

**CITY OF NORTH PLAINS PARKS BOARD
REGULAR SESSION AGENDA
Wednesday, April 22, 2015, 6:00 P.M.
North Plains City Hall 31360 NW Commercial Street**

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **REGULAR SESSION AGENDA**
 - A. Approval of Regular Session Agenda
5. **REGULAR SESSION MINUTES**
 - A. Approval of March 25, 2015 Regular Session Minutes
6. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" prior to the meeting. You are not required to give your address when speaking to the Parks Board, only your name. Presentations are limited to five minutes.)*
7. **NEW BUSINESS**

None Scheduled
8. **UNFINISHED BUSINESS**
 - A. Continue the discussion and revision of the North Plains Parks and Open Space Master Plan. The Parks and Open Space Master Plan working document was distributed at the 01/28/2015 Parks Board meeting as a part of the Board Packet.
9. **ADDITIONAL BUSINESS**
 - A. Review of the Parks Capital Fund (131) budget report.
 - B. Any old, unfinished or additional issues the Board would like to address before the meeting is closed.
10. **ADJOURNMENT**

If you require special accommodations to permit your attendance at a meeting, please contact the City Recorder by calling (503) 647-5555 or e-mailing margaret@northplains.org before 4:00 p.m., five calendar days prior to the meeting.

City Parks Board Meetings are tentatively scheduled to be at the North Plains City Hall, 31360 NW Commercial Street, North Plains, Oregon, on the 4th Wednesday of the month.

The next three meetings are scheduled to be held on the following dates at 6:00 pm:

May 27, 2015

June 24, 2015

July 22, 2015

CITY OF NORTH PLAINS PARKS BOARD
REGULAR SESSION MINUTES
March 25, 2015, 6:00 P.M.
North Plains City Hall
31360 NW Commercial Street

1. **CALL TO ORDER:** Chair Doug Nunnenkamp called the meeting to order at 6:00 p.m.
2. **FLAG SALUTE:** Nunnenkamp led the flag salute.
3. **ROLL CALL:**
Board Members: Chair Doug Nunnenkamp; Patti Burns; Heather LaBonte; Teri Lenahan
Excused: Joanna Orgill
Staff: Public Works Director Blake Boyles; City Recorder Margaret Reh
Visitors: Trista Papen, Alex Ugarte (arrived at 7:00 p.m.)
4. **REGULAR SESSION AGENDA**
 - A. Approval of Regular Session Agenda

Motion by Lenahan. Seconded by Burns to approve the Regular Session Agenda for March 25, 2015. Motion was approved unanimously.

5. **REGULAR SESSION MINUTES**
 - A. Approval of February 25, 2015 Regular Session Minutes

Motion by Burns. Seconded by LaBonte to approve the Regular Session Minutes for February 25, 2015. Motion was approved unanimously.

6. **PUBLIC COMMENT**

7. **NEW BUSINESS**
 - A. Discussion of an additional play feature or new amenity at LaMordden Park

Boyles presented a staff report. The site is still under construction for repairs to the water feature. There is an area in the park with a 28 foot diameter that would accommodate one to two pieces of play equipment. Discussion ensued. The Board will need to look into the options available for funding the installation of new equipment. Boyles will contact the equipment distributor to acquire more details of what equipment could be coupled together to fit in to the space and report back to the Board at a future meeting.

- B. Nomination of a replacement Vice Chair for Parks Board. Position was vacated with the resignation of Hildegard Miles

Chair Nunnenkamp explained that with the resignation of Board Member Miles, the position of Vice Chair was vacated.

Motion by LaBonte. Second by Burns to nominate Board Member Lenahan to the position of Vice Chair. Motion was approved unanimously.

8. UNFINISHED BUSINESS

A. Discussion of status of Woofter Architecture and the design stage of Jessie Mays remodel

On March 2nd, City Council approved Resolution No.1878, allowing the City to enter into a contract with Woofter Architecture for the design phase of the Jessie Mays Community Hall and Park remodel project. Once this contract is established, the Parks Board will be working on the finishing touches of the design phase of this project. During this part of the phase it is important to continue to get input from the public. The Parks Board will have a display set up at the Volunteer Recognition Night and have a means of gathering input from those in attendance. Discussion ensued regarding options for obtaining feedback. Staff will add a static link to the city website to simplify access to the information posted. Citizens can access the conceptual plan submitted by Woofter Architecture and other information the Board has provided. Staff will design an electronic comment form for ease of input from the public.

B. Continued discussion and revision of the North Plains Parks and Open Space Master Plan

The Parks Board continued discussing and revising the Parks and Open Space Master Plan. The suggested revisions and changes will be applied to this document as it is being worked on. The Board will review and will bring all the edits back upon completion of the review.

9. ADDITIONAL PARKS BOARD BUSINESS.

The Board would like the Parks Capital Fund (131) budget report to be included in the Agenda Packet on a monthly basis. Staff will coordinate with the Finance Manager with the timeliness of the report.

