

CITY OF NORTH PLAINS PARKS BOARD
SPECIAL SESSION MINUTES
January 7, 2015, 6:00 P.M.
North Plains Senior Center
31450 NW Commercial Street

1. **CALL TO ORDER:** Chair Charlynn Newton called the meeting to order at 6:00 p.m. and led the flag salute.

2. **ROLL CALL:**

Board Members: Chair Charlynn Newton; Vice Chair Hildegard Miles; Heather LaBonte; Joanna Orgill; Doug Nunnenkamp, and Teri Lenahan

Staff: Public Works Director Blake Boyles

Visitors: Patti Burns

3. **APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON**

Chairperson Newton opened the floor for nominations for the 2015 Chair position. Lenahan nominated Nunnenkamp for the Chairperson position. No other nominations were presented.

Motion by Lenahan. Second by Hildegard Miles to appoint Board Member Nunnenkamp as the 2015 Parks Board Chairperson. Motion was approved unanimously.

Chairperson Newton opened the floor for nominations for the 2015 Vice-Chairperson position. Lenahan nominated Miles for the Vice-Chairperson position. No other nominations were presented.

Motion by Lenahan. Second by Nunnenkamp to appoint Board Member Miles as the 2015 Parks Board Vice-Chairperson. Motion was approved unanimously.

4. **CONSENT AGENDA** *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Parks Board.)*

A. Approval of Special Session Agenda

B. Approval of December 2, 2014 Special Session Minutes

Lenahan moved to remove Agenda Item No. 4B from the Consent Agenda. Second by LaBonte. Motion approved unanimously.

Motion by Lenahan. Second by LaBonte to approve the Consent Agenda with the approval of the special session agenda dated January 7, 2015. Motion was approved unanimously.

Discussion ensued regarding the minutes from the December 2, 2014 Parks Board Meeting. General questions were asked about the amount of detail that should be recorded in the minutes. The Board can make recommendations for what is in the minutes. The Board as a whole unit can request that more detail be put in the minutes. This is a bit vague. Generally, when items are discussed they could be in the minutes. Decisions that are a result of

discussion are normally what appear in minutes, but should contain enough detail to know why the decision was made. If a Board member feels there should be more detail reflected in the minutes, it can be presented to the Board for the Board's collective approval to add it to the minutes.

The minutes did not state why the Board was having this special meeting. What specifically is missing is the discussion on why the Board was having a special session meeting. The reason for having the special session meeting was mentioned at the meeting. All the Board members were not in attendance at the December 2, 2014 meeting and those that were here felt it was important for all the Parks Board members to be in attendance and be able to discuss the results of the feasibility study together. This would be of benefit to all those not in attendance at the December 2, 2014 meeting. This should have been mentioned in the minutes. The Board asked if the details should or shouldn't be included in the minutes. Those that were in attendance asked if the Board could have a meeting on January 7, 2014 and wanted those who were not in attendance to be contacted to ensure all members could be in attendance to discuss the Woofter product.

Lenahan stated she wanted to make a motion. In reviewing the December 2, 2014 the Parks Board Special Session minutes, Lenahan wanted to have the minutes amended by adding the following two items.

The first was in regards to Agenda Item No. 6-A-Unfinished business: Discussion and review of updated plans for Jessie Mays remodel submitted by Woofter Architecture. The motion presented by LaBonte and seconded by Miles is to be amended to read as follows: "...to approve the conceptual plan so that Woofter Architects could move ahead with the final feasibility study report."

The second portion of the motion which Lenahan presented was to amend the December 2, 2014 Parks Board minutes Item No. 8. Additional Parks Board Business to read as "The Parks Board discussed scheduling a special session meeting for January 7, 2015 so all Board members could be present to discuss the final feasibility study report submitted by Woofter."

This motion was seconded by Miles. Motion was approved unanimously.

Lenahan reminded everyone that the goal tonight is to look at the feasibility study make a decision so that the Board can move it forward to the Council.

The 12/2/14 minutes were approved with these proposed amendments.

5. NEW BUSINESS

A. Interview Parks Board candidate Patti Burns for open position on Parks Board

Nunnenkamp invited Ms. Burns to approach the Board. The Board interviewed Burns for one of the open positions on the Parks Board. Motion by LaBonte. Second by Lenahan to recommend to the North Plains City Council, the appointment of Patti Burns to the North Plains Parks Board.

- B. Discuss scheduled meeting dates with the possibility of re-evaluating the Parks Board regularly scheduled 4th Wednesday of the month meeting.

There have been some scheduling conflicts with the regularly scheduled 4th Wednesday. Discussion ensued regarding availability of each member and what days would work for all. Motion by Miles. Seconded by Orgill to change the regularly scheduled Parks Board Meeting to the 4th Thursday of the month. It was approved unanimously. It was decided to start this on Thursday, January 29, 2015 at 6:00 p.m. Staff will check on availability of the Senior Center as a meeting place.

6. **UNFINISHED BUSINESS**

- A. Discussion and review of updated conceptual plans for Jessie Mays remodel submitted by Woofter Architecture

The floor was opened for discussion and input regarding the Facility Needs Assessment and Preliminary Conceptual Design report submitted by Woofter Architecture. Lenahan had concerns about the Cost Opinion-financial report. She didn't feel that the numbers added up correctly. Lenahan wanted to ensure the Board had a handle on the costs before a recommendation was made to Council. Orgill and Miles confirmed the formula for the financial calculations was correct. The Board was reminded again to not get caught up in too many details at this point in time. A question was raised on how this was going to be funded.

