

PARKS AND RECREATION COMMISSION MEETING AGENDA

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



February 19, 2026

6:00 PM

Central Point City Hall, Council

Chambers

140 S 3rd St, Central Point, OR

www.centralpointoregon.gov

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. A Resolution Adopting the Central Point - Bear Creek Greenway Bike Park Plan

Dave Jacob, Park Planner

B. Request for Qualifications: Skryman Arboretum - Outdoor Education and Stewardship Center

Dave Jacob, Park Planner

C. AN ORDINANCE AMENDING IN PART CENTRAL POINT MUNICIPAL CODE SECTION 2.18.010 – PARKS AND RECREATION COMMISSION--

ESTABLISHED –MEMBERSHIP--TERMS

Dave Jacob, Park Planner

70. Updates

80. Upcoming Meeting Date

90. Adjournment

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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
November 6, 2025 Meeting Minutes

10. Meeting Called to Order: Chair Patricia Alvarez called the meeting to order at 6:00 PM. She reminded everyone to silence their cell phones and speak into the microphone when speaking.

20. Roll Call Parks and Recreation Commission members present included Patricia Alvarez (Chair), Ronald Woodhead (Vice-Chair), Eden Foster, Deanna Casey, and Connie Moczygmba. Steph Hendrickson was absent. Staff present included Dave Jacob, Matt Samitore, who introduced the new Parks Supervisor Travis Wyatt, Nikki Petersen, Elizabeth Blodgett, Abigail Weber, and Michelle Duddy.

30. Approval of Minutes

Approval of August 21, 2025 Meeting Minutes

There were no changes or corrections to the August 21 minutes. Patricia requested a motion for approval.

Motion to approve the minutes of the August 21, 2025 meeting was made by Connie and seconded by Ron. The motion was approved unanimously.

40. Changes to Agenda: No changes to the agenda were proposed.

50. Public Appearances: Don Chandler, who had previously presented a petition for a dog park at the last meeting, spoke to express his gratitude to the city and the committee. He mentioned that he had been working with Dave to explore options for a dog park. Mr. Chandler stated that he and other dog owners would like to continue working with the Parks and Recreation Commission when the time is right to provide insights and assist where needed.

60. Business

A. Resolution to Rename Twin Creeks Park to Hank Williams Park: Dave Jacob, Park Planner, discussed plans to rename Twin Creeks Park to Hank Williams Park. He provided details on Twin Creeks Park (3.2 acres, various amenities) and Civic Field (7.26 acres with sports facilities). The renaming proposal came from the City Council, and the Parks and Recreation Commission was tasked with reviewing it and gathering public feedback. Public notices were sent out and the applicable naming policy was outlined - Resolution #1138. The policy allows naming city lands and facilities after two years an individual's passing. There is an exception for special contributions by living individuals.

Mayor Williams, serving from 2002 to 2024, significantly contributed to the city's development and addressed key challenges. The Commission has three options: approve the resolution with a recommendation to approve; forward it without a recommendation; or reject it in favor of renaming Civic Fields as Hank Williams Fields. All public feedback received opposed changing the well-established Twin Creeks name.

Resident Sally Hellier stressed the significance of the Twin Creeks name. It was suggested that sports fields be named after Hank Williams, honoring his close

involvement while allowing for the Moore family, benefactors of the park, to possibly have it named after them instead.

Commission members and community opinions leaned towards renaming the sports fields rather than Twin Creeks Park to prevent confusion. Interpretive details were suggested to inform about Hank Williams' contributions.

Motion to rename Civic Fields to Hank Williams Fields as a recommendation to city council was made by Ron and seconded by Deanna. The motion was approved unanimously.

B. Mike Parsons Memorial Discussion: Matt Samitore presented information about honoring Mike Parsons, who passed away in the fall. Mr. Parsons had been the liaison to the Parks Commission for over a decade, a city council member, and a police volunteer. Mr. Samitore proposed naming one of the three gazebos or the band shell at Twin Creeks Park after Mr. Parsons, with the band shell being the preferred option.

Deanna emphasized the importance of providing information about Mike Parsons' contributions for future visitors. Ron agreed that the band shell would be a fitting tribute, as Mike exemplified the welcoming spirit of the city.

Motion to name the band shell at Twin Creeks Park after Mike Parsons with a plaque and description about his life and contributions was made by Eden and seconded by Ron. The motion was approved unanimously.

C. Dog Park Sites Update: Dave Jacob provided an update on potential dog park sites, following up on the previous meeting's discussion about Forest Glen Park. He explained that after examining several potential locations, they encountered significant challenges, particularly with floodplain and floodway restrictions. Mr. Jacob and Mr. Samitore evaluated four potential sites: a section of the Greenway (to be acquired by the city in January), a portion of Flanagan Park, the northernmost section of Twin Creeks, and Forest Glen Park. Each site presented significant challenges, primarily due to floodway and floodplain issues. The presenters explained that fences are considered development within special flood hazard areas and require permits; they are prohibited within regulatory floodways as they can collect debris and restrict water flow.

Mr. Samitore discussed other potential options, including an area near the water reservoir at Don Jones Park, an area by the new community center once it's built, or a section near Willow Bend where new development is planned. The Commission agreed to continue exploring options near the community center while waiting for future park development that could incorporate a dog park from the planning stages.

D. An Ordinance Amending the Central Point Municipal Code (CPMC) by Adding a New Chapter to TITLE 4 PARKS to Establish Off-Leash Dog Parks and Rules for the Same: Dave Jacob presented a draft ordinance to establish off-leash dog parks and rules. He noted that this was a generic ordinance at this point, and he wanted to provide the Commission an opportunity to give input before developing it further. The ordinance would create a clear, enforceable framework ensuring safety, accessibility, and effective environmental stewardship.

Key provisions included designation authority, creation of off-leash areas, defined boundaries and rules, operational rules (vaccination requirements, waste removal, voice control), permitted conduct, and environmental protection measures.

Ron shared four points related to the ordinance: the draft could be strengthened regarding off-leash provisions in parks without dog parks; penalties related to the draft ordinance needed to be developed; the importance of visitor safety with respect to off-leash dogs in existing parks; and interest in current provisions and penalties for having off-leash pets in parks and public rights-of-way.

Eden asked about enforcement of dog waste pickup and vaccination requirements. Mr. Samitore explained that enforcement would depend on partnerships with the police department, noting current staffing challenges with the police force. The Commission agreed to have the ordinance updated with their suggestions and brought back for final review at a future meeting.

E. Chair and Vice Chair Election & Commission Member Term Updates: Dave Jacob noted that both Ron and Deanna terms were ending, and both had agreed to return pending council approval. The Commission then held elections for Chair and Vice Chair positions.

Chair Alvarez indicated she would agree to serve one more year but noted that she will have served on the Commission for 20 years by March and felt it was time for others to step into leadership roles.

Motion to retain Patricia Alvarez as Chair and Ronald Woodhead as Vice Chair for one more year was made by Eden and seconded by Deanna. The motion was approved unanimously.

F. Parks and Recreation Commission Student Member Update: Dave Jacob provided an update on the effort to add a student member to the Commission. The ordinance for a student member was approved by the city council in mid-August, and application materials were sent to area high schools. While no applications were received by the October 1 deadline, three applications from sophomores were received after Mayor Browning's youth council was informed about the opportunity. Since the ordinance specifies that student members must be juniors or seniors, Mr. Jacob proposed keeping the applications on file and reopening the application period in the spring for appointments by August of next year. The Commission agreed with this approach.

70. Updates

Flanagan Park Pollinator Garden: Eden updated on the Flanagan Park pollinator garden, expressing gratitude for community and city support. The project, initiated by Flanagan Park's neighbors and designed by Christy Mackison of Shooting Star Nursery, involved about 30 volunteers planting 250 plants on October 11 and 20 volunteers spreading nearly 20 yards of mulch on October 18. The total project cost of \$20,000 was equally funded by grants/donations and Parks and Recreation Foundation funds. Phase 2 will focus on education and interpretation.

Moore Family Fields: Matt reported on Moore Family Fields, completing phase 3 with hydro-seeded fields. There are plans for additional shade structures and landscaping. Negotiations with Little League are ongoing to reassess their contract for equitable financial commitments.

Community Center: Regarding the community center, construction faces a four-month delay, moving the opening to November 2026. July 4, 2026, will mark the city's final fireworks display due to safety concerns at the new community center.

Veterans Day: Commissioners were invited to the Veterans Day event on November 11 at 9 AM, featuring Senator Ron Wyden and Representative Alex Scarlatos. Dave Jacob highlighted the success of the My Veteran, My Hero tree program, now at 19 trees, exceeding the original site's count in Pennsylvania.

Special Events: Elizabeth announced the December 6 Community Christmas event, urging more parade registrations and noting changes in layout due to tree issues.

Park Maintenance: Travis updated on operational work, with mainline installation for the T-ball field and planting near Moore Family Fields entrance.

Park Donation: A resident pledged a \$1.2 million donation in memory of her husband for potential use in a community center playground or park.

Finally, citizen Don Chandler proposed a dog park fee to ensure maintenance and vaccination compliance, while Sally Hellier thanked City Parks Works staff for their work and porta-potties provision near Twin Creeks during Halloween.

80. Upcoming Meeting Date: The next Parks and Recreation Commission meeting was scheduled for February 19, 2026, to be held at City Hall.

90. Adjournment: The meeting was adjourned at 7:33 PM.



DEPARTMENT: Parks and Recreation **MEETING DATE:** February 19, 2026

STAFF CONTACT: Dave Jacob, Park Planner

SUBJECT: A Resolution Adopting the Central Point - Bear Creek Greenway Bike Park Plan

SUMMARY AND BACKGROUND:

PROJECT OVERVIEW: The Central Point – Bear Creek Greenway Master Plan was adopted by City Council Resolution 1801 on October 10, 2024. The Master Plan provides long-term guidance for recreation, access, and environmental stewardship along the Central Point - Bear Creek Greenway corridor. The plan identifies a range of future park and recreation improvements intended to enhance public access while protecting sensitive natural areas. These elements include trails, nature play areas, Bear Creek access points, public art, pollinator gardens, small gathering structures, and a bike park. The Central Point - Bear Creek Greenway Bike Park (Bike Park) is one of the recreational elements identified in the adopted Master Plan. A separate, site-specific Bike Park Plan was developed to further define this element and guide future implementation. The park is intended to provide a safe facility built specifically for youth and families that will encourage active recreation and increase positive use of the Greenway.

BIKE PARK DESCRIPTION: The Bike Park is a professionally designed for riders of all ages and skill levels. The park will consist of engineered features such as rollers, berms, and transitions arranged in a flow-based layout that promotes continuous movement and skill development. Features include:

- Multiple riding areas with clear age and skill-level designations
- Beginner-friendly features alongside more advanced elements
- Durable, paved riding surfaces to improve safety and reduce maintenance
- Defined circulation and clear sight lines for user safety and supervision

The design emphasizes skill progression, allowing new riders to start on lower-risk features and advance as their abilities improve. The bike park will function as a managed public facility with posted rules, safety signage, and helmet requirements.

LOCATION, ACCESS, AND PARKING: The proposed bike park is located on the west side of the Bear Creek Greenway Trail. This location was selected to limit impacts to the natural areas on the east side of the Greenway trail riparian. Installation of a dirt berm is planned to provide both separation from the freeway and noise reduction.

There is no dedicated parking immediately adjacent to the site. The nearest public parking is the Jackson County Bear Creek Greenway parking area, located approximately 0.6 miles from the bike park. Because users are expected to access the facility by bicycle via the Greenway trail, this distance is considered manageable for families and children.

FACILITY NEEDS: To support safe and comfortable use, the following support facilities have been identified:

- Water access
- Restroom facilities
- Shade, including increased tree canopy and constructed shade structures

These amenities may be implemented in phases as funding becomes available and as additional Greenway improvements are developed.

MAINTENANCE AND OPERATIONS Experience from other municipal bike parks indicates that bike facilities are low- to moderate-maintenance when properly designed. Common maintenance needs include debris removal, vegetation management, minor surface repairs, and drainage monitoring. Best practices include routine inspections by Parks staff, prompt repair of surface issues, clear signage to reduce misuse, and coordination with regular patrols. The bike park would be incorporated into existing Bear Creek Greenway maintenance and inspection routines, allowing for efficient long-term management. Since the facility is located on the Greenway, there is potential for vandalism but due to the facility design impact would be limited.

LIABILITY AND GREENWAY SAFETY MANAGEMENT: This facility would be similar in use to skateboard parks, athletic fields and courts, and playgrounds with the same concerns related to liability. The City of Central Point is afforded protections under Oregon recreational immunity statutes, which limit liability for public recreational facilities when reasonable care is exercised. Risk management measures will include:

- Clearly designated age and skill-level areas
- Helmet requirements for all users
- Posted rules and safety signage
- Regular patrols by Central Point Police and Parks staff
- Regular facility inspections.

Due to its location along the Bear Creek Greenway, the bike park will be subject to all existing Greenway rules and regulations. Regular police patrols will continue to support compliance and help ensure the Greenway remains a safe, family-friendly environment. Increased family-oriented use of the bike park is anticipated to positively impact the corridor and discourage unauthorized activities through greater visibility and consistent public presence.

COMMUNITY AND GREENWAY BENEFITS: Bike parks provide benefits that extend beyond the facility itself.

- Increase youth and family recreation opportunities
- Positively activate underutilized Greenway areas
- Encourage safe bicycling and active transportation
- Strengthen community ownership of public spaces

When integrated with other planned park elements—such as pollinator gardens, nature play areas, and interpretive features—the bike park can also support environmental education and stewardship by promoting bicycles as a sustainable and active mode of transportation.

COST ESTIMATE & PROJECT FUNDING: The total estimated cost for full buildout of the bike park is approximately \$1.2 million. Approval of the bike park as an element of the adopted Central Point – Bear Creek Greenway Master Plan does not commit the City to immediate construction or funding. Rather, it establishes a policy framework that allows staff to pursue funding opportunities and implement the project as resources become available. The Bear Creek Greenway Bike Park is anticipated to be implemented through a combination of state grant funding, private foundation support, and local funding, consistent with the City’s approach to capital park projects. State Grant Funding may include:

- Land and Water Conservation Fund (LWCF)
- Oregon Parks and Recreation Department Local Government Grants and/or Recreational Trails Program Grants

These programs commonly support trail-connected recreation facilities, youth recreation, and outdoor access projects and typically require an adopted master plan and governing body support. Local Funding may include:

- City of Central Point Urban Renewal funds, subject to availability and Urban Renewal Agency priorities.

At this time, Urban Renewal funding is not anticipated to be available for the bike park for approximately two to three years, as current Urban Renewal resources are committed to the City’s priority project, the Community Center.

PROJECT IMPLEMENTATION: The Central Point - Bear Creek Greenway Bike Park is well suited to a phased implementation approach, allowing the City to align construction with available funding and minimize financial impacts. Phased implementation may include construction of core riding features and supporting amenities in initial phases and expansion of the park as funds are available. This approach provides flexibility, reduces upfront financial commitments, and allows the project to advance incrementally while maintaining consistency with the adopted Master Plan.

ATTACHMENTS/EXHIBITS:

1. Central Point - Bear Creek Greenway Bike Park - Final Plan and Cost Estimate
Prevailing Wage 12-19-2025
2. A RESOLUTION ADOPTING THE CENTRAL POINT - BEAR CREEK
GREENWAY BIKE PARK PLAN 2-19-2026
3. Council Resolutions 1801













Quote #	Design #	Customer	Date	Designer
Q29332.1	9319	City of Central Point	12-19-25	Jarrold P.

Engineer's Estimate: \$1,605,830.00

Phase 1- Main Asphalt Pump Track: \$740,658.00

Feature List:

Description	Feature #	Qty	Height	Width	Length
A-Frame Slant Wall, 5' High, 20' Long, Double Sided, Texture Black	1	1	4'-7"	4.5'	20'

Phase 2- Beginner Pump Track: \$206,211.00

Phase 3- Jump Lines: \$450,946.00

Feature List:

Description	Feature #	Qty	Height	Width	Length
Kicker Ramp, 5' High, 48" Wide, Ver.2, Texture Black	2	2	5'	48"	8.9'
Kicker Cannon, 48" Wide, Texture Black	3	1		48"	8'
Kicker Ramp, 3' High, 24" Wide, Ver.2, Texture Black	4	1	3'	24"	8.3'
Intermediate Slant Wall (65° angle), 8' High, 20' Wide, Texture Black	5	1	8'	-	20'
Talladega, 6' High, 90° Turn, Texture Black	6	1	6'	20.3'	9.5'
Talladega, 6' High, 135° Turn, Texture Black	7	1	6'	39.8'	17.6'
Kicker Ramp, 4' High, 48" Wide, Ver.2, Texture Black	8	3	4'	48"	8.3'
Kicker Ramp, 3' High, 48" Wide, Ver.2, Texture Black	9	3	3'	48"	8.3'

Phase 4- Bicycle Playground & Site Amenities: \$208,015.00

Feature List:

Description	Feature #	Qty	Height	Width	Length
Talladega, 3' High, 135° Turn, Texture Black	10	1	3'	28'	14'
Double Nussy, 2' High, 72" Wide, Texture Black	11	1	2'	72"	31.7'
Tunnel, Elevated, Wood Wrapped	12	1	9.2'	96"	27'
A-Frame, 1' High, 72" Wide, Texture Black	13	1	1'	72"	15'
Tunnel, Wood Wrapped	14	1	8'	96"	11'

BPG Ring, 7' High, 96" Diameter Ring	15	10	7'	96"	-
Bike Parking Station, 8 Bike	16	1	6'	57"	-
Park Bench	17	4	-	-	-
Picnic Table	18	3	-	-	-
Deluxe Public Work Stand, Black w Air Pump	19	1	4.75'	-	12"
Trash Can, 50 gallon	20	1	-	-	-
Standard Park Sign, 36"W x 48"H Frame, Texture Black	21	1	7'	6"	36"

Notes:

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote does not include prevailing wage. If applicable, call for revised quote.
- This quote does not include sales tax. If applicable, call for revised quote.
- Quote is good for 30 days.
- Please assume a 10% escalation of the Engineer's Cost Estimate per calendar year.

SCOPE OF WORK

1.1 INCLUDES:

- All labor, construction project management, supplies, tools, materials, and equipment required per scope of work
- Site staking and layout
- Cutting and shaping grades within bike park footprint
- Place and install asphalt bike park and pump track tread
- Supply and installation of pre-engineered bike features
- Materials, supplies, and labor for custom bike features
- Landscaping – Artificial turf within inner islands and out slopes of primary pump track and beginner pump track only

1.2 EXCLUDES*:

- Main multi-use path
- Prevailing wage
- Sales tax
- Shade structures
- Erosion and sediment control
- Stabilized construction entrance
- Landscaping, site and turf restoration post bike park construction
- Sidewalks/walkways and site amenities except items quoted
- Mass excavation or import
- Construction drawings
- Permits, fees and/or engineering and stamping.
- Utility, mechanical, electrical, plumbing work, relocation, or repairs of any kind.
- Toxic or hazardous material handling or removal.
- Removal and/or replanting of any trees or shrubs or protection of trees and shrubs.

1.3 CUSTOMER PROVIDES*:

- Geotechnical Report –If this requirement is waived, assumption is that the site is suitable to build as-is. A change order will be issues for any unforeseen costs that may occur if this is not the case at a cost plus 25%
- Survey and Mapping – The Client shall provide ARC with a current survey locating all above and belowground utilities, appurtenances, structures, and easements. The survey shall be in digital format that can easily be used with AutoCAD software.
- Sufficient water and electrical power within 100 feet of work areas.
- Unobstructed, safe, and continuous access to work area with heavy equipment. All weather roads for heavy equipment.
- All necessary site information including topography, site surveying, and elevations.

***All items above can be provided for an additional fee.**

Purchase through our competitively bid government Sourcewell contract.



RESOLUTION NO. _____

A RESOLUTION ADOPTING THE CENTRAL POINT - BEAR CREEK GREENWAY BIKE PARK PLAN

WHEREAS, The City of Central Point is committed to providing diverse, accessible, and high-quality parks and recreation opportunities that support active lifestyles, youth engagement, and community well-being; and

WHEREAS, The Bear Creek Greenway is a regional recreational and transportation corridor that provides significant environmental, recreational, and connectivity benefits to Central Point residents and visitors; and

WHEREAS, The Central Point - Bear Creek Greenway Bike Park is identified as a planned recreational element within the Central Point - Bear Creek Greenway Master Plan, which was formally reviewed and approved by the City Council Resolution No. 1801 on October 10, 2024, establishing long-term guidance for recreation, access, and amenities along the Bear Creek Greenway corridor;

WHEREAS, The City of Central Point has worked with professional park and bike facility designers to develop the Central Point - Bear Creek Greenway Bike Park Plan, which proposes a purpose-built bike park facility incorporating progressive riding elements suitable for a wide range of ages and skill levels; and

WHEREAS, The Central Point - Bear Creek Greenway Bike Park Plan includes features such as paved pump track elements, flow lines, skill-building features, and beginner-friendly components designed to promote safe riding progression, youth recreation, and inclusive access; and

WHEREAS, The proposed bike park is designed to complement existing Bear Creek Greenway facilities while minimizing environmental impacts and maintaining compatibility with surrounding natural areas and shared-use paths; and

WHEREAS, The implementation of a bike park along the Bear Creek Greenway is consistent with the City's Parks and Recreation goals, regional recreation trends, and community interest in expanded outdoor recreation opportunities; and

WHEREAS, Adoption of the Central Point - Bear Creek Greenway Bike Park Plan will support future grant applications, partnerships, fundraising efforts, and phased implementation of the project as funding becomes available;

NOW, THEREFORE, BE IT RESOLVED by The City Council of the City of Central Point, Oregon:

Section 1. The City Council hereby supports and adopts the Bear Creek Greenway Bike Park Plan, dated January 6, 2025, as a guiding planning document for the development of a bike park facility along the Bear Creek Greenway.

Section 2. Adoption of this Plan does not obligate the City to immediate construction but establishes a framework to pursue funding, partnerships, and future project implementation consistent with City policies and available resources.

Section 3. City staff are authorized to use the adopted Bear Creek Greenway Bike Park Plan to support grant applications, intergovernmental coordination, public outreach, and future project development related to the bike park.

Section 4. This Resolution shall take effect immediately upon adoption.

ADOPTED by the City Council of the City of Central Point, Oregon, this ____ day of _____, 2026.

Mayor Tanea Browning

ATTEST:

City Recorder

RESOLUTION NO. 1801

A RESOLUTION TO APPROVE THE CENTRAL POINT – BEAR CREEK GREENWAY MASTER PLAN AND THE CREATION OF A LONG-TERM STEWARDSHIP PLAN FOR THE PARK SITE

RECITALS:

- A. The City of Central Point recognizes the importance of promoting sustainable and accessible recreational opportunities for its residents and visitors.
- B. The Central Point - Bear Creek Greenway Master Plan has been developed as a comprehensive strategy to restore the natural habitat of and develop recreational opportunities on the Central Point – Bear Creek Greenway with the goal of fostering public safety, environmental stewardship, and economic development.
- C. The Master Plan has undergone a public review process, providing opportunities for community members and stakeholders to provide input, resulting in a plan that reflects the diverse needs and desires of the Central Point community.
- D. The adoption of the Central Point - Bear Creek Greenway Master Plan will enable the City to seek funding opportunities, grants, and partnerships to implement the proposed restoration activities and recreational improvements outlined in the plan.
- E. For the long-term environmental health of the Central Point - Bear Creek Greenway, it is essential that a stewardship plan for management of the area be developed and implemented for the area.
- F. The City Council has reviewed the Central Point - Bear Creek Greenway Master Plan and finds it aligns with the city's goals and objectives.

The City of Central Point resolves as follow:

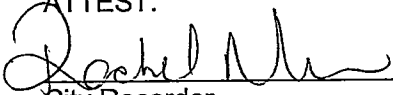
Section 1: The City Council supports the Central Point – Bear Creek Master Plan (2024), including the development of a long-term stewardship plan to ensure the ongoing maintenance and ecological sustainability of the future park. The plan is adopted as guidance for future City planning, management and financing efforts related to the Bear Creek Greenway park.

Section 2: This resolution shall be effective following its adoption by the City of Central Point City Council.

Passed by the Council and sign by me in authentication of its passage this 10 day of October, 2024



Mayor Hank Williams

ATTEST:


City Recorder

- Accessible to residents of all ages and backgrounds, with an emphasis on youth engagement
- Scalable through partnerships and grant funding
- Supportive of long-term environmental stewardship and community connection

Skyrman Arboretum as the Education Hub: Skyrman Arboretum would serve as the primary site for this initiative, providing a consistent physical location for program delivery, volunteer coordination, and administrative operations. Other City parks and natural areas would serve as complementary outdoor classrooms, allowing programming to extend beyond a single location. The Arboretum includes a small house that was gifted to the City, suitable for use as office and administrative space, storage, and a classroom or meeting area. As part of this partnership, the City will provide the selected organization with use of the building and will furnish water, power, and internet service to the site at no cost. In return, the City expects the selected partner to maintain a regular, visible presence at the Arboretum. Consistent on-site activity is important to the City as it supports the care and oversight of the grounds, deters misuse of the property, and reinforces the Arboretum’s identity as an active, welcoming community space. The City is interested in creative programming approaches at the Arboretum, including but not limited to outdoor education, community workshops, guided walks, seasonal events, volunteer training, and active stewardship of the Arboretum’s tree collection and grounds.

Citywide Education and Stewardship Opportunities: While Skyrman Arboretum would serve as the program hub, the partnership is intended to extend citywide as capacity and funding allow. The City maintains several parks and natural areas that present distinct educational and stewardship opportunities. These include:

- Creekside Nature Area: A riparian site with opportunities for ecology, restoration, and water quality programming
- Central Point–Bear Creek Greenway: A linear trail corridor with potential for habitat education, interpretive programming, and restoration projects
- Flanagan Park Pollinator Garden: A neighborhood site suited for pollinator and native plant education
- Other City Parks and Natural Areas: Additional sites available for tree planting, canopy expansion, and community stewardship

Respondents are encouraged to describe how they would approach programming at these sites based on their organizational strengths. The City values a phased, flexible approach that allows programming to grow incrementally and remain responsive to funding opportunities, site readiness, and community needs. Programming at these sites should also support the goals of the Central Point–Bear Creek Master Plan and the Creekside Conceptual Plan.

Stewardship, Volunteers, and Student Engagement: Hands-on stewardship and community engagement are central to this initiative. The City is looking for a partner that can plan and coordinate meaningful volunteer opportunities—such as habitat restoration, native plantings, invasive species management, and environmental

monitoring—that engage a broad cross-section of the community. Equally important is engagement with elementary, middle, and high school students. The City values programming that supports classroom-connected outdoor learning, field experiences, and project-based opportunities aligned with educational standards. These efforts should complement existing school curricula rather than create additional burdens for educators. The selected organization is expected to offer adaptable, ready-to-implement programming suitable for a range of grade levels and subject areas.

The selected partner will be expected to coordinate programming schedules with City Recreation staff to ensure complementary, non-conflicting use of facilities and alignment with existing City programs. Additionally, the partner will be expected to develop and offer classes and programs to Central Point residents through the City's Recreation guide and registration system, working directly with Recreation staff to schedule, promote, and deliver those offerings. This integration ensures that outdoor education programming is visible and accessible to the broader community through established City channels.

Grant Collaboration and Long-Term Sustainability: Because this partnership is structured as a no-cost agreement, the ability to identify and secure external funding is essential to long-term success. The City is seeking a partner with demonstrated experience in pursuing and implementing grants in outdoor education, environmental stewardship, youth engagement, or related fields. Through collaborative grant efforts, the City and its partner can incrementally expand programming, infrastructure, and educational resources while building a sustainable model that benefits Central Point residents for years to come.

Selection Process: The City will issue a Request for Qualifications (RFQ) to identify organizations with the experience, capacity, and vision to fulfill this role. The RFQ will be open to all qualified organizations, and the City encourages responses from a diverse range of applicants. Submitted qualifications will be evaluated based on the criteria outlined in the RFQ, which are anticipated to include:

- Organizational experience and track record
- Proposed program approach and innovation
- Community partnerships and engagement capacity
- Grant development experience and funding strategy
- Ability to deliver and sustain programming over time

Members of the Parks and Recreation Commission will be asked to review and score submitted qualifications as part of the evaluation process. Commission input will inform staff recommendations and next steps, which may include interviews with top-scoring organizations.

Timeline and Next Steps: If approved by the Parks and Recreation Commission, staff will prepare and release the RFQ along with a detailed schedule. The anticipated process is as follows:

- RFQ Release: Within two weeks of Commission approval

- Submission Deadline: Approximately four weeks after release
- Commission Review and Scoring: Following the submission deadline
- Interviews (if applicable): As determined by evaluation results
- Partner Selection: Approximately six to eight weeks from RFQ release

ATTACHMENTS/EXHIBITS:

None



DEPARTMENT: Parks and Recreation **MEETING DATE:** February 19, 2026

STAFF CONTACT: Dave Jacob, Park Planner

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

SUMMARY AND BACKGROUND:

BACKGROUND: In 2025, the Parks and Recreation Commission recommended establishing a youth member position to increase youth involvement in City governance and parks-related decision-making. City Council subsequently approved an ordinance amending Central Point Municipal Code (CPMC) 2.18.010 to create this position. Following implementation, the Mayor requested that eligibility be expanded to include high school sophomores in addition to juniors and seniors. This required a further amendment to CPMC 2.18.010.

Additionally, staff evaluated the application and appointment procedures contained within the ordinance and determined that certain prescriptive elements could be streamlined administratively to allow greater flexibility in recruitment and appointment timing. A revised ordinance has been prepared to reflect these updates and is attached for Commission review. The draft ordinance has not been reviewed by the City Attorney. The City Attorney will review and revise the ordinance, as necessary, prior to formal presentation to City Council.

SUMMARY OF PROPOSED CHANGES: The revised ordinance (attached) includes the following key modifications

1. Expanded Eligibility

- Youth membership eligibility now includes sophomores, juniors, and seniors at the time of appointment.
- This change provides additional opportunity for participation and allows for longer continuity of service.

2. Clarification of Term Start Date

- The youth member's two-year term would begin with the first Commission meeting following Council approval, rather than being tied strictly to July 1.
- This change provides greater administrative flexibility.

3. Streamlining of Application Process

- While the ordinance still references application materials and Council appointment, staff intends to simplify administrative procedures related to recruitment and application timelines.
- Removing rigid procedural requirements from the code allows staff and Council flexibility in outreach and appointment scheduling.

4. Continued Voting Status

- The youth member remains a full voting member and counts toward quorum and residency requirements.

POLICY CONSIDERATIONS: The youth member position continues to support the City’s goal of increasing civic engagement and leadership development opportunities for students. Expanding eligibility to sophomores:

- Enhances recruitment flexibility
- Allows students to serve earlier in their high school career
- Promotes continuity of institutional knowledge
- Streamlining procedural language ensures the Municipal Code focuses on structural requirements rather than administrative details that may need adjustment over time.

NEXT STEPS:

- City Attorney review and revision of the draft ordinance.
- Presentation to City Council for first reading on February 26 and second reading on March 12.
- Ordinance effective 30 days after second reading, pursuant to the City Charter.

ATTACHMENTS/EXHIBITS:

1. AN ORDINANCE AMENDING IN PART CENTRAL POINT MUNICIPAL CODE SECTION 2.18.010 REV 02-19-2026

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 current student from Central Point high school or attending a high school outside the jurisdiction of School District 6 enrolled as a **sophomore**, 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 two-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 two-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.~~
- ~~3.4.~~ Final decision will be made by the Council with the Mayor's recommendation based on the student's application and ~~possible~~ interview.
- ~~4.5.~~ A student member shall be appointed by the Council by ~~June 15th~~ and shall serve a two-year term starting with the first commission meeting following council approval. ~~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