable art display is not advisable due to the risk involved with wind and rain. He
       thought the primary purpose of having a booth is to promote the commission, to distribute
       information and to solicit feedback from residents.

       Bunn volunteered to take the lead in scheduling volunteers and organizing booth materials.

   40.3 Proposed expenditure of FY16-17 art acquisition funding
       Rosenthal explained the commission has $20,200 in art acquisition funds available through June 30,
       2017. Crane proposed using the study session on April 25 to discuss specific proposals.

       Eufusia mentioned continuing the I-5 pillar project. Commissioners also expressed interest in funding
       LIFEArt, but no specific proposals were discussed.

50. COMMITTEE REPORTS

   None.

60. STAFF REPORTS

   Rosenthal distributed the City of Medford Board and Commission handbook.
Rosenthal distributed a photo of tree stumps in Holmes Park that were retained for a prospective chainsaw art installation. He asked commissioners if they wished to pursue this project. Otherwise, a neighbor requested that the stumps be cut down. The Commission was not interested. Schroeder suggested donating the wood to sculptors.

70. **MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS**
Harrison inquired about the possibility of displaying artwork on the walls at Carnegie instead of the pieces being stored in the closet. Some expressed concern about building security and the risk of theft.

Bunn asked if the portable art display panels could be set up at 30 North gallery. Crane said he would ask the owner.

80. **ADJOURNMENT**
Meeting adjourned at 6:26 pm.

Respectfully submitted,

Rich Rosenthal
City Staff Liaison
MYAC Minutes
April 20, 2016
Santo Community Center
701 N. Columbus Ave. - 6:30 P.M.

10. ROLL CALL

Members Present: Haylie Durant, Corin Elmore, Matthew Mendenhall, Dylan Moncus, Ellie Hough

Members Absent: Shane Bechtel, Michael Crennan, Chad Moncus, Ashley Rietmann,

Guests: Staff: Jesse Nyberg

20. APPROVAL OF MINUTES
Motion to approve the April 5 2016 minutes by Dylan Moncus, seconded by Matthew Mendenhall. The motion carried.

30. ORAL REQUESTS FROM THE AUDIENCE
NONE

40. NEW AND CONTINUED BUSINESS

40.1 Fundraising Projects – Carl’s Jr. Update - Co-Chair, Dylan Moncus gave an update on the Carl’s Jr. Fundraiser and notified the commission that the Carl’s Jr. event has been rescheduled for May 18th.

40.2 5K Run – The commission discussed during the 5K Fun Run partnering with Redemption Ridge to facilitate the event. Co-Chair, Dylan Moncus reported that he spoke with representatives with Redemption Ridge and they are interested in partnering for the run. He also stated that they have experience with 5K run events and they recommended seeking sponsorships at a first step in creating the run.

The commission further discussed details about the run including, theme, location route, registration, flier, costume contests and volunteers. Commissioner, Haylie Durant stated that she could get volunteers through Southern Oregon University. Commissioner, Corin Elmore also mentioned that he has the volunteer resources through the Oregon Shakespeare Festival.

40.3 Scholarship Application Procedures – Commissioners discussed the scholarship application for the MYAC Scholarship. The commission chose to table the item for next meeting when they could get an update from Commissioner Ashley Rietmann.
50. REMARKS FROM COMMISSION MEMBERS
Commissioner, Matt Mendenhall stated he will take the lead in organizing the Mucho Gusto fundraising night for the MYAC Scholarship.

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

70. ADJOURNMENT
There being no further business, the meeting was adjourned at 7:17 pm.

Respectfully Submitted,

Jesse Nyberg
MYAC, Staff Liaison