

**CITY OF NORTH PLAINS PARKS BOARD  
REGULAR SESSION MINUTES  
September 24, 2014, 6:00 P.M.  
Jessie Mays Community Hall  
30975 NW Hillcrest Street**

1. **CALL TO ORDER** Public Works Director Blake Boyles called the meeting to order at 6:05 p.m.

2. **FLAG SALUTE** Boyles led the pledge of allegiance.

3. **ROLL CALL**

**Board Members:** Teri Lenahan (arrived at 6:14), Heather LaBonte, and Doug Nunnenkamp.

Excused Absence: Charlynn Newton, Hildegard Miles

**Staff:** Public Works Director Blake Boyles, City Recorder Margaret Reh.

**Visitors:** Marrina Abeln, Debra Brodie, Norma Tucker, Carolyn Leavitt, Jonathan Bolch, Miles Woofter

4. **CONSENT AGENDA**

Due to a lack of a quorum at the beginning of the meeting, Agenda Item 5A was moved before Agenda Item 4A and 4B. The floor was given to the Friends of the North Plains Public Library. When Board Member Lenahan arrived at 6:14 a quorum was established.

5. **NEW BUSINESS**

A. Discussion with Friends of the North Plains Public Library and the on-line book sales being conducted in the room on the south end of Jessie Mays.

Members from the Friends of the North Plains Public Library (Friends) had requested to be placed on the agenda. The Friends conduct their on-line book sales fundraiser for the North Plains Public Library from the room located on the south end of Jessie Mays Community Hall. They wanted to show their concern and let it be known during the design stage they would still like to be able to use some type of space in the area. Library Director Debra Brodie also stated the various ways that the library uses Jessie Mays for library events and programs. Discussion ensued. Miles Woofter suggested the Friends and Library staff submit a bulleted list of items they discussed this evening to the Board for consideration of their needs during this process.

4. **CONSENT AGENDA**

A. Approval of Regular Session Agenda

B. Approval of August 20, 2014 Regular Session Minutes

Motion by LaBonte. Second by Nunnenkamp to approve the Consent Agenda. Motion was approved unanimously.

**6. UNFINISHED BUSINESS**

A. Discussion with Woofter Architecture regarding the facility needs assessment and preliminary conceptual design for Jessie Mays Park

Introductions were made around the room. Miles Woofter had submitted a rough agenda to be considered during this meeting. The plan was to review the site and the building needs and then go over what the next steps may be. The big picture will be looked at during this feasibility study. The team will look at the long term vision for the overall community and research what the future goals are for this site. The idea is to go through the “Whys” and the “Whats” and then follow through with the “Wheres” and the “Hows” toward the end of the project.

Discussion continued on what the purposes and needs are for the building and the site. The group will conduct a needs assessment for the whole community—if some needs are being fulfilled at other locations, we won’t need to incorporate that to the plans at Jessie Mays.

Decisions will need to be made on what type of project this will be: maintenance, renovation-restoration, or new additions or wings.

Woofter presented his schedule and the proposed process to the Board. Woofter would like to schedule three meetings with Parks Board and schedule some work sessions. The Chili Cook-Off will serve as an opportunity to acquire input from citizens. Woofter will have enough documentation to present a preliminary concept design to the citizens at the Chili Cook-Off on Thursday, October 16, 2014. Scheduling conflicts will prevent the architect firm from being able to attend this event. Woofter will prepare items to receive input from Citizens. They will create poster boards and send them to the City. The Parks Board will be in attendance at the Chili Cook-Off to facilitate open dialog with the citizens. The Board will let people know what we are doing, but emphasize that no set plans are in place yet—they are looking for ideas and input from citizens at this point in time. The Board will be sharing and collecting this input, then documenting the submitted ideas and include the notes in the planning.

Woofter stated he will be conducting a work session with a design consultant, landscape engineer and a civil engineer next Thursday, October 2, 2014, on site at Jessie Mays. Woofter would like to meet with the Parks Board on October 22 and present some actual schemes on how to add space and an estimate on what that space may cost.

There will be a need to prioritize which projects are of the highest priority and identify what we must have, what we would really like to have, and what we may potentially be able to have in the future. Some of this work may be done in phases. The sequencing of work will need to be arranged so costs won’t be duplicated as the various aspects of the project are stopped and started.

Discussion of funding took place. There is some grant money that may be available for parts of this project. Woofter may be able to direct the Board to some possible avenues for funding. An understanding of the overall budget will need to be reached.

The group addressed community engagement. As was seen at this meeting, the Library is engaged in the project and we need to continue to get more groups here to discuss what their needs are at Jessie Mays. Some of the other groups that use Jessie Mays are the Westside Quilters' Guild; the North Plains Events Association; the Elephant Garlic Festival planners; the North Plains Historical Society; and the Church of Christ. Discussion ensued on how we approach the groups to make sure we get their input. Staff will compile a list of non-profits and groups that use Jessie Mays. It was suggested that the Garlic Festival group will be attendance at the next meeting.

The Board felt it would be great to be able to get the major stakeholders to meet the architects. We don't want people to think we have moved forward without gathering their input first. The Board felt it was important to extend the invitation to receive more input and come back on the October 22 to continue working on this.

The Board wanted it to be clear that anyone may attend to the Board meetings.

The Board asked how far this feasibility study will get us with the overall project. The Board was told that when the feasibility study is complete a preliminary concept documenting a vision for both the building and the park will be in place. Plans will not be created and provided—it will not be a finished product. The building plans will be made in the next phase. Woofter stated they will do everything they can do to make sure this project works.

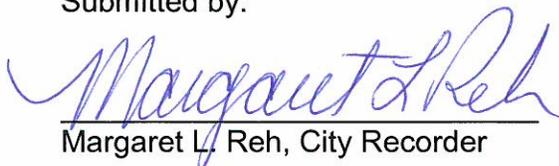
A list was submitted to Woofter from the Parks Board of ideas they would like to see in a remodeled Jessie Mays building and redesigned park. The rest of the meeting was spent going over the list and discussing options of how those ideas could be worked into the plan.

B. Discussion of revisions to Parks and Open Space Master Plan

Copies of the Parks and Open Space Master Plan (Plan) with Revision date of 09/2014 were distributed to the Board. Due to the lateness of the hour, the Board suggested scheduling an additional meeting to specifically address the Parks Master Plan revisions. The suggested dates are October 1 or October 15, 2014. Staff will consult with the Board members that were absent.

7. **ADDITIONAL PARKS BOARD BUSINESS.** None discussed.
8. **ADJOURNMENT:** The meeting was adjourned at 8:54 pm.

Submitted by:

  
Margaret L. Reh, City Recorder

Date Minutes Approved: 10/22/2014