

## PARKS AND REC ADVISORY BOARD MEETING

MAY 21, 2025

**Present:** Ned Michie, Jenny Taylor, Mark Dennison, Jessica Jackson, Jeffrey Fracher, Tina LaRoche, Carla Manno, Adam Courville, Amanda Burns, Hosea Mitchell, Kent Merritt, Ginger Craghead-Way (Student Member)

**Absent:** None

**City:** Riaan Anthony, Katie Lockhart, Will Bassett

- Ned M. calls meeting to order at 5:31pm
- Ned M. opens the floor for comments or motions regarding agenda.
- Carla M. raised concern that the presenters of the light presentation, that occurred at a previous meeting, were expecting a Board vote.
- Riaan A. clarified that the light project was an internal department matter, not subject to Board vote.
- Riaan A. communicated with Lizelle Duggar following light presentation.
- Board highlighted confusion among Board members and the community regarding which items are votable
- Riaan A. clarified that
  - **Administrative Items** refer to internal Board matters, procedures, and activities.
  - **Action Items** are items requiring a vote.
  - **Informational Items** are presentations or updates with no required action.

### **Amendments to the Agenda**

- Adam C. moved to add “Board Response to Public Comments” immediately following the public comment section.
- Amanda B. moved to remove “N/A” from agenda sections to avoid public confusion over whether items will be addressed.
- Amanda B. moved to move “Public Comment” to the beginning of the agenda, before administrative discussions.
- Motions were approved unanimously

### **Administrative Items:** Ned Michie

- A discussion began on whether Board should establish a “standing agenda item” for “Board Response to Public Comments”.
- Riaan A. clarified that “Administrative Items” is a flexible category for Board operational topics.
- Riaan A. informed Board that changes to the agenda structure must be proposed and voted on during meetings, not over email, due to public posting rules.
- Board expresses support for “Board Response to Public Comments” as a way to show responsiveness.

- Board noted that participation should be optional, members should not feel compelled to speak.
- Responses should be framed as individual viewpoints, not speaking for the Board as a whole.
- Board in agreement on needing a time limit for Board responses to keep meetings efficient.
- Ginger Craghead-Way motions for Board responses to be 3 minutes
- Tina LaRoche seconds motion
- Jessica J. votes nay on motion
- Motion passes
- Two methods for responses are discussed
  - Hand raising, with the Chair recognizing speakers.
  - Going down the line, to ensure equity and reduce perception of favoritism.
- Ned M. emphasizes following “Robert’s Rules of Order”-no one speaks twice until all have spoken once.
- Board agrees to hand-raising and speaker recognition by the Chair, prioritizing those who haven’t spoken yet.
- Jeffrey F. informs Board that Jackie Webber has to leave the Board for personal reasons.
- Board discusses the process for filling a vacancy.
- Board plans to reach out to the next highest ranked applicant from the previous applicant pool.

**Public Comments:** None

**Action Items:** None

**Information Items:**

**I-1 Master Plan**

- Plan was adopted by City Council in April with some minor revisions.
- The department is now working to develop detailed outcomes and actions under each of the adopted 8 goals.
- The department will be requesting funding for Master Plan implementation starting with the FY27 budget process.
- Discussion about the importance of the advisory board being involved in prioritizing Master Plan recommendations and advocating for increased funding.
- Board discussed potentially holding additional meetings over the summer to stay engaged on Master Plan implementation.

**Chairman Matters:** None

**Board Matters:** Ned Michie

- Board members noted growing community interest and confusion about the term “framework plan” versus “concept plan”.

- Agreement that the public needs clearer communication and future meetings should be explicit about when and how community feedback will be invited.
- Board emphasized need to finalize goals and objectives, followed by a prioritization list for parks projects.
- A facilitator is being considered to help remove bias from internal staff recommendations and ensure equitable input from both staff and community members.
- Recommendation was made for the Board to advocate to City Council for increased park funding, especially in light of the Master Plan.
- Concern raised about perceived conflict of interest with the PROS Consulting firm, as its representative is a former City employee.
- Will B. clarified that the consultant was selected through standard RFP process and had the best qualifications and cost balance. He acknowledged awareness of public perception, hence the move to involve an independent facilitator.
- Board member suggested adopting a rolling evaluation model, where objectives are reviewed annually to ensure the Master Plan stays current and reflects community needs.
- Farewell to Ginger Craghead-Way, the outgoing Student Board rep, who was praised for her thoughtfulness and courage in participating actively.

**Director's Matters:** Riaan Anthony

- Discussed potentially moving meetings to a new space that would require changing from Thursday to Wednesday evenings.
- Board members acknowledged the different challenges this would present.
- Jeffrey F. moved to continue meetings at Carver.
- Jessica J. seconds motion.
- Motion is passed.

**Public Comments:** None

**Adjournment:**

- Meeting adjourned at 7:05pm