

**PLAYGROUND STEERING COMMITTEE MINUTES
CITY OF PENDLETON
October 11, 2016**

A regular meeting of the Playground Steering Committee was held in the Parks & Recreation Office Meeting Room at 6:00 PM, October 11, 2016, with Donnie Cook presiding.

PRESENT: Darcey Ridgway
Donnie Cook
Greg McLaughlin
Roger Stueckle
Deb Whittaker

ABSENT: Paul Chalmers
Dawn Di Furia
Shelley Liscom

IN ATTENDANCE:

1. CALL TO ORDER

Called to order at 6:00 pm by Donnie Cook, Parks & Recreation Director.

Minutes: Cook asked for a motion to approve the September 27, 2016 meeting minutes. Roger Stueckle moved to approve the minutes and Greg McLaughlin seconded the motion.

2. NEW BUSINESS

a. Report of Meeting with Buell Recreation

Cook met with Doug Buell, rep for Buell Recreation, who offers Burke line of play equipment. Cook passed around catalog from Buell for the committee to review. Cook asked Buell to focus on ages 2-5 equipment as there are a number of 5-12 structures at other parks. Swings are a must. The proposal won't be ready until next Tuesday, Oct 18, and Cook will email to committee when received. Plan will be to solicit proposals from multiple vendors such as GameTime and NW Playground. Per Cook, Buell shared there is no more state contract pricing except in Washington, which we have access to; otherwise cooperative purchasing programs set pricing. Buell toured several parks while he was here. Proposal will include installation. Cook shared that he is meeting with Kevin Hale on Thursday, October 13, regarding the Pendleton Foundation Trust grant application, so things are moving forward.

3. OLD BUSINESS

a. Memorandum of Understanding (MOU) with Kiwanis Club of Pendleton

Cook advised the committee that he worked with City Attorney, Nancy Kerns, to develop the MOU with Kiwanis Club to take over the Kiwanis "play equipment area," not the entire park. The Parks Commission approved the MOU at Noon today, October 11, 2016. The next step is a staff report and City Council approval. Stueckle confirmed that Lori Case will sign as new president. Kiwanis Board meets Thursday, October 13, at 7:00 am. Cook asked if Stueckle could let him know results of the meeting. Stueckle also requested change in MOU to show "Kiwanis Club of Pendleton". Kerns reviewed the Club's liability policy and is comfortable with it. It has a \$2M cap. The Club will designate a safety coordinator as required by their liability insurance. Stueckle and Cook discussed coordinating re-opening the playground. Whittaker asked if Kiwanis needed copies of the inspection report so they know what repairs are needed. Stueckle said yes and also that they would eventually fundraise for new swing set.

b. Finalize Playground Equipment Recommendations

Darcey Ridgway thinks Aldrich is too small an area for 5-12 age group equipment, that swings, slide and bouncy toys are plenty. Cook added that it already has the net climber for ages 5-12. Greg McLaughlin asked if we think all of the playgrounds need to be the same age group for bundling the State grant, questioning how much variance is advisable. Whittaker said age groups can vary from playground to playground, that they don't need to be carbon copies. The proposal will show we are spending about the same dollars the "look/style" will be homogenous, not modern in one location and traditional in another, and will look like a package when we're done. Cook shared that he has no sense of ages that use each park. Whittaker explained equipment is generally rated for 0-2, 2-5, 5-12 but can also ask for 2-12 so simple elements on one end and less challenging on the other than a 5-12. The broader age range might make sense for May park in particular because they don't have other play equipment. Cook said a few kids use the skate park ramps and basketball courts. McLaughlin agreed May Park is not heavily used. Cook felt use of the park could increase with new play equipment. Swings and slides are #1. Ridgway agreed that swings and slides are of primary importance for 2-12. The committee agreed the age group would be an important survey question.

c. Public Survey

Whittaker reviewed information she found for online playground surveys done by others and shared a draft survey for the committee to review and discuss. Ridgway shared that she used to create surveys for a living and felt there were too many options on the third question. Committee worked to reduce those options from 13 to 8. McLaughlin recommended taking off what we can't afford like a zip line. Ridgway observed one in Leavenworth and said she can't see how zip lines are safe. Whittaker said this was one of the most requested elements in surveys for Pioneer playground. McLaughlin asked for an example of what constitutes group play/social interaction play elements. Whittaker advised that play research is pointing more and more to the importance of social play in child development and examples are benches to hang out together or a toy that requires two or three youths to operate. Ridgway added that little areas to play store are another example. Cook added that we could always add small stand-alone pieces later from parks budget over time. Whittaker explained her recommendations for beginning and ending the survey, using those narrative sections to educate, set up expectations for timing, as a tool to invite donations and explain why the results of the survey are important. Cook asked for confirmation that the survey would satisfy state requirements for community involvement. Whittaker replied that it would, and that committee involvement does also; it also provides input without tying our hands to something too specific. Ridgway asked if this would go out in water bill. Whittaker replied that multiple means are typically used – Facebook, website, news release, and shared links. The water bill insert has a lot of competition. Ridgway affirmed that a news release would be important to tell them where to look for the survey. Whittaker suggested end November deadline for survey replies and use of SurveyMonkey. Committee agreed. (Survey deadline was changed later in the meeting to November 14, to align with the next committee meeting.)

d. Grant Writing Needs

Cook shared that the Parks Department would be interviewing for Whittaker's replacement on Wednesday, October 12. There were some good applicants and will have more to report after the interviews. Cook said grants have already gone out to Pendleton Foundation Trust and NW Farm Credit Services. Whittaker advised waiting on the Pacific Power grant until Kiwanis MOU is in place. Cook estimated it would be on the Council agenda November 1st. Whittaker said that puts things still on track with original intended schedule for Pacific Power's mid-December deadline and Wildhorse January 1st. Ridgway asked when Altrusa and others are planned. Whittaker advised there were no specific deadlines that she was aware of for others. Ridgway said Altrusa runs out of funds, June is end fiscal year, so don't wait. Altrusa typically gives around \$300-\$500, so

will it will be a special request if we're asking for \$1,000. Ridgway recommended filling out form and then she would present to Altrusa board before year-end. Stueckle asked if we planned to ask Rotary for help. Whittaker said yes, typically using a draft letter with documentation to Mr. Krout. Whittaker asked the committee who else should be approached and for the committee to keep making the Parks department aware. McLaughlin shared that McLaughlin Landscaping intends to be involved with labor/equipment for site prep and would work out specifics with us later. McLaughlin asked if Parks was leaning toward professional installation. Cook affirmed but said that professional installers don't do site prep. McLaughlin asked about helping with chips. Cook said that would be another area McLaughlin could help. Whittaker added this would be another way to show community involvement, with an in-kind donation from a local business

4. NEXT MEETING

Tuesday, November 15, 2016

5. ADJOURNMENT

Adjourned at 6:40 pm

Approved By: _____