Boyles has a meeting next with Tony Spiering to discuss the turtle pond. This is something that may become a part of the ODOT project that includes the walking trail that travels under the Glencoe overpass.

There may be another scout project coming forward that will add birdhouses to the Vern Galaway park along with the bat houses.

Boyles is working with Asplundh and the possibility of acquiring wood chips to add to the trail along the Vern Galaway trail.

10. ADJOURNMENT:

The next meeting is scheduled to be held on Wednesday, April 22, 2015 at 6:00 p.m. at the North Plains City Hall. The meeting was adjourned at 8:30 p.m.

Submitted by:

Margaret L. Reh, City Recorder

Date Minutes Approved: _____

PARKS CAPITAL FUND 131

Acct	Description	Revised Budget	Actuals 3/6/15	Remaining Budget	Year End Estimate	Budget to Estimate	
						Variance \$	Pos / (Neg) %
OPENING FUND BALANCE		442,729	442,729	-	442,729	-	
REVENUES							
445000	SDCs	195,500 (50)	62,560 (16)	132,940	97,750	(97,750)	50%
461000	Interest	2,580	1,147	1,433	2,115	(465)	82%
TOTAL REVENUES		198,080	63,707	134,373	99,865	(98,215)	50%
EXPENDITURES							
Parks Capital Department							
77000X	PW Projects - trails/skatepark	-	-	-	-	-	
770000	PW Projects - Jessie Mays	100,000	12,779	87,221	20,000	(80,000)	20%
	Capital Outlay	100,000	12,779	87,221	20,000	(80,000)	20%
PARKS CAPITAL DEPT TOTAL		100,000	12,779	87,221	20,000	(80,000)	20%
810110	Transfers Out - Gen Fund	8,000	1,022	6,978	1,600	(6,400)	20%
	TRANSFERS	8,000	1,022	6,978	1,600	(6,400)	20%
	CONTINGENCY	532,809	-	532,809	-	(532,809)	0%
TOTAL EXPENDITURES		640,809	13,801	627,008	21,600	(619,209)	3%
CHANGE IN FUND BALANCE		(442,729)	49,906		78,265	520,994	
UNAPPROPRIATED							
ENDING FUND BALANCE		-	492,635		520,994	520,994	

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
131 - Parks Capital								
REVENUE								
131-000-445000 - SDC								
System: CR								
10/27/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
10/27/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
10/27/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
10/27/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
11/30/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
11/30/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
11/30/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
11/30/2014	Parks - SDC J.T. ROTH CONSTRUCTION INC.	Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
01/14/2015	Parks - SDC Biggi Construction, LLC	Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC VINCE BIGGI	Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC VINCE BIGGI	Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC lot 6 Biggi Construction, LLC	Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC lot 4 Biggi Construction, LLC	Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
02/12/2015	Lot 35, 36, 96 POLYGON	Cash Receipts Batch 08-02-2015	CR		8	11	0.00	11,730.00
CR System Totals:							0.00	62,560.00
131-000-445000 Totals:							0.00	62,560.00
131-000-461000 - Interest								
System: GL								
07/31/2014	LGIP Interest		GL		1	71	0.00	200.50
08/31/2014	LGIP Interest		GL		2	66	0.00	200.57
09/30/2014	LGIP Interest		GL		3	54	0.00	194.31
10/31/2014	LGIP Interest		GL		4	55	0.00	197.89
11/30/2014	LGIP Interest		GL		5	43	0.00	168.21
12/31/2014	LGIP Interest		GL		6	51	0.00	185.72
GL System Totals:							0.00	1,147.20
131-000-461000 Totals:							0.00	1,147.20
Dept 131-000 REVENUE Totals:							0.00	63,707.20
REVENUE Totals:							0.00	63,707.20

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
EXPENSE								
131-452 - Parks								
131-452-770000 - PW Project								
System: AP								
10/27/2014	WOOFTER - Woofter Architecture	09/02/2014-09/30/2014	AP	WOOFTER	4	28	2,940.00	0.00
12/03/2014	WOOFTER - Woofter Architecture		AP	WOOFTER	6	1	6,036.04	0.00
12/03/2014	WOOFTER - Woofter Architecture		AP	WOOFTER	6	1	98.74	0.00
12/23/2014	WOOFTER - Woofter Architecture		AP	WOOFTER	6	23	3,704.06	0.00
AP System Totals:							12,778.84	0.00
131-452-770000 Totals:							12,778.84	0.00
131-452-810110 - Transfers Out - General Fund								
System: GL								
12/31/2014	Q2 overhead on capital outlay		GL		6	46	1,022.00	0.00
GL System Totals:							1,022.00	0.00
131-452-810110 Totals:							1,022.00	0.00
131-452-999000 Totals:							0.00	0.00
Dept 131-452 EXPENSE Totals:							13,800.84	0.00
EXPENSE Totals:							13,800.84	0.00
131 Totals:							13,800.84	63,707.20