

Agenda

Shady Cove Parks and Recreation Commission Meeting

Shady Cove City Council Chamber
22451 Highway 62, Shady Cove, Oregon
Tuesday, June 4, 2019
6:00 p.m.

I. Call to Order

A. Roll Call

B. Announcement by Presiding Officer

1. This meeting is being digitally recorded.
2. The next regularly scheduled meeting of the Parks and Recreation Commission will be July 2, 2019, at 6:00 p.m. in the Council Chamber.
3. Public may comment on agenda items – Public must state name, address and standing to discuss an issue. Issues must have a city-wide impact and not be personal issues.

II. Consent Calendar

A. Regular Meeting Minutes of May 7, 2019 (pg. 3-5)

B. Work Session Minutes of May 21, 2019 (pg. 6-7)

III. Written Communication

None.

IV. Staff Reports

A. City Administrator

V. New Business

A. County Park Proposal

B. Upper Rogue Regional Park (URRP) Application (pg. 8-11)

C. Flag Program

1. Administration

2. Maintenance Team

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (541) 878-2225. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

VI. Public Comment on Non-Agenda Items

VII. Parks and Recreation Commissioner Comment on Non-Agenda Items

VIII. Adjournment

City of Shady Cove
Parks and Recreation Commission Meeting Minutes
Tuesday, May 7, 2019

CALL TO ORDER

Chairman Kathy Nuckles called the Regular Parks and Recreation Commission Meeting to order at 6:00 p.m. in the City Council Chamber.

Commissioners Present: Chair Nuckles; Commissioner Goebel; Commissioner Herbst, Commissioner Ancell, and Commissioner Malepsy

Staff Present: Thomas J. Corrigan, City Administrator; Councilor Tarvin

Chairman Nuckles read the announcements as presented on the agenda.

PUBLIC COMMENTS

Russ Underwood and Pam; Trail Museum and Upper Rogue Historical Society invited the Commission to visit the newly renovated Trail Museum Thursday through Sunday from 10:00 am to 4:00 pm. Russ noted that they have the original City Hall at the Museum with a plan to turn it into a mini Shady Cove Museum.

CONSENT CALENDAR

Motion to Accept the Minutes as Written for April 2, 2019

Motion: Commissioner Herbst

Second: Commissioner Ancell

All Ayes. Motion carried 5-0

WRITTEN COMMUNICATION

Letter of resignation from Commissioner Mary Magill as an alternate of the Parks and Recreation Commission.

STAFF REPORTS

City Administrator Corrigan

- Pressure tank issue in the pump house at Aunt Caroline's park.
- Shut off valves were replaced in the pump house at Aunt Caroline's.
- County Justice crew cleared brush starting in the dog walking area.
- Citizens pulled tires out of the Indian Creek.
- Good shape to meet the weed abatement deadline.
- Should have news on the Upper Rogue Regional Park soon.

NEW BUSINESS

A. Discussion Item – City Flag Program

Discussion ensued.

Motion Parks and Recreation Commission to Council They Support the Flag Program. Request \$1,500.00 in Funds for Common Spaces (ie. the Bridge, Library and City Hall). Send Letters to The Business with the Business License Renewals Inviting Them to Support the Flag Program with a \$50.00 Annual Membership

Motion: Commissioner Herbst Second: Commissioner Goebel
All Ayes. Motion carried 5-0

B. Discussion Item – Aunt Caroline’s Park

Aunt Caroline’s bank restoration – Discussion ensued.

Motion to Request the City Council Consider Funds to Repair, Refurbish or Remove the Fountain in Aunt Caroline’s Park

Motion: Commissioner Herbst Second: Commissioner Malepsy
All Ayes. Motion carried 5-0

Music in the Park – Discussion ensued.

Motion to Invite Sue Krupa to the Next Meeting to Gain her Insight on What is being Done this Summer for Music in the Park and Insight on How to Run Music in the Park in the Future

Motion: Commissioner Malepsy Second: Commissioner Herbst
All Ayes. Motion carried 5-0

C. Discussion Item – Event Handbook

Discussion ensued.

Motion to Extend the Meeting another 30 Minutes

Motion: Commissioner Herbst Second: Commissioner Ancell
All Ayes. Motion carried 5-0

COMMISSIONER COMMENTS

None.

ADJOURNMENT

There being no further business before the Commission, the Chair adjourned the regular meeting at 8:28 p.m.

Approved:

Attest:

Kathy Nuckles
Chair

Thomas J. Corrigan
City Administrator

Commission Vote:

Vice Chair Goebel	_____
Commissioner Herbst	_____
Commissioner Malepsy	_____
Commissioner Ancell	_____
Commissioner Magill	_____

DRAFT

City of Shady Cove
Parks and Recreation Commission Work Session Minutes
Tuesday, May 21, 2019

CALL TO ORDER

Chairman Kathy Nuckles called the Parks and Recreation Commission Work Session to order at 6:05 p.m. in the City Council Chamber.

Commissioners Present: Chair Nuckles; Commissioner Ancell, and Commissioner Malepsy; Commissioner Goebel and Commissioner Herbst absent

Staff Present: Thomas J. Corrigan, City Administrator

Chairman Nuckles read the announcements as presented on the agenda.

STAFF REPORTS

City Administrator Corrigan

- Jackson County sent over a proposal for the Upper Rogue Regional Park.
- The proposal is being reviewed by the City Attorney and City Insurance.
- Questions on currently booked events Insurance regulations.

OLD BUSINESS

A. Discussion Item – Event Handbook

Discussion ensued.

PUBLIC COMMENTS

None.

COMMISSIONER COMMENTS

None.

ADJOURNMENT

There being no further business before the Commission, the Chair adjourned the regular meeting at 8:28 p.m.

Approved:

Attest:

Kathy Nuckles
Chair

Thomas J. Corrigan
City Administrator

Commission Vote:

Vice Chair Goebel	_____
Commissioner Herbst	_____
Commissioner Malepsy	_____
Commissioner Ancell	_____
Commissioner Magill	_____

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RETURN AGREEMENT TO:

Jackson County Parks

7520 Table Rock Road
Central Point, OR 97502
Telephone: (541) 774-8183
Fax: (541) 774-6320
parksinfo@jacksoncounty.org
www.jacksoncountyor.org/parks



RIVERHOUSE RESERVATION AGREEMENT

Date of Event: _____ Reservation Number: _____

Arrival Time: _____ Departure Time: _____
(Earliest arrival Monday-Thursday 9:00 AM & Friday-Sunday 10:00 AM) (Latest departure Monday-Thursday 10:00 PM & Friday-Sunday 11:00 PM)

Organization/Group: _____

or
Bride & Groom: _____ Anticipated # of Guests: _____

Responsible Individual/Person in Charge: _____

Mailing Address: _____ Telephone: _____

City/State/Zip: _____ Alternate Telephone: _____

E-mail Address: _____

Type of Activity

Showing Date: _____ Time: _____ Payment Rcv'd Date: _____ Amount: _____

Wedding only Reception only Both Key Number: _____

Will there be a rehearsal? No Yes

(User shall contact Parks Office to confirm rehearsal date and time)

Rehearsal Date _____ Time: _____ *(Monday – Thursday only)*

Business Meeting Other Please describe: _____

Will event be catered? No Yes

Name and telephone of caterer *(if applicable)*: _____

Will alcoholic beverages be served: No Yes If yes, by whom: _____

Will there be amplified music? No Yes Type: _____
(amplified, live music, stereo, etc.)

Will you be using coffee urn? No Yes

Will you be using 2' x 3' grill in kitchen? No Yes

Will you be using outdoor barbeque? No Yes

Is this a fund-raising activity? No Yes If so, what _____
(Fund raising is handled on an individual basis. Liability Insurance and special permits are required)

Will anything be sold? No Yes If so, what _____

Reservation Fees	Friday – Sunday & Holidays	Monday – Thursday
June 1 – September 30 (all day)	\$800	\$350
<i>6 hours only</i>	N/A	\$200
October 1 – May 31 (all day)	\$400	\$200
<i>6 hours only</i>	\$200	\$100
Wedding Rehearsals	\$ 75/hour Monday – Thursday only	
Security/Cleaning Deposit	\$400	\$400
Showing Deposit	N/A	\$ 25

Reservations, showings, fees, and deposits

Tentative reservations will be held seven days. Prior to the end of these seven days, User shall: (1) pay a non-refundable deposit equal to half the rental fee to Jackson County Parks, and (2) sign this Reservation Agreement and return it to the Parks Office. User shall pay all remaining fees and security/cleaning deposit at least 30 days prior to the reservation date.

Upon signature below and presentation of a valid driver license, a prospective user may view the facility by paying a showing deposit and returning the key before 5:00 p.m. on the following day. The showing deposit will be returned if the prospective user chooses to not proceed with a reservation and the prospective user returns the key to Jackson County Parks.

Refund and cancellation policy

If reservation is canceled more than 30 days prior to reservation date, all money in excess of non-refundable deposit will be returned. All monies, except cleaning deposit, will be retained if reservation is canceled within 30 days of reservation date. Deposit refund, less \$50 administrative fee, may be granted if facility is reserved by another group.

Amplified Music is subject to the City of Shady Cove City Ordinances which limits all music to a maximum audible distance of 1,000 feet. Please review Chapter 90 of the City of Shady Cove Ordinances and call the City with any questions. User shall ensure that all speakers face the Riverhouse Building, and not the river.

Liability

The person reserving the facility, on his/her behalf and on behalf of the using group and user entity, does hereby agree as follows:

1. User shall be solely responsible for the condition of the facility and shall leave the building and grounds in neat and clean condition, in accordance with security/cleaning deposit checklist and without any damage. **User understands entire security / cleaning deposit will be retained if area is not left clean or if any damage occurs, or if all keys are not returned.** User shall ensure items are picked up from the entire property, including all landscaped areas, walkways, and buildings.
2. User and invitees shall arrive and depart on time. An hourly rate will be charged for additional time facility is used, and this may be deducted from the security/cleaning deposit.
3. User shall indemnify, defend, and hold harmless Jackson County, its elected officials, officers, employees, agents, and volunteers, from and against from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this Agreement including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only in proportion to and to the extent that such Claims arise from the negligent or intentional acts or omissions of User, its officers, agents, partners, employees, and all others invited onto the site or using the site under or through the authority of user ("invitees");

4. Without limiting the generality of the foregoing, the indemnification provisions set forth above apply to any injury to person or property resulting from or arising out of the selling, providing, consumption, or making available of any alcoholic beverage.
5. User acknowledges that a failure to promptly reimburse Jackson County for all damages or liability shall, in addition, result in termination of all future right to use the facilities and legal action.

Applicable Law

User and invitees shall comply with all local, state, and federal laws during use of facility.

Third Party Beneficiaries

County and User are the only parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

Location of Facility

The Riverhouse on the Upper Rogue ("facility") is located at 7710 Rogue River Drive, Shady Cove, OR. The "facility," as used in this Agreement, includes all buildings and surrounding property and grounds at this address.

Hours of Operation

The hours of operation are 10:00 AM - 11:00 PM Friday through Sunday and 9:00 AM - 10:00 PM Monday through Thursday. Included within the rental period are: any set-up, unloading of food/beverage, decorating, arranging equipment and furniture, and clean up. You may pre-arrange additional hours with the Parks office for an additional fee. Wedding rehearsal times may also be pre-arranged for an additional hourly fee on Monday through Thursdays only.

Parking

User and invitees may not park at any location other than the dedicated parking area directly in front of the Riverhouse on the Upper Rogue or in the parking area across the street. User will be provided with vehicle passes for invitees, and these passes shall be displayed in the windshield of all vehicles in the parking areas. Invitees without parking passes will be required to pay \$4 per vehicle for parking.

User and Invitees' Property

Although the Jackson County Roads and Parks Department is not responsible for lost or stolen property, property left at the facility may be turned in to the Parks Office. Inquiries may be made by calling (541) 774-8183 Monday - Friday between 8:00 AM and 5:00 PM.

Other Terms and Conditions

User and invitees:

- may supply silverware, dishes, utensils, containers, foil, plastic wrap, extension cords, can openers, and miscellaneous items;
- may not bring Styrofoam containers;
- may not light wax candles at facility because the wax is extremely difficult to remove from interior and exterior surfaces;
- may not smoke inside any building (receptacles for cigarettes and cigars are provided outside the building);
- may not place carpet or plastic runners on the grass because they will leave burn marks;
- may not possess an alcoholic beverage unless it is for personal use of user and invitees;
- may not possess beer kegs, trailer taps, or hard liquor;
- may not permit any person under the age of 21 to possess an alcoholic beverage;
- may not possess red wine or red punches in any building because it stains carpet;
- may not distribute flower petals or birdseed at any location other than the parking lot;
- may not distribute rice at the property because it may kill birds and other wildlife;
- may not damage property, including shrub beds;
- may not leave children unsupervised because of the proximity of the river;
- may not allow any animals other than ADA service animals at the facility; and
- may not exceed the capacity of the house (50 guests), or the house and grounds (250 guests).

Reservation of Rights

Jackson County reserves the right to exclude user and invitees from its property at any time if user or any invitee violate any term of this Agreement.

Entire Agreement

This reservation agreement constitutes the entire agreement between User and Jackson County on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein. No waiver, consent, modification, or change of terms of this agreement shall bind any party unless in writing and signed by User and County.

The undersigned has read and agrees to be bound by all terms and conditions contained in this Reservation Agreement.

Date

User Signature
(Person responsible and in charge)

User Name

User Entity (Name of Organization / Group)