

FINANCE/ADMINISTRATION COMMITTEE

MINUTES

May 22, 2014

Meeting called to order on May 22, 2014, at 5:30 p.m. in the Philomath City Council Chambers by Chair Charla Koeppe.

1. **ROLL CALL**

Present: Councilors Charla Koeppe, Jason Leonard, and Angie Baca.

Staff: Chris Workman, City Manager; Joan Swanson, Finance Director; and Ruth Post, City Recorder.

2. **MINUTES**

2.1 April 30, 2014 Minutes

MOTION: Councilor Baca moved, Councilor Leonard second, to approve the minutes of April 30, 2014, as presented. Motion APPROVED 3-0.

3. **NEW BUSINESS**

3.1 Naming a public facility – Park Shelter

Mr. Workman explained the request to name the new park shelter at City Park was received from the Lions Club. He stated that Policy 13-01 adopted by the City Council in 2013 spell out the process and requires requests to be reviewed initially by the Finance/Administration Committee. There was a brief discussion about the process used for naming public facilities prior to adoption of the policy. Councilor Baca stated her support for the request.

MOTION: Councilor Leonard moved, Councilor Baca second, to recommend to the City Council approval of the request to rename the new park shelter at City Park to be the Randy Kugler Shelter. Motion APPROVED 3-0.

3.2 Fee Schedule – Park Shelters

Mr. Workman reviewed Resolution 13-10 approved in 2013. He described the formatting problem in the resolution that makes it appear that all of the open shelters would have a \$25 user fee and stated in the past this fee has only applied to non-residents. He stated that charging the fee only to non-residents has continued to be the process used. There was considerable discussion about the time block options for making reservations, particularly at the new enclosed park shelter, referred to as Shelter #1. Ms. Swanson stated that time blocks are already being informally used for multiple reservations on the same date. Mr. Workman stated a sign can be posted on the open shelters stating “if nobody is using the shelter, please enjoy it; but if someone arrives with a reservation, please let them have it.” Mr. Workman explained that using time blocks will make reservations more economical for users.

Councilor Koeppe stated that there should be no fee for residents in the open shelters. Councilor Baca agreed but felt that non-residents should still pay the \$25. There was clarification that a reservation for Shelter #1 includes the indoor area, outdoor covered area, and gazebo; and the indoor area includes private restrooms. Councilor Leonard recommended that any policy decision should be reviewed in a year. Ms. Swanson encouraged adoption of a simple system initially. There was

continuing discussion about the time block options. Mr. Workman pointed out the need for a break between reservations for the caretaker to inspect facilities before a new user arrives and having a specific time period provides the caretaker with a specific time to do that inspection. There was discussion about the facility being used as a wedding venue and whether there was any difference between a wedding reservation and any other reservation. Mr. Workman clarified that staff is working under the impression that the gazebo is included in any Shelter #1 reservation.

Councilor Baca recommended the three time blocks for Shelter #1 only with a fee of \$50 per block for residents and \$125 per block for nonresidents. Ms. Swanson verified that the Committee wanted Open Shelter #2 at City Park and the Marys River Park Open Shelter to continue to be free for residents and \$25 for non-residents with no set time blocks. There was discussion about wear and tear on the amenities for Shelter #1 and the costs of chairs and tables. Mr. Workman stated that the Lions Club is donating approximately \$1,500 to buy the tables and chairs in addition to the \$5,000 contribution they made to the construction costs. Ms. Swanson stated that the City has approximately 150 reservations per year for the three structures.

There was discussion about deposits. Ms. Swanson stated that since Shelter #1 has been unavailable the past year, many regular users have shifted to reservation Shelter #2 and they prefer the privacy it offers on the back side of the park. Councilor Leonard questioned if a reservation at Marys River Park includes the ball field. Ms. Swanson explained it only reserves the shelter and other park areas remain available for public use. Ms. Swanson explained that using a credit card for a deposit results in the funds only being reserved on the user's available card credit and there is no actual charge until the process is finalized. Councilor Koeppel recommended a \$100 deposit. Councilor Leonard agreed and felt it should be re-evaluated in a year. Mr. Workman stated that the City always reserves the right to decline a reservation request from someone who has abused the facility.

There was discussion about requiring liability insurance coverage. Mr. Workman explained recreational immunity and the effect that charging a fee has on that liability to the City. There was discussion about requiring an umbrella rider to protect the City. There was discussion about using signage to clarify exactly what facilities are included in a rental and thereby covered by any insurance rider. There was discussion about the insurance rider available through City County Insurance called TULIP. There was discussion about the impact that a reservation with a city issued alcohol permit has on liability. The Committee agreed that an umbrella insurance rider should be required for rentals with either more than 200 people or if alcohol is provided.

There was a brief discussion about potentially requiring a fee for tampering with a smoke detector.

MOTION: Councilor Koeppel moved, Councilor Leonard second, to recommend the following agreed upon policy decisions relating to time blocks and fees to the City Council:

- Shelter #1 -- rental fee of \$50 for residents and \$125 for non-residents per time block, based on three blocks per day;
- Shelter #2 and Marys River Park Shelter – free for residents and \$25 for non-residents per reservation;

- Shelter #1 – \$100 deposit per reservation;
- All shelters – \$2 million liability insurance required for groups over 200 or events including alcohol.

Motion APPROVED 3-0.

4. **ADJOURNMENT:**
Meeting adjourned at 6:35 p.m.

Recorded by: Ruth Post, City Recorder