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If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

This meeting is being recorded for public review on the City of Millersburg website.

PARKS COMMISSION MEETING

Electronic Meeting

July 6, 2021 @ 6:00 p.m.

Agenda

This meeting will be held remotely. Instructions for joining the meeting can be found at <https://www.cityofmillersburg.org/bc-parks/page/parks-commission-meeting-0>. If you do not have access to a phone or computer, or need additional support, please contact City Hall prior to 3:00 p.m. on Tuesday, July 6.

Meeting link to join via computer:

<https://aspenuc.accessionmeeting.com/j/1153446051>

Phone number to join meeting: 503-212-9900

Meeting ID: 115 344 6051

- A. CALL TO ORDER
- B. ROLL CALL
- C. CHANGES AND ADDITIONS TO THE AGENDA
- D. MEETING MINUTE APPROVAL
 - 1) June 1, 2021 Parks Commission Meeting
- E. UNFINISHED BUSINESS
 - 1) Commission Membership
 - 2) Commission Get-together
- F. NEW BUSINESS
 - 1) Transportation System Plan Overview and Relationship with Park and Recreation Facilities (Janelle)
 - 2) Commission Structure / Organization (Don / Team)
 - 3) Project List Review
- G. CLOSING PUBLIC COMMENT
- H. CLOSING COMMISSION COMMENT
- I. ADJOURNMENT

The meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.



PARKS COMMISSION MEETING MINUTES

June 1, 2021 @ 6:00 p.m.

A. CALL TO ORDER Meeting called to order by staff at 6:09 p.m.

B. ROLL CALL

Commissioners Present: Commissioners Don Dixon, Connie Lepin, Jamie Oakeson-Hotrum, Talley Richardson, Allison Haley

Commissioners Absent: None

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Kimberly Wollenburg, City Recorder

Presenters: None

C. APPOINTMENT OF PARKS COMMISSION CHAIR AND VICE CHAIR, ASSIGNMENT OF TERMS

Commissioners introduced themselves.

Commissioner Talley Richardson joined meeting at 6:20 p.m.

1) Commissioner Lepin nominated Commissioner Dixon for the position of Chair.
Action: **Commission voted to Elect Commissioner Don Dixon as Chair of the Parks Commission.**

Commissioner Don Dixon:	Aye
Commissioner Connie Lepin:	Aye
Commissioner Jamie Oakeson-Hotrum:	Aye
Commissioner Talley Richardson:	Aye
Commissioner Allison Haley:	Absent

PASSED: 4/0

2) Commissioner Dixon nominated Commissioner Lepin for the position of Vice Chair.

Action: **Commission voted to Elect Commissioner Connie Lepin as Vice Chair of the Parks Commission.**

Chair Don Dixon:	Aye
Commissioner Connie Lepin:	Aye
Commissioner Jamie Oakeson-Hotrum:	Aye
Commissioner Talley Richardson:	Aye
Commissioner Allison Haley:	Absent

PASSED: 4/0

Assistant City Manager/City Engineer, Janelle Booth, led the Parks Commission in drawing lots for the number of years appointed to the Commission. The results were as follows:

- 1.5 year appointments: Connie Lepin and Talley Richardson
- 2.5 year appointments: Don Dixon and Allison Haley
- 3.5 year appointments: Jaime Oakeson-Hotrum

Commissioners then decided to schedule regular quarterly meetings at 6:00 p.m. on the first Tuesday of the month, with additional meetings to be scheduled as needed.

Commissioner Allison Haley joined meeting at 6:30 p.m.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1) Review of Committee and Commission Manual

Staff provided a review of Committee and Commission information, including the City Charter, the ordinance establishing the Parks Commission, municipal code, the City website, Citizen Commissions/Committee Member and Staff Manual, and applicable City policies.

Commissioner Allison Haley left meeting at 6:45 p.m.

2) Review of Parks Information

Staff then provided a review of City and parks information, including City trends and history, the Strategic Plan, and partner organizations. Staff also reviewed the parks budget, parks system development charges (SDCs), Millersburg Maintenance Plan, existing and planned parks facilities, the parks Capital Improvements Plan (CIP), the Parks Master Plan, and the Transportation System Plan (TSP).

3) Discussion of Next Steps

Staff reviewed next steps, including planning for a new park, multi-use paths, and the current parks project list.

F. CLOSING PUBLIC COMMENT

None

G. CLOSING COMMISSION COMMENT

Chair Dixon expressed the need to better understand public procedure in order to reach out to Commission members for their input before the next meeting. There was a discussion of communications going forward.

Commissioner Lepin expressed that she felt with the work to be done, it would be a long time to wait three months between meetings. Commissioner Richardson expressed the desire to meet more frequently. City Manager Kreitman suggested scheduling the next meeting for July. It was decided to schedule the next meeting for July 6.

H. ADJOURNMENT Chair Dixon adjourned the meeting at 8:14 p.m.

Respectfully submitted:

Reviewed by:

Janelle Booth
Assistant City Manager/City Engineer

Kevin Kreitman
City Manager