

# **PARKS AND RECREATION COMMISSION MEETING AGENDA**

**Members**  
Patricia Alvarez, Chair  
Ronald Woodhead, Vice-Chair  
Fran Cordeiro-Settell  
Stephanie Hendrickson  
Eden Foster  
Connie Moczygemba  
Deanna Casey



**May 29, 2025**

6:00 PM

Central Point City Hall, Council

Chambers

140 S 3rd St, Central Point, OR

[www.centralpointoregon.gov](http://www.centralpointoregon.gov)

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## **10. Meeting Called to Order**

## **20. Roll Call**

## **30. Approval of Minutes**

A. Approval of \_\_\_\_ Meeting Minutes

## **40. Changes to Agenda**

## **50. Public Appearances**

## **60. Business**

A. Park Capital Budget 2025-27 Review

Matt Samitore, Parks and Public Works Director

B. Parks and Recreation Commission Student Voting Member - Resolution and Selection Criteria Review

Dave Jacob, Park Planner

## **70. Updates**

## **80. Upcoming Meeting Date**

Thursday, August 21 at 6:00 p.m.

## **90. Adjournment**

*Individuals wishing to attend a meeting via Zoom or needing special accommodations such as sign language, foreign language interpreters, or*

*equipment for deaf and hard of hearing people must request such services at least 72 hours before the City Council meeting. To make your request, please contact the City Recorder at 541-423-1015 (voice) or by e-mail to [meetings@centralpointoregon.gov](mailto:meetings@centralpointoregon.gov).*

*Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta pública de la ciudad por favor llame con 72 hora de anticipación al 541-664-3321 ext. 201.*

[MEET\_FOOT2]

**Central Point Parks and Recreation Commission**  
**Meeting Minutes**  
**February 20, 2025**

**1. Meeting Called to Order**

**2. Roll Call**

The following members were present: Patricia Alvarez, Board Chair; Ron Woodhead Board Vice-Chair; Deanna Casey, Board Member; Connie Moczygema, Board Member; Eden Foster, Board Member; Stephanie Hendrickson, Board Member; Michael Parsons, City Council Liaison.

The following staff members were also present: Dave Jacob, Park Planner; Nikki Petersen, Recreation Manager; Matt Samitore, Parks and Public Works Director; Elizabeth Blodgett, Special Events Coordinator; Michelle Duddy, Recreation Program Coordinator; Cyndi Weeks, Public Works Office Assistant; and Rachel Neuenschwander, City Recorder.

**3. Approval of Minutes:**

*Approval of November 7, 2024 Meeting Minutes:*

*Motion: Approve*

*Moved By: Ron Woodhead*

*Seconded by: Deanna Casey*

*Roll Call: Members Patricia Alvarez, Ron Woodhead, Deanna Casey, Connie Moczygema, Eden Foster voted yes. None voted no.*

**4. Changes to the Agenda:** None

**5. Changes to the Agenda:** None

**6. Business**

**A. Creekside Conceptual Plan Review - Public Meeting:**

Dave Jacob, Parks Planner, presented the Creekside Conceptual Plan Review to the Parks Commission. The City of Central Point owns a 34-acre site located at 3000 Boes Avenue just north of the Upton Road overpass. The property, which was donated to the city by Jackson County in 2006, was originally purchased using federal Land and Water Conservation grant funds which stipulates that the property be used for outdoor recreational purposes, which does allow for nature parks. Natural features of the property include Bear Creek, wetlands, and a diverse range of wildlife: riparian and upland trees, shrubs, and other vegetation. In 2023, the city formed an ad hoc committee composed of city council and park and recreation commission members to guide the development of a conceptual park plan for the site.

The guiding goals of this project include a natural area, outdoor education, being safe and welcoming, improving access and wayfinding, and including interactions with the water. The planned uses of the park would include nature viewing, hiking/walking, creek access, outdoor classroom, nature play, plant nursery and research gardening.

The following residents of Boes Subdivision addressed the Parks Commission; Dennis Maciolek, Larry Moss, Bob Berg, Chase Sonnen, Teresa Johnson, Lillian Schroeder, Alex Garcia, Ted Joli, and Allen Johnson regarding their concerns of the development of the land, bringing in extra traffic with the subdivision being a one-way in and out creating a father hazard for emergency evacuations, and attracting homeless.

Several city residents expressed concerns about a proposed development. Larry Moss highlighted issues with homelessness, the placement of public restrooms, and the limited access to the development, which could impact emergency evacuations. Bob Burg and Chase Sonnen both raised concerns about increased traffic, with Sonnen emphasizing that the neighborhood isn't designed for the added flow. Theresa Johnson, who moved to the area for its quietness, also expressed concerns over traffic and suggested no parking at the Boes Avenue access. Lillian Schroeder focused on concerns about emergency evacuations and controlling access to the park when closed. Finally, a resident asked for clarification about the section designated for the school district and the potential loss of recreational space used by families, while appreciating the city's maintenance efforts. Ted voiced similar concerns about increased traffic and homelessness. Allan Johnson also expressed a desire to maintain the rural feel of the neighborhood and raised concerns about traffic, particularly with the turn off Upton Rd and the intersection leading into the subdivision. Clint Nichols from Jackson Soil spoke in favor of addressing the homeless issue along the Greenway by removing brush and blackberries to reduce fire risks, suggesting that development would help with maintenance

Parks and Public Works Director Matt Samitore addressed concerns about emergency access, stating that the city cannot proceed with adding structures that would increase traffic to the site until additional access/egress is provided. The park development is not expected to move forward until 2030 or 2031. He also noted that the city faces challenges with the lack of sidewalks and funding for their addition is minimal.

Board members acknowledged the concerns of local residents and expressed their support for the concept plan, provided it addresses emergency access issues. They also raised questions about bus parking, with plans to partner with School District 6 to use the Land Lab parking lot for student transportation to and from the park. There were concerns about maintaining the area across the creek to prevent homelessness.

The board inquired about park maintenance outside city limits, and staff explained that the city can allocate only a limited amount of funds for such maintenance. Additionally, Fire District 3 has grant funds available to assist with cleaning up the park.

***Ron Woodhead moved to approve the Creekside Conceptual Plan and that the Commission forward it to the City Council with a recommendation with the amendment that the communication with the neighborhood and the concerns expressed at the meeting continue throughout the process of developing the park***

***Motion: Approve***

***Moved By: Ron Woodhead***

***Seconded by: Patricia Alvarez***

***Roll Call: Members Patricia Alvarez, Ron Woodhead, Deanna Casey, Connie Moczygemba, Eden Foster, Stephanie Hendrickson voted yes. None voted no.***

**B. Athletic Field Use Prioritization Policy Review:**

Nikki Petersen, Recreation Manager, presented an Athletic Field Use Prioritization Policy to the Parks and Recreation Commission. The purpose of this policy is to establish a structured and transparent classification system for approving field use by various community groups. It ensures fair and efficient allocation of City facilities, with clear guidelines for priority usage and fee assessment.

The board inquired about which fields this policy applied to and whether it included the Little League Fields. Staff clarified that the policy applies to all fields, except for the Little League Fields, as the Central Point Little League currently has priority for their use. Once the Little League complex is completed in July 2026, the City will adjust the policy accordingly.

**Deanna Casey moved to approve the Athletic Field Use Prioritization Policy and forward it to the City Council, with a modification to clarify the submission cut-off dates.**

**Motion: Approve**

**Moved By: Deanna Casey**

**Seconded by: Ron Woodhead**

**Roll Call: Members Patricia Alvarez, Ron Woodhead, Deanna Casey, Connie Moczygemba, Eden Foster, Stephanie Hendrickson voted yes. None voted no.**

**C. Park Signage: Bilingual Signs (English/Spanish) – Policy Discussion**

Parks and Public Works Director Matt Samitore presented the idea of incorporating bilingual signage in city parks to the board. The parks and recreation department is seeking direction from the Parks and Recreation Commission on this initiative.

The Commission expressed support for the idea and suggested including a QR code on the signs to allow translations into multiple languages. They also inquired if there had been any requests for such signs. Overall, the majority of the board is in favor of adding bilingual signs in both Spanish and English, along with QR codes for additional language options.

**D. Central Point Cemetery Signage – Sign Color Recommendation**

Dave Jacob, Park Planner, presented the Central Point Cemetery Signage color recommendation to the Parks Commission. The Cemetery Improvement Committee expressed a preference for a green sign but acknowledged that the final decision rests with the Parks and Recreation Commission. The Commission members deliberated on the various color options, and after discussion, the consensus was to proceed with the brown color for the cemetery sign.

**E. Don Jones Memorial Park – New Playground Surfacing Review and Recommendation**

Dave Jacob, Park Planner, presented the proposed playground surfacing recommendation for Don Jones Memorial Park. The subcommittee that was established at the November 7, 2024, meeting met and looked at different options and they agreed that the playground turf would be a

suitable material rather than using a mix of turn and wood fiber. The cost of the turf is more expensive however overall the turf is more accessible.

**Eden Foster moved to approve the Central Point Parks and Recreation Commission approving the subcommittee's recommendation to use playground turf for the Don Jones Park Playground Replacement project.**

**Motion: Approve**

**Moved By: Eden Foster**

**Seconded by: Deanna Casey**

**Roll Call: Members Patricia Alvarez, Ron Woodhead, Deanna Casey, Connie Moczygmba, Eden Foster, Stephanie Hendrickson voted yes. None voted no.**

#### F. Park and Recreation Commission Youth Member

Nikki Petersen, Recreation Manager, discussed with the Commission the possibility of adding a youth member. The goal would be to include the perspective of young people, ensuring that parks and recreation spaces evolve in ways that are forward-thinking and aligned with the aspirations of youth in the community.

The policy would be similar to those of Medford and Ashland, which would allow a Crater Student to serve a one-year term. The board discussed the pros and cons of adding a senior student to the board, as well as the potential for including juniors or even freshmen. There was also consideration of incorporating a mentorship component for the student, along with the possibility of extending the term to two years. Additionally, they discussed offering a scholarship to students who meet the position's requirements.

### **7. Updates**

Matt Samitore provided updates on several upcoming projects nearing completion. The Moore Family Fields project, which has been managed by city staff, is expected to save the city approximately \$1.8 million once completed. The Community Center project is progressing well, despite a few roadblocks with Jackson County. All approvals have now been finalized. Winter weather has caused some delays, pushing the project back a couple of weeks, but the tentative completion date remains after the 2026 fair. The preschool playground design will be presented at the next meeting.

Elizabeth Blodgett shared details about two upcoming events: the Eggstravaganza on April 19, 2025, and the Made in Southern Oregon event on May 10, 2025.

Nikki Petersen provided an update on the winter/spring recreation program season and mentioned that they are currently in the process of finalizing instructors for the upcoming season.

Eden Foster discussed the possibility of adding outdoor education programs at Bear Creek Greenway Park to encourage positive community engagement and bring people outdoors.

**8. Upcoming Meeting Dates:** The next meeting is scheduled for May 15<sup>th</sup>. A few members will be unavailable, so staff will send out date options for a rescheduled meeting.

**9. Adjournment:** Meeting was adjourned at 7:57 p.m.



Staff Report

**DEPARTMENT:** Parks and  
Recreation

**MEETING DATE:** May 29, 2025

**STAFF CONTACT:** Dave Jacob, Park Planner

**SUBJECT:** Park Capital Budget 2025-27 Review

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**SUMMARY AND BACKGROUND:**

Staff will provide an overview of the proposed 2025-27 Park Capital Budget.

**ATTACHMENTS/EXHIBITS:**

None



**DEPARTMENT:** Parks and Recreation

**MEETING DATE:** May 29, 2025

**STAFF CONTACT:** Dave Jacob, Park Planner

**SUBJECT:** Parks and Recreation Commission Student Voting Member - Resolution and Selection Criteria Review

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**SUMMARY AND BACKGROUND:**

Background: At its February 12, 2025 meeting, staff presented the Park and Recreation Commission meeting with the idea of adding a student member to the Commission. Members agreed that this was an idea they could support and provided direction to develop a formal process for adding a high school student as a full voting member of the Commission. The intent was to create an opportunity for youth civic involvement, leadership development, and increased representation of young voices in policy discussions that directly impact them. This initiative was developed with three primary goals:

1. **Promote Youth Civic Engagement:** The Commission often deliberates on policies and programs that directly affect the youth of Central Point. Including a student member ensures their perspective is reflected in the decision-making process and encourages civic participation at an early age.
2. **Provide a Learning Opportunity in Public Service:** Through real-world exposure to policy discussions, community projects, and public meetings, the student member will gain experience in local governance, consensus-building, and community advocacy.
3. **Strengthen the Future of Local Leadership:** This program fosters leadership, accountability, and public service values. It aims to develop a pipeline of future civic leaders and create a culture of community involvement among Central Point youth.

Based on this direction, staff developed the following elements for Commission review:

1. **Revised Municipal Code Section 2.18.010 Established - Membership - Terms**
  - Establishes a youth voting member as part of the 7-member Parks and Recreation Commission.
  - Defines the one-year term of service and eligibility as a Central Point high school junior or senior.
  - Clarifies quorum, appointment process, and contingency in case of a vacancy.

- The code amendment establishes a schedule for the application process for the youth member. For the first term following adoption of this Ordinance, the youth member may submit an application and be appointed at any time as determined by Council for the remainder of the initial term.

## 2. Youth Member Criteria:

- Sets clear expectations for eligibility (e.g., age, residency, civic interest).
- Outlines responsibilities including meeting attendance, participation, and conduct.
- Details application and appointment procedures.

## 3. Youth Public Service Scholarship Award overview:

- A \$1,000 scholarship will be awarded by the Central Point Parks and Recreation Foundation.
- Based on successful completion of the student's one-year term of service.
- Requires attendance, participation, and a final written reflection on the experience.
- Award funds are distributed to the student's post-secondary or vocational institution.

Next Steps: With Commission support, the proposed revisions and supporting materials will be forwarded to the City Council for final review and approval.

Staff recommends approving the revised Municipal Code Section 2.18.010 Established - Membership - Terms; youth member criteria; and the Youth Public Service Scholarship Award process and forwarding to City Council for final review and approval.

Recommended motion: I move that the Parks and Recreation Commission approve the revised Municipal Code Section 2.18.010 Established - Membership - Terms; the Youth Member Criteria; and the Youth Public Service Scholarship Award and forward to City Council for final review and approval.

### **ATTACHMENTS/EXHIBITS:**

1. ORD Amending 2.18.010 Park and Recreation Commission (2)
2. Criteria for Youth Member of the Central Point Parks and Recreation Commission 5-20-25
3. Central Point Parks and Recreation Commission Youth Public Service Scholarship Award

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING IN PART CENTRAL POINT MUNICIPAL CODE  
SECTION 2.18.010 – PARKS AND RECREATION COMMISSION--ESTABLISHED –  
MEMBERSHIP--TERMS**

Recitals:

- A. Pursuant to CPMC 1.01.040, the city council, may from time to time revise its municipal code which shall become part of the overall document and citation.
- B. The City desires to create opportunities for youth involvement in City business.
- C. The City finds that establishment of a youth membership position on the Parks and Recreation Commission would create valuable opportunities for a youth member to be involved in parks related issues.
- D. Words ~~lined through~~ are to be deleted and words **in bold** are added.

**THE PEOPLE OF THE CITY OF CENTRAL POINT DO ORDAIN AS FOLLOWS:**

SECTION 1. CPMC 2.18.010 is hereby amended to read as follows:

2.18.010 Established—Membership—Terms

- A. Membership.** There is established a Central Point Parks and Recreation Commission composed of seven voting members who shall be appointed by and shall serve at the pleasure of the city council, but who shall not be council members, officers, or employees of the city of Central Point. **Six members shall be at large; and except as provided below one member shall be a youth member who shall be a resident of Central Point and a student from a Central Point high school enrolled as a junior or senior at the time of appointment. The youth member shall be a full voting member and shall count toward quorum and residency requirements. The city council may solicit recommendations for appointment of a high school member through local schools or public application.**
- B. Terms. At large** Parks and Recreation Commissioners will serve three-year terms; **the youth member shall serve a one-year term.** Each member of the commission shall have a demonstrated interest in parks, open space, and recreation matters. At least seventy-five percent of commission members shall be residents of Central Point.
- C. Vacancy on Youth Position.** **In the event the youth member position remains vacant for 1-month or more it may be filled by a citizen at large to the remainder of the then vacant one-year term.**

**D. Appointment of Chairperson.** Each year, before the first regular meeting of the Parks and Recreation Commission, the mayor shall appoint a commission chairperson. The chairperson shall hold office for one year.

**E. Application/Appointment of Youth Member.** Youth members shall be selected by the following methods:

1. Submittal of an application to the Mayor's office.
2. Submittal one letter of recommendation from a member of the community other than a relative.
3. All application materials shall be submitted by May 1st.
4. Final decision will be made by the Council with the Mayor's recommendation based on the student's application and possible interview.
5. A student member shall be appointed by the Council by June 15<sup>th</sup> and shall serve a one-year term beginning July 1 and ending June 30.
6. For the first term following adoption of this Ordinance, the youth member may submit an application and be appointed at any time as determined by Council for the remainder of the initial term.

SECTION 2. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Recitals A-C) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 3. Effective Date. The Central Point City Charter states that an ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. The effective date of this ordinance will be the thirtieth day after the second reading.

**PASSED** by the Council and signed by me in authentication of its passage this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Mayor Tanea Browning

ATTEST:

\_\_\_\_\_  
City Recorder

## **Central Point Parks and Recreation Commission Youth Member Criteria**

**Purpose:** The youth member position on the Central Point Parks and Recreation Commission is intended to provide a high school student with a meaningful opportunity to actively participate in local government. Through direct involvement in discussions and decisions related to parks, recreation, and open space policies, the student will gain firsthand experience in civic engagement and public service. This position is designed to foster leadership, build understanding of how local government functions, and instill a lifelong appreciation for community involvement. By contributing a youth perspective, the student will play a vital role in helping shape programs and policies that serve Central Point residents of all ages.

### **Eligibility Criteria:**

1. **Residency:** Crater High Schools students must reside within Central Point School District 6. For students attending other area high schools, they must reside within the Central Point city limits.
2. **School Enrollment:** Must be enrolled as a junior or senior at the time of appointment.
3. **Term Commitment:** Must commit to serving a full one-year term from July 1 to June 30. A second one-year term may be considered for an exceptional youth representative, subject to City Council approval and continued eligibility.
4. **Age Consideration:** Recommended age range is 16–18 years at time of service.
5. **Civic Interest:** Must demonstrate an interest specifically in public service with a general interest in parks, open space, and recreation issues.

### **Application Requirements:**

1. **Application Form:** Complete application form and submit to the City Recorder.
2. **Letter of Recommendation:** Provide one letter of recommendation from a non-relative adult (e.g., teacher, coach, mentor).
3. **Deadline:** All materials must be submitted to the City Recorder no later than May 1 each year.
4. **Interview (optional):** May be required to participate in an interview with the Mayor, city staff, and/or commission members.

### **Selection Process:**

- Applications will be reviewed by the Mayor, city staff and members of the Parks and Recreation Commission.
- The Mayor will make a recommendation to the City Council.
- Final appointment will be made by the City Council by June 15 of each year.

### **Expectations During Term:**

1. **Meeting Attendance:** Expected to attend at least 75% of scheduled meetings; any excused absences must be communicated to staff in prior to the commission meeting.

2. Active Participation: Must contribute to discussions, bring a youth perspective, and fulfill all duties of a voting Park and Recreation Commission member.
3. Code of Conduct: Must adhere to the city's code of conduct for Commission members.
4. Reflection/Report: Will be asked to provide a short reflection on their experience at the end of their term.
5. At the end of a successful term of service, The Central Point Parks and Recreation Foundation will award the youth member a scholarship in the amount of \$1,000.

Contingency: If the position remains vacant for one month or more, the city may appoint a citizen at large to serve the remainder of the term. When there is a future opening on the Commission, it may be made available for a youth member if the scheduling is conducive to the application process.

## **Central Point Parks and Recreation Commission Youth Public Service Scholarship Award**

**Purpose:** To recognize the commitment and service of a high school student who completes a one-year term as a voting member of the Central Point Parks and Recreation Commission by awarding a \$1,000 scholarship in support of their post-secondary education or vocational training.

### **Eligibility**

To be eligible for the scholarship award, the student must:

1. Be the duly appointed student member of the Central Point Parks and Recreation Commission.
2. Successfully complete a full one-year term of service, defined as July 1 through June 30 of the following year.
3. Remain in good standing throughout the term and actively participate as a Park and Recreation Commission member.

### **Award Criteria**

The scholarship will be awarded based on the following:

#### **1. Attendance**

- Attend at least 75% of regular and special Parks and Recreation Commission meetings during the term.
- Submit advance notice for any absences, consistent with commission protocols.

#### **2. Participation**

- Actively engage in commission discussions and provide thoughtful input.
- Serve on subcommittees, attend events, or contribute to outreach activities when possible.
- Demonstrate preparedness by reviewing materials and staying informed on commission issues.

#### **3. Conduct**

- Adhere to the City of Central Point's code of conduct for public officials.
- Represent the City and Commission in a respectful and responsible manner.

#### **4. Final Reflection**

- Submit a brief written reflection (300–500 words) by June 30, summarizing:
  - Key takeaways from the experience
  - Skills gained or developed

- How the experience impacted their understanding of public service

### **Scholarship Disbursement**

- The \$1,000 scholarship will be paid directly to an accredited post-secondary institution or vocational program upon receipt of:
  - Proof of enrollment (e.g., class registration or acceptance letter)
  - Student identification information for proper fund transfer
- If the student defers enrollment (e.g., for a gap year), the award may be held in trust for up to 12 months after the end of service.
- Funds are to be used exclusively for tuition, books, or other direct educational expenses.

### **Administration**

- The Central Point Parks and Recreation Foundation will manage and disburse the scholarship award.
- Confirmation of eligibility and approval for disbursement will be coordinated by City staff in consultation with the Foundation.