



PARK, RECREATION AND TREE BOARD
Monday, October 20th, 2014 @ 6:00 PM
13680 NW Main Street
Banks, Oregon 97106

MEETING MINUTES

CALL TO ORDER AND DECLARATION OF A QUORUM

Meeting called to order at 6:07 PM.

Present: Denise Holmes, Mitty Brady, Gene Stout, Marion Steinbach, Michael Nelson, and Jolynn Becker
Absent: Dan Streblov

INTRODUCTIONS:

None

APPEARANCE OF INTERESTED CITIZENS:

N/A.

APPROVAL OF MINUTES

1. Minutes of the Park, Recreation and Tree Board Management Committee Meeting – September 15, 2014. Michael Nelson made a motion to accept the minutes. Motion seconded by Mitty Brady. Motion passed unanimously.

NEW BUSINESS

2. Review application for open PRT Board Position #PRT3 – Applicant is Michael Davis. There was discussion regarding Mr. Davis' application. Mitty Brady made a motion to recommend to City Council that Michael Davis be appointed to PRT Board Position #PRT3. Michael Nelson seconded the motion. Motion passed unanimously.
3. Review the consultant's proposal for new features at Greenville City Park – Jolynn discussed the two proposals that she has received with the board. Jolynn contacted three different firms, and the largest firm recommended Ms. Richardson, as she works on smaller projects like the one we are looking for. Ms. Richardson came out and did a site visit, and she said she could keep the cost under \$10,000. Jolynn has been in contact with her several times. The second consultant, Ms. Davis, came out for a site visit, and her cost would be around \$10,600. Jolynn has not spoken with her since their initial meeting. There was discussion amongst the board on the options they would like in the park. Jolynn said that once the Council approves the signing of the contract, Jolynn will have the consultant come to the November 2014 PRT Board Meeting. The PRT Board gave their ok to move forward to taking this to the City Council at their November 2014 Meeting.
4. Discussion regarding Design Standards for planting strips – Jolynn gave an overview. This would be developing design standards for all planting strips in the City in the future. Jolynn and Denise will provide information to the board before next month's meeting, so the board has time to review it. This will appear again as a discussion item on the November PRT Board Agenda.
5. Follow-up on tree removals and replacements – Jolynn, at the request of the board at the September PRT Board meeting, presented a list of the homes where trees have been removed and need to be replaced. The board briefly looked at the list. Jolynn will follow up on these removals/replacements, and report back to the board at the November 2014 PRT Board Meeting.

EVENTS

6. Arbor Day Event – The trees have been planted. No the PRT Board needs to plan the event, for the news release, etc. Denise said in the past it has been held on a Saturday morning. She also suggested we do it soon, since the ground is getting soft. Jolynn and Angie went down when the trees were planted and took photos. There were 4 Brandywine Red Maples planted in front of the Middle School. Jolynn suggested doing it during the week, that way the superintendent could attend. Jolynn will call Mr. Huston, and find out what dates work for him. Denise will draft a press release. The City will take photos, and forward the release to the newspaper. Mitty suggested having some of the middle school children in the photos.
7. Christmas Tree Lighting Event – November 30th, 2014. The lights will be put up the Wednesday before the event. Jolynn is working on getting a choir group from the school to sing carols. Some other suggestions were checking with the church to see if they would like to sing. Jolynn will check with Angels Making a Difference to see if they would like to provide the hot cocoa for sale. The Fire Dept. will provide Santa Claus.
8. Tree for All – Clean Water Services project. Jolynn suggested combining this event with the Arbor Day Event in 2015.
9. National Night Out – Deferred until next meeting. Jolynn did let the board know that insurance requirements may be a more strict for next year's event.

Michael Nelson excused himself at 6:45pm

ACTIVITY REPORTS FOR PARKS

10. **Greenville City Park**
 - a. **Water Usage:** None
 - b. **Work Orders:** None
 - c. **Park rentals:** None
 - d. **Landscaping billing statement:**
 - Reviewed statement from Trugreen Landcare for October. The detail of work performed for October was also reviewed and discussed. No discussion
11. **Log Cabin Park**
 - a. **Work Orders:** None

OLD BUSINESS - None

COMMITTEE ROUND TABLE DISCUSSION

Gene: Trailhead Café has a computer screen from the Washington County Visitors Association.

Denise: Library Summer Reading programs – one of the performers is the Border Collies International. Staff thought it would be fun to hold the program in July in Greenville City Park.

Mitty: Thank each other as a team, and celebrate our unity. Who will be serving the hot chocolate at the Christmas Tree Lighting.

Jolynn: City Council passed a social media page. It unofficially went live today. It will be an information only site.

Marion: None

Michael: None

ADJOURN

Adjourned at 7:03pm

Next Park, Recreation and Tree Board Meeting is scheduled for November 17th, 2014 at 6:00pm.

Submitted by Angie Lanter

