

To: Parks and Recreation Commission
From: Lonnie Brokke
Date: December 18, 2018
Re: Notes for Commission Meeting on **Thursday, January 3, 2019**

1. **Introductions**

2. **Public Comment Invited**

3. **Approval of Minutes of the December 4, 2018 Meeting**

Enclosed is a copy of the minutes of December 4, 2018. Please be prepared to approve/amend.

Requested Commission Action: Approve/amend meeting minutes of December 4, 2018.

4. **Discuss 2019 Draft Project Areas and Approach**

The Parks and Recreation Renewal Program has touched every area in the city and has done more than what was expected in terms of bringing facilities and areas up to safe and high quality standards.

Because of the community process and part of the adopted 2010 Master Systems Plan, it was very clear that the community was interested in being proactive and taking care of city assets.

As part of the follow up, an Asset Management Plan (included in your packet), outlining categories and parameters was developed along with a 20 year Capital Improvement Program (CIP).

Given the improvements that have occurred with the Renewal Program and funding efforts the City Council has made, it is now possible to establish a more proactive approach to taking care of city assets.

Staff will plan to review a draft approach and plan of 2019 project areas and gather feedback and advice.

Requested Commission Action: Discuss and provide advice and potential recommendations on project areas and approach.

5. **Discuss Parks and Recreation Commission Goals**

At your December meeting it was determined that you would begin a discussion about 2019/20 commission goals.

Due to the large amount of work and focus the commission has had in recent years with defined goals established by the major projects and City Council direction, written goals have been less formal.

Now that major projects are substantially complete and the Parks and Recreation

System is in a stabilization time, it seems to be good timing for the commission to discuss interest areas to provide advice on from a resident perspective. Example areas might be assisting the city with legislative priorities related to parks and recreation, providing advice and guidance on the Natural Resources Stewardship Program, review master plan direction, understanding of and advice on approaches to an ADA Transition Plan, understanding of and advice on facility operations, conducting a department SWOT analysis, etc.

Various Parks and Recreation Commissions have approached the development of goals differently over the years. Included in your packet as an example of commission goals from 2013-15 that are more specific and from 2008/09 goals being more general.

As discussed, this is a brainstorming topic that may be an agenda item over several meetings.

Requested Commission Action: Discuss.

6. **Staff Report** – other new or relevant communications provided as necessary.
7. **Other**
8. **Adjournment**