



**City of Newport
Park Board Meeting
September 26, 2013**

1. CALL TO ORDER

2. ROLL CALL

Board Members present – Tom Aguilar-Downing; Marge Meconis; Anita Perkins; Emily White; Mary Ann Newman; Laura Duffey;

Board Members absent –

Also present –John Neska, Executive Director;

3. APPROVAL OF PARK BOARD MINUTES

A. Park Board Minutes of July 25, 2013 Regular Meeting

Motion by White, seconded by Perkins, to approve the Park Board Minutes of July 25, 2013 as presented. With 6 Ayes, 0 Nays, the motion carried.

Chairperson Aguilar-Downing - I also have the minutes of the August 22, 2013 Workshop for approval. Renee will need to add the addresses of the Cedar Lane properties.

Motion by Newman, seconded by Meconis, to approve the Park Board Minutes of August 22, 2013 as amended. With 6 Ayes, 0 Nays, the motion carried.

Mary Ann Newman - Can we include a discussion about the Volunteer Policy?

Chairperson Aguilar-Downing - Let's do it underneath the Buckthorn Report.

4. REVIEW 2013 GOALS

Chairperson Aguilar-Downing - Page 2 of the goals talks about the solar panels on Philips Pavilion, John do you want to talk about that?

Executive Director Neska - The solar panels have been installed and are up and working. There's a power supply there that you can plug into.

Chairperson Aguilar-Downing - There's also some lighting?

Executive Director Neska - Yes, there's a motion-activated light in the pavilion.

Chairperson Aguilar-Downing -What's the motion on it because the light was on at dusk earlier this week.

Executive Director Neska - The detector is inside the pavilion but there has been a lot of activity up there.

Mary Ann Newman - Regarding the goals, we should probably get them updated because a lot of this stuff is done.

Chairperson Aguilar-Downing - So add an accomplished column?

Emily White - Yes, a lot of these are done.

Executive Director Neska - We should either update them for 2014 or for the end of the year. We can update them at the October meeting.

Chairperson Aguilar-Downing - Back on the solar panels, was there a vendor that we can give thanks to?

Executive Director Neska - No, the City paid for the kit. I don't have a list of donations and it was all installed by Public Works.

Chairperson Aguilar-Downing - The planters were also done, who do we thank for that?

Executive Director Neska - The planters were done thanks to Bailey Nurseries and the City contributed mulch and chips. We updated the plants and removed some. They're bigger plants and look fabulous. A big contribution from the Bailey Family.

5. CHAIRPERSON'S REPORT

A. Discuss Site Visit to Future Park Development Along Cedar Lane

Chairperson Aguilar-Downing - We did visit Loveland Park to take a look at the trails for the fun walk that will be this Saturday. We also went to Cedar Lane to look at the properties that the City has acquired for a passive use park. One of the Board members did get a chance to talk with some of the neighbors who were receptive to the park. Anyone else have any ideas that you would like to talk about?

Mary Ann Newman - The neighbors were out and said they were looking forward to the changes and were wondering when it would happen. I said that's unknown.

Marge Meconis - This was the second time that we were at that property and the first time was when the Park Board was established. At that time, no properties were purchased so it was just an overview of the possibilities as properties became available. We also looked at a site near Ashland Oil, the Mill Pond and the island. This has been an idea since the inception of the Park Board.

Executive Director Neska - We do own four parcels of land at this time. There are about six or seven that are directly affected by the levee.

B. Discussion Regarding Photo Contest

Chairperson Aguilar-Downing - I advertised for the Photo Contest at Pioneer Day, there seemed to be some good responses to it. I talked with Linda Michie because John had mentioned that the HPC had done one in the past. She said there were actually two. One was a "Day in the Life of Newport" contest and she said the turnout for that was great. I have talked to two local stores and they said they would be interested in displaying the winning photos. I also looked at 4H's photo contest at the State Fair and made contact with someone from there. I didn't really get any good tips from her. I still need to make contact with East Ridge High School in regards to the graphics teacher. 4H had three books on photo contests including one page on the judging basis for it so all of the judges would be on the same page. We've talked about using the first quarter of 2014 for the winter contest. Any questions?

Laura Duffey - When is the start and end dates?

Chairperson Aguilar-Downing - We'll start January 1 and have a submission date during the latter part of the winter. We'll see how it goes in 2014 and we'll do it quarterly with an adult and youth division. There will be three categories: Nature, Black and White, and People and Animals. I did speak with Mr. Knaak and asked if we need a release form if we do people and he said yes. We can get a consent form put together easily. I happened to mention that there are pictures of people on the City website and he didn't want to hear that. I also asked about the videos on the City's website and I was wondering how cable television handles that.

Mayor Geraghty - Do you need a release when it's a public place?

Laura Duffey - At the State, you only need a photo release if you're showing someone's face. If it's a public event where everyone is coming in, you don't need one either unless the person is identified and you're going to publish their name.

Chairperson Aguilar-Downing - Most of the pictures will be in the park so that may be how we can avoid getting into that.

C. Discussion Regarding Videos on the City's Website

Chairperson Aguilar-Downing - We did get the other two videos on the City's website. Right now, they are underneath the Board's page and you have to find it. I suggested that we have a link on the Park's page.

6. BOARD REPORTS

A. Marge Meconis - The planters look awesome. I went through Loveland again and I would like to comment on what a terrific job the Public Works did on clearing out the paths and making them wider. It's really nice.

B. Anita Perkins – Nothing to Report

C. Emily White – Discussion Regarding the Annual Fun Walk

Emily White – The Fun Walk will be this Saturday at 10:00 at Loveland Park. We'll start at the little pavilion and end at the big pavilion. We'll go rain or shine. There was an article in the Bulletin and it did say that it's not conducive to strollers with the paths. They can still come and be up at the park. I do have a craft for the kids that we'll do when we're done. We'll be walking three different areas. You can take three different paths from the top of the hill. I think it'll be a fun morning. The leaves are starting to turn.

Chairperson Aguilar-Downing - I encourage everyone to come and enjoy the trails.

Emily White - Most people think Loveland Park consists of only the ball fields and ice rink but there's a lot more to it and it's lovely.

D. Mary Ann Newman and Laura Duffey - Discussion Regarding Annual Buckthorn Removal Day

Mary Ann Newman presented on the list as attached.

Mary Ann Newman - I would also like to discuss the Volunteer Policy. There's a detailed Policy about volunteering and a volunteer application and a disclosure and release authorization. I spoke with Renee and we have somewhat of a confusing conversation so I asked that she talk with John. I need to know what needs to be read by those people that show up on Buckthorn Day, do they have to read all of this, what do they need to sign and what do they need to fill out?

Executive Director Neska - My understanding is that they need to provide their personal information and a signature on the application and then part of that is a copy of the Volunteer Policy, which they should read and at

the end is an affidavit that they would need to sign saying they have read it. I'm pretty sure she'll ask for the signature on both pieces of paper.

Mary Ann Newman - Will they have to fill out the volunteer application completely?

Executive Director Neska - My understanding is the that they need to fill out the first two pages.

Chairperson Aguilar-Downing - My understanding for the Disclosure and Release was only for employees and would not be applicable to volunteers.

Executive Director Neska - My understanding is that that form is for Library Volunteers.

Mayor Geraghty - The background check is more for ongoing volunteers. I know Renee did a lot of work with the Policy and we wanted to make sure the City was doing its due diligence, especially for those who work with kids. I had to fill one out and so did Pam. I filled it all out. I don't think the intent was for one-time volunteers to fill out the last two pages, just the application.

Executive Director Neska - I think it's similar to policies in other communities.

Mayor Geraghty - I think the School District does background checks as well.

Executive Director Neska - It's for accountability as well.

Mary Ann Newman - For Buckthorn Day, we can have a couple of these Policies and then the signature sheets,. Most of this doesn't apply to one-time volunteers. What do the people who weed and pick up trash have to fill out? What if they don't fill it out?

Executive Director Neska - It's already been sent out, I believe they just need to fill out the first two pages of the application and the signed affidavit from the Policy.

Mary Ann Newman - My question is, what if they don't send them in? I think we should look at that because it is a little overwhelming.

Mayor Geraghty - I would think that the ongoing volunteers wouldn't have a problem signing them but if they don't then they don't volunteer.

Emily White - The only thing I didn't put down was my social security number. I think it's pretty straightforward and the City needs to protect themselves. It looks really daunting but all policies like that are and as long as they don't have to do a disclosure, unless they're working at the Library, I don't see it as a big deal.

Mary Ann Newman - So it probably stops at the second page for most people?

Emily White - Yes. My only concern is what we do for children under 18. We've always had a parent sign for them.

Mayor Geraghty - I think the normal form would work.

Laura Duffey - What happens to the private data after its submitted?

Mayor Geraghty - It's kept and is confidential and private.

Mary Ann Newman - So we'll wait and see if you get anything different.

Emily White - I have quite a few copies for those under 18.

Chairperson Aguilar-Downing - Should that original form be combined with this form?

Mary Ann Newman - It's separate because the parents have to sign.

Chairperson Aguilar-Downing - But a parent's signature is required on the Volunteer Application so we could use the same one. The original form includes a waiver for injuries but we could add a paragraph to the Application regarding that.

Mayor Geraghty - I would recommend do both because the application doesn't talk about disclaimer or liability issues.

Laura Duffey - We just talked about photo releases, this would be a good place to add a paragraph about it.

Mayor Geraghty - We could add a sentence to it.

Mary Ann Newman - So John if you want to let us know about the application and then we wouldn't have to have a sign in sheet.

Laura Duffey - I would keep a separate sign-in sheet and the application should go to the City because it's confidential.

Mary Ann Newman - Maybe we could have a box for the applications that would be given to John.

Emily White - I think if I were a volunteer and I saw that, I'm not sure I would want to fill that out for a one day event.

Chairperson Aguilar-Downing - Maybe we want to create a separate application for Buckthorn Day.

Marge Meconis - Is that possible?

Mayor Geraghty - The City Council would need to approve it. I understand your concerns for a one day event.

Mary Ann Newman - Most of them come that day and don't register in advance.

Mayor Geraghty - I know Renee has a list of volunteers who have provided the applications.

Emily White - There are two Council meetings between now and then so maybe we could get an answer from them about this.

Mayor Geraghty - If someone wants to create a draft Buckthorn Volunteer Application the Council could look at it. This is the only one where you get a lot of outside people.

Marge Meconis - And they're coming from a wide variety of places.

Chairperson Aguilar-Downing - I'll create a draft and get it to Renee.

Executive Director Neska - Why don't we shoot for the October 17 meeting?

Mayor Geraghty - I stopped by Pioneer Park and the Veterans' Memorial looks great, the Public Works group did a great job.

Executive Director Neska - It's 99% done.

7. EXECUTIVE DIRECTOR'S REPORT

A. Updated on the Archery Deer Hunt in Loveland Park and Bailey School Forest

Executive Director Neska - The deer hunt is October 19 and 20 and November 2 and 3 in Loveland and Bailey School Forest. The parks will be closed and Renee will be sending out letters to adjacent property owners. We'll have information on the website and Facebook.

Chairperson Aguilar-Downing - I did talk with Council on the deer hunt and they asked me to speak with Washington County regarding an aerial survey this spring. We'll have two basis for judging how effective this was, a count from the Bowhunters and the survey.

8. ADJOURNMENT

Motion by White, seconded by Duffey, to adjourn the Park Board Meeting at 7:53 P.M. With 6 Ayes, 0 Nays, 3 Absent, the motion carried.

Signed: _____
Tom Aguilar-Downing, Chairperson

Respectfully submitted,

Renee Helm
Executive Analyst

BUCKTHORN REMOVAL GUIDELINES FOR REVIEW

June 17, 2013, / 9/26/13-UPDATE from Board Meeting/ updates
underlined...assignments i.e. / names in **Bold**

Present: Laura Duffey and Mary Ann Newman

Buckthorn Day for 2013 will be Saturday, **October 26, 2013** from 9 am-12 or 1 pm. Park Board members will arrive at 8 am to set up for the event.

Assignments and activities:

People-Volunteers

Contacts with various groups

School system-communication via whatever possible Middle School- **Laura, Anita, Marge.** Laura contacted Lake Middle School and potential to obtain students from there again.

City Council/other Boards/ commissions of city **Mary Ann** send a message to Renee to request that an email be sent to the groups.

School groups (such as AFJROTC) etc. **Marge** No new information

Lutheran church-**Emily** Done

Boy Scouts-**Tom** No longer active

Bio Disposal company used-**resolved**

Personal contacts

Check email lists for various groups and send out email- **NOTM -Mary Ann contact.** Do this end of first week in October

Post on Neighborhood site- **Tom** Site no longer active

Specialist **Angie Hong -Mary Ann contact** -done, re-contact her first week of October

Contact and request same process as in 2012 **Mary Ann**

Also ask if she can obtain weed wrenches.

Leaders for specific activities for the day

John-makes assignments of duties in the am once attendance is evaluated

Marge, Anita-direct students

Emily- obtains signatures, addresses and names at sign in, as well as collect liability forms from kids and adults. Give handouts of Buckthorn literature as desired. Rationale for names and addresses is for thank you notes follow up to individuals and groups. Plus usually send them a group picture and individual

picture if one is taken. Receive clarification of volunteer policy and signing procedure /management of forms. Tom to submit information to City Council

ANITA-take pictures of individuals and group, call time outs. **Tom** use his camera for total group (timer application)

John- Decide upon arrival those who will paint and cut and divide into teams.

Leaders who have buckthorn shirts from about 6 years ago wear them if possible.

Literature/Communication

Brochure update by **Laura** to be sent to all Board members DONE

Contacts as previously listed

Handouts to local business- **Mary Ann** Distribute end of first week of October

Note in Washington County paper- **Laura** connect with **Renee**, email to Washington County contact and district 833

Note on web site- **Renee**

Equipment

Weed pullers **Angie Hong, John** check with Cottage Grove

Two from **Newman's**

Chain saws –**Tim, Ed, Marge**. Tarps for dragging buckthorn-**John**

Gloves, loppers, channel locking wrenches-bring your own

Food/Water

Contact Super Mom's for donuts/cookies-**Mary Ann**

Water-**John**

Napkins-**Anita**

Other

Clipboards- **Emily** - Extra volunteer policy forms for sign in adults, Buckthorn literature, pens-**Mary Ann** and **Angie/LAURA** if they have new material

Trash container, picnic tables, and portable bathroom-**John**

Disposal of Buckthorn and poison, paint brushes-**John**

Begin activities as soon as feasible.

On **OCT 23 at 4 pm** those who wish meet at Bailey Park and assess cutting/pulling sections.

As you receive information or accomplish a task, please copy the entire group.
Assumption that trailers not needed. Question marks are areas we need
volunteers. Any of the already assigned can be changed.
Outline provided to Park Board at June meeting.

Setup of tables etc will be in the front entrance at Bailey School Forest

As per discussion at 9/26/13 Park Board meeting.

Mary Ann Newman