

MINUTES
PARKS AND RECREATION COMMISSION
Wednesday, November 15th @ Noon– Council Chambers in City Hall

ROLL CALL: Sue Austin Chair, Joel Sargent, Kris Knowles, Karen Dignan, Councilman Bill Aitken , and P&R Director Kim Woodruff.

Absent: Gwen Victorson and Mose Dunkel **Guest:** Charter School Student Kaleb Huseby

MINUTES: Sept 20th 2017 minutes approved as presented.

DOWNARD WEDDING REQUEST

A facility use request to hold a wedding ceremony at the City Beach near the picnic shelter on September 15th 2018 has been submitted. Request indicated 150 to attend, and requested special permission for amplified sound during the ceremony, free standing decorations and chairs for guests. Director Woodruff noted Sept 15th may be the same weekend as the annual Scenic Half Marathon. Commission asked that staff look into possible conflicts with the Scenic Half. Sargent made a motion the event be approved as long as it does not conflict with the annual Scenic Half Marathon event, Knowles seconded motion, motion passed unanimously.

PUBLIC SPECIAL EVENTS

The way special event requests are received and managed by the City is changing. In the past, all first time, special events requesting to utilize a park, appeared on the Parks and Recreation Commission Agenda for consideration and recommendation, prior to approval. Going forward, all special event requests for PRIVATE events, inside park perimeters will continue to come before the Parks and Recreation Commission, but all PUBLIC special event requests, in or out of park perimeters, will be submitted to and managed by the Clerk's Office. Director Woodruff and Commissioners asked that the Parks and Rec Commission continue to be given the opportunity to make recommendations on PUBLIC, first time, special events, inside park perimeters, prior to their approval. Historically, Commissioners have also directed staff to 1) deny requests for new special events at City Beach during peak season, peak season is defined as when school age children are out school for summer break, and 2) require a mandatory meeting between event coordinators and the Parks Supervisor, if access to electricity or keys are needed, a minimum of 5 days prior to the event. Commissioners asked that the Clerk's Office adopt these historic criteria as well. Staff informed Commissioners that facility use rates for special events increased for fiscal 2017_18. Hourly rate is now \$55/ hour or a max of \$330 for an 8 hour day.

DECEMBER PARKS AND REC COMMISSION MEETING SCHEDULE

December 20th is the next scheduled meeting. Commissioner Knowles made a motion to cancel the December 20th Parks and Recreation Commission meeting. Commissioner Dignan seconded and the motion passed unanimously.

STUDENT REP FOR 2017 AND 2018

Kaleb Huseby, a Senior at the Forest Bird Charter School, is considering application to the student representative position on the Parks and Recreation Commission.

BEACH MASTER PLAN

Director shared that issuing a request for proposals for the Beach Master Plan is a high priority for the City Administrator.

UPDATES FROM THE DIRECTOR

Director Woodruff provided plans for the Great Northern portable toilets. Bidding for both the Great Northern structure and a steel building for operations/storage at Travers Park is planned for February. For information about proposed zoning of the U of I Property, commissioners should contact the Planning and Zoning Dept. City hung LED Christmas lights at Jeff Jones Town Square, Trees around City Parking Lot, City Hall and Community Hall and will be left in the trees year round.

ADJOURN

Commissioner Dignan motioned to adjourn. Commissioner Knowles seconded, motion passed unanimously. Meeting adjourned at 12:52 p.m. Next Scheduled Meeting is Noon Wednesday January 17th, 2018.