Nunnenkamp asked each Board member what they felt their top priorities were.

Orgill: Would like to see the play space maximized. Concerned about the large amount of hardscape is allocated in place of the parking lot. She feels this will be useless for most of the year. It will be put to great use for the Garlic Festival, but may not be used for much of the rest of the year. She would like to preserve the space and put in a better playground. She doesn't think the hardscape needs to be as large as the parking lot is now. She would like to see more area be allocated for playground for children that will be used on a continual basis. The hardscape area has limited uses.

Lenahan: She stated she is looking at this wearing two hats—as a City Councilor and as a Parks Board Member. This is a huge project and a huge ticket item. As a City Councilor, Lenahan would asked the Board where they would like to start if this is going to be a phased in project. Wearing the hat as a Parks Board Member, Lenahan is concerned about the funding. Lenahan's top priorities are 1.) Look at the infrastructure-water, sewer and electric. Make sure it is where it needs to be in order to grow. Do we want the electricity to come in on the north side of the building? 2.) The entrance to the building; 3.) 309th vacation: work on the parking on the east side of the park.

Newton: Thinking as a Councilor she is concerned that the cost of the project is \$300,000 more than the Board has access to. Newton is concerned that the expansion of the building will take out the playground. As lay person we can't really say how it should be phased in. If we do the expansion of building it would be taking out the playground. She suggested we scooch the playground over more to the west. Her priorities are 1.) Start with the building and work out from there. 2.) 309th is an issue vision. As a Councilor she would like to see the 309th issue dealt with. She would like to move the west side of 309th more to the west. Newton cringes at the thought of how this cost will ever be doable. She is worried about the numbers. This is way more than what Otterman had told the Council this type of project would cost.

LaBonte: She feels that we need to secure a children's area on the east side before construction begins. Her priority is the infrastructure. She questioned how much the Board would want to take down. 1.) The Building. LaBonte is staying positive and believing we will have all the money available to do the whole project at one time. LaBonte also mentioned that 309th will not need to be vacated as there will still be a 36 ft travel lane once 12 ft parking stalls are installed.

Miles: 1.) the building should be Phase 1. We could use the field on the east side for many things. She would like to see construction start in a mid-August so we have a full year before the next garlic festival. Miles suggested moving the playground area to where one of the basketball areas are. The parking on 309th should also be looked at.

The re-location of the Friends of the Library on-line book sales was discussed. It was suggested that staff be asked about the use of the yellow house. It was suggested to talk to Nikki Robinson about using their upstairs for the book sales. Newton stated that Woofter had mentioned to not rule out storage area that could be planned and there may still be a home for the on-line book sales at Jessie Mays. The books would have to be moved temporarily at least during the remodel.

The Board reminded themselves that they should not get too caught up in the details at this point in time.

Nunnenkamp will attend the City Council meeting to make a presentation of the Facility Needs Assessment and Preliminary Conceptual Design submitted by Woofter. Nunnenkamp will inform Council that the Parks Board will be compiling a phase-in plan and submit the plan to the Council at a later date. Nunnenkamp will give them an idea of what has been discussed. The Board is a bit concerned and think the sticker shock should be addressed right up front.

The Board further discussed some options with financing the project. Some ideas mentioned were: utilizing SDCs; issuing bonds; fundraising—pop cans and bake sales; inquire of different companies in the area—Intel; raise the water rates; put in the budget next year; find a philanthropist.

The park will be closed during a part of the construction. This project may not commence for another two years.

Motion by Lenahan. Second by LaBonte to approve the Facility Needs Assessment and Preliminary Conceptual Design as presented by Woofter Architecture for recommendation to Council to approve.

7. ADDITIONAL PARKS BOARD BUSINESS.

The Board will continue to review and discuss the Parks Master Plan at the next meeting. It was suggested the all members have the same draft to work from. The Board would like to see this on the January 29, 2014 agenda.

LaBonte distributed a copy of a potential subdivision plan she had received in October regarding the property east of 307th. The Parks Board stated they would like to be able to discuss needs

for potential trails or parks as new subdivision plans are received by the City. The Parks Board will be included in the distribution list when the Request for Comments forms are sent out to interested parties. The Board members would like to be able to offer input.

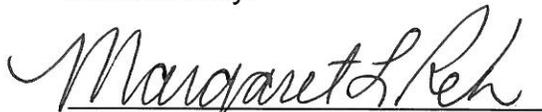
The Parks Board was concerned about the verbiage on the Parks Board application and how vague and grey the listed qualifications were. They felt it needed to be changed and wanted staff and Council to re-evaluate how it is worded. The Board wants it to be clear as to who is really qualified to be a member of the Parks Board.

Board members brought up the incredible flooding that was taking place at the McKay Fields Subdivision. The final plat has not yet been recorded so it was suggested that something should be done to make sure the developer is following the plans correctly.

8. ADJOURNMENT:

The next meeting will be held on Wednesday, January 28, 2015 at 6:00 p.m. at the North Plains Senior Center. The meeting was adjourned at 8:08 p.m.

Submitted by:


Margaret L. Reh, City Recorder

Date Minutes Approved: 01/28/2015