

# **City of Milton-Freewater**

## **Parks & Recreation Committee Minutes**

**Members:** Jacque Barthel-Fox, George Gillette, John Mitchell, Danny Sanchez & Ryan Westman

**Meeting Date/Time:** September 10, 2024. 5 p.m.

**Meeting Location:** Public Library, Monahan Room, 8 SW 8<sup>th</sup> Ave, Milton-Freewater OR.

### **1. OPENING**

Chair Ryan Westman welcomed everyone and opened the meeting at 5:00 p.m.

Committee member(s) present: George Gillette, John Mitchell, Danny Sanchez and Ryan Westman.

Committee member(s) absent: Jacque Barthel-Fox was excused.

City staff present: City Manager Chad Morris and Public Works Assistant/Project Aide Krista Gannon.

Citizen(s) present: None

### **2. APPROVAL OF MINUTES**

Mr. Gillette motioned to approve minutes from the August 13, 2024 minutes as presented. Mr. Mitchell seconded the motion. All present voted to approve the August 13, 2024 minutes as presented.

### **3. PRESENTATIONS – N/A**

### **4. STAFF REPORT/BUSINESS ITEMS:**

Chair Westman shared information provided by Parks and Recreation Supervisor Matt Chesnut, whom was unable to attend the meeting due to another schedule conflict, but did provide some updates through E-mail as follows: Some limited trail work at Marie Dorian Park has been done pertaining to the overhanging vegetation going up the hill. Pool winterization has begun and growing season is slowing down allowing for staff to begin tackling some other items.

#### **A. OLD BUSINESS**

##### **Meeting Order of Operations**

As previously requested and discussed by the committee, this formality was adopted by a motion made by Mr. Gillette and seconded by Mr. Mitchell and approved by all present to accept the order in which meetings would like to be conducted by the members of the committee to allow for organized groups to share their business at the beginning rather than to wait around to speak during citizen comments for groups such as earlier this spring when M-F Little League Baseball came to the meeting to discuss field use and maintenance needs, but had not requested to be added to the agenda to present their program that was once again coming back post-COVID19. The order approved is attached.

##### **Tennis Courts/Pickleball**

City Manager Morris shared that he has been working with Milton-Freewater Unified School District Superintendent Aaron Duff about the state of the tennis courts at Yantis Park. They have met and Manager Morris has gone out to the tennis courts personally and walked around and shared his concerns and goals toward working with Mr. Duff

toward finding funding and a solution on finding the \$500,000 +- to get them reconstructed. He shared he has as recently as yesterday, had a private volunteer group approach him willing to donate demolition, but at this point in time it is premature as to mention any further information about it. He shared he would like to improve recreation facility conditions as well as options for all ages and abilities. He also recognized that when we install tennis/pickleball courts, there would need some thought put in about scheduling and priority use of such courts.

Public Works Assistant/Project Alde Ms. Gannon shared that historically school events have held priority over all events and then local public sports leagues and then private events have been the order of approved use, when there are multiple requests for use during the same period of time. The city has requested users complete facility/field use request forms so we have contact information that users agree to allow us to share with the other user(s) to work out their scheduling and the city doesn't get involved in being the referee per se following these guidelines, but does provide contact info for users to coordinate with one another.

Manager Morris stated he is looking into finding funding opportunities such as grants as well as organizations such as tourism type funding to bring people to Milton-Freewater with youth being a focus.

Mr. Sanchez stated he had heard that the existing courts are along an existing fault line and shared concerns of replacing them in the same location, if that was possibly causing the cracking and surface issues along the hillside.

Mr. Gillette concurred that yes, we are along a known fault line along the hillside by the park.

Manager Morris stated that he would be sure to look into that and that there are some other applications that had been used when pouring surfaces where he is from that helped mitigate other problems that may also work on our issues he would look into as well. He reminded everyone that this would be funding dependent but is a priority of his to get fixed due to the extremely poor condition of the existing courts.

### **Aquatic Center**

Members were given a packet provided by Karen Hedine, Walla Walla YMCA CEO outlining their perspective of the summer swim season 2024. This outline had been given to council the evening prior and is attached. Brief discussion ensued. Manager Morris stated that the city will be terminating the current contract with the YMCA and exploring options on how to proceed for next summer later this year.

### **Freewater Park OPRD Project**

Manager Morris stated he plans to meet with Public Works Staff soon to coordinate the plan and schedule for the next Oregon Parks and Recreation Grant project at Freewater Park. The swing area had been filled with sand to cover the posts and the drainage around the skate park would need to be followed up on along with signage previously discussed with QR codes for people to donate, if they wanted to.

### **B. NEW BUSINESS**

#### **Marie Dorian Park OPRD Grant Update**

Ms. Gannon shared that the Marie Dorian OPRD grant was still progressing along through the process and being considered for funding, which was great news, yet not a sure guarantee that it had officially been approved for funding award. She shared

notices typically come out in late September or the first part of October on those applications, so it won't be long.

**Cross Country Meet – October 26** – Around Yantis Park to track and back to Yantis. Ms. Gannon shared that the high school cross country coach had inquired on use of Yantis Park on October 26 to host a cross country meet in Milton-Freewater. Staff has discussed with the coach what they would need and what would be available and discussed signage for the event along with ensuring signage is out notifying customers that the golf course is still open and the event is at the track across through the McRae Ireland baseball field to Yantis. Discussion ensued about welcoming runners on reader boards and following up with the coach, Upper 9 and Golf Course Clubhouse along with MFPD to share the information about the one-day event to promote this community event – GO PIONEERS!

**OTHER BUSINESS NOT ON THE AGