



**City of Sutherlin
Parks Advisory Committee
Thursday, September 14, 2017
7:00 p.m. – City Hall Conference Room**

Agenda

- **Meeting called to order**
- **Introduction of Media**
- **Approval of Minutes:** November 10, 2016 Meeting
- **Ford's Pond Community Park Master Plan Update**
- **Hartley Park**
- **Parks Advisory Committee Meeting Schedule**
- **Public Comment**
- **Committee Comments**
- **Adjourn**

Next Meeting
October 19, 2017 at 7:00 p.m.

**CITY OF SUTHERLIN
PARKS ADVISORY COMMITTEE
CITY HALL CONFERENCE ROOM – 7PM
THURSDAY, NOVEMBER 10, 2016**

Committee Members:

Tom Boggs, Tim Bradley, Craig Hoobler, Vicki Holland, Rick Murphy and Zada Wright

Excused:

Absent: Jake Masterfield

City Staff: Community Development Director, Brian Elliott and Community Development Specialist, Kristi Gilbert

Introduction

of Media: None

Audience: Jim and Beth Houseman, Wendi Stinnett, John Rosenberger

Meeting called to order by Chair Boggs at 7:01 pm.

Approval of Minutes

MOTION made by Vicki Holland to approve the minutes from the August 24, 2016 meeting; second made by Zada Wright.

In favor: Boggs, Bradley, Hoobler, Murphy, Holland and Wright.

Opposed: None

Motion carried unanimously.

New Business

Awarded Ford's Pond Master Plan Grant

Jim Houseman, Friends of Ford's Pond, stated that following the Park's Committee recommendation to City Council, the City was awarded the OPRD Grant, which Council has accepted and the Notice to Proceed was issued.

Establish Ford's Pond Master Plan Grant RFP Team

Brian Elliott, Community Development Director, provided the Committee with benchmarks and a sample RFP with schedule, noting that we can be aggressive with the schedule.

Jim Houseman provided the Committee with a draft timeline, discussing additional grant potential to follow the masterplan. He indicated that we needed to get the masterplan complete quickly in order to apply for an additional grant in March, 2018, utilizing the window of opportunity to use the purchase price of Ford's Pond as the grant match, for the construction grant.

Mr. Elliott then stated that we would like to award the RFP by February, 2017, and the interview team could consist of seven Friends of Ford's Pond members and seven committee members.

Discussion ensued regarding the volunteer labor timesheets, indicating the importance of documenting everyone's time, to utilize as grant match.

Beth Houseman discussed "Place Making," and the importance of what it could be. She expressed that we need to create a place, not a design.

Discussion ensued regarding the engagement and communication with the public and through the process, noting that communication can be done through the utility bills, public media, City Website. It was also noted that the School District should be one of the stakeholders involved. RFP needs to specify the number of meetings.

Discussion ensued regarding the timeframe and some of the scope of work which included bridges over the swales and spill ways, the number of public meetings to be held, how the park can be self-sustainable, etc.

Proposed project completion will be November, 2017.

Old Business

Update on Central Park

Kristi Gilbert indicated that following the last Parks Committee Meeting, the City submitted a grant application to the Ford Family Foundation, and just prior to the grant interview, the interview was cancelled and the City was informed that several subsequent grant applications were submitted by other various cities; therefore, they had to put a cap of \$25,000 on each grant. The City was awarded the \$25,000.

Brian then discussed a delay on a piece of playground equipment and noted that the tiles would also not be delayed. With that he also pointed out that with 10 inches of rain in October, the playground equipment would not be installed until spring pending the weather. The playground and splash pad can be then be completed together with the big “wow” factor.

Other Business

Public Comment – None.

Committee Comments – None.

Adjournment: With no further business the meeting was adjourned at 8:30 pm.

Respectfully submitted by,

Kristi Gilbert
Community Development Specialist

Vice-Chair Tim Bradley

APPROVED BY COMMITTEE ON THIS _____ DAY OF _____, 2017