

Agenda
Shady Cove Parks and Recreation Commission Meeting

Shady Cove City Council Chambers
22451 Highway 62, Shady Cove, Oregon
Tuesday, November 5, 2019
6:00 p.m.

I. Call to Order

- A. Roll Call
- B. Announcements by Presiding Officer

- 1. This meeting is being digitally recorded.
- 2. The next regularly scheduled meeting of the Parks and Recreation Commission will be December 3, 2019, at 6:00 p.m. in the Council Chambers.
- 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 October 1, 2019 (pgs.2-4)

III. Written Communication

None.

IV. Staff Reports

- A. City Administrator

V. Old Business

- A. Aunt Caroline's Park application

VI. New Business

- A. Action Items (spreadsheet) (pgs.5-6)

VII. Public Comment on Non-Agenda Items

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

IX. Adjournment

None.

STAFF REPORTS

City Administrator

- The latest bridge templet has been checked and determined that it fits perfectly.
- Plans for the ADA ramp presented to the Parks and Recreation Commission
- During the week Spencer was out the bathroom at Aunt Caroline's was opened by volunteers.
- The City has not nailed down a date for the planting in Aunt Caroline's Park.

Councilor Mitchell commented on the process the Jackson County Board of Commissioners works through their process. He noted that the County Parks Department believes that the City of Shady Cove would do a good job taking care of the Upper Rogue Regional Park.

OLD BUSINESS

A. Discussion Item – Riverhouse Application Packet

Discussion ensued.

NEW BUSINESS

B. Discussion Item – Aunt Caroline's Park Activities

Discussion ensued.

PUBLIC COMMENTS

None.

COMMISSIONER COMMENTS

Chair Kathy Nuckles noted that the fall flags will be changed out on Thursday at 9:00 a.m.

Commissioner Malepsy hoped that the County Commissioners make a decision on the park soon.

Councilor Mitchell noted that he looks forward to meeting with the Parks and Recreation Commission on the first Tuesday of every month.

ADJOURNMENT

There being no further business before the Commission, the Chair adjourned the regular meeting at 7:42 p.m.

Approved:

Attest:

Kathy Nuckles
Chair

Thomas J. Corrigan
City Administrator

Commission Vote:

Chair Nuckles _____
Commissioner Goebel _____
Commissioner Herbst _____
Commissioner Malepsy _____
Commissioner Ancell _____

DRAFT

Action Item #	Status	Description	Action Lead	Target Due Date	Notes
1	Open	Aunt Caroline's Park fountain: Recommendation and estimates for what to do with broken fountain.	Paul		Consensus seems to be to make the fountain a planter since clean water to the site will be problematic. Paul/Spencer looking into moving fountain to a better site and pouring a new footer. Effort still in investigative stage. Another option is to abandon the fountain.
2	Open	Flag Program: Advertise/get Flag program coordinator and maintenance team.	Kathy		Approval granted to buy 50 daffodil flags for spring (\$780). The flags have been ordered. Work to continue to use the remaining membership funds to buy new summer flags since these will be largely unusable next year. Final vote for bridge flag designs has taken place. Once flag inventory is settled, we can focus on getting a Flag program coordinator.
3	Open	Event Handbook: Continue work to complete.			Kathy did a rework; Betty provided revisions. Per Tom, insurance near term will prevent us from renting out any park facilities except the Riverhouse. We will need to strip out all non-Riverhouse park rental language. The barebones handbook should simply contain: key checkout for Aunt Caroline's bathroom, Riverhouse, and possibly some language on use of the parks for festivals. This will essentially be a rewrite of the Event Handbook. As we grow, we will add back in the stripped out material as appropriate. As of 10/1 the handbook is mostly done.
4	Open	Next revision of Riverhouse App: Rework terms and establish new fees for Riverhouse and parking lot.			See #3 above re: incorporation into Event Handbook. Also need to establish new pricing. Bonnie provided sample venue pricing for consideration in establishing Riverhouse rental prices. Per Tom, current insurance will not allow us to charge for parking so it will need to be free for the foreseeable future. Waiting for final approval.
5	Closed	Music in the Park: Invite Sue Krupa to next meeting.	Kathy	10/1/2019	Sue Krupka attended the 10/1 Park meeting. She gave lots of info on the logistics of operating Music in the Park
6	Open	Per Hank at City Council: Think about establishing Shady Cove as a City of Festivals			Talked about starting with 2 festivals: June and late September to frame summer. The June festival should include the Watershed's Festival on the Rogue. We can explore the possibility of a beer garden at Riverhouse.
7	Open	Aunt Caroline's Park river bank: Restoration	Tom & Spencer		Restoration activities are underway and scheduled. As of late October restoration is near completion.
8	Closed	Aunt Caroline's Park ADA ramp	Tom & Spencer	9/3/2019	The ADA ramp has been completed

9	Open	Upper Rogue Regional Park boat ramp	Tom			Design was done years ago; Marine board will do the work. Since they are paying, we should let them take the lead. Chuck (coordinator of Festival on the Rogue) voiced concern over the plans calling for the removal of 16 trees. City to see if those 16 trees are all still there. Also, trees must be removed for expansion of ramp ingres/agres.
10	Open	Update Park Masterplan	Tom			There was a plan done by the county years ago. This needs to be reviewed and updated with future plans Do we need to follow county masterplan rules?
11	Open	Revise Riverhouse Logo	Tom			The city's website designer will work on it. The new logo will be presented on 11/2
12	Open	Educational Signage on Fence	Watershed Council			Possible the Watershed Council will work with our commission to agree on signage
13	Closed	Aunt Caroline's Park- Sprinklers to be fixed with automatic timers	Tom	9/3/2019		
14	Closed	Aunt Caroline's Park- Stray cats to be trapped and spayed or neutered	Tom	9/3/2019		Tom is working with a volunteer who will trap and transport cats
15	Closed	Aunt Caroline's Park - Bank Restoration - Planting	Tom	10/18/2019		Arrangements to be made to work with school to facilitate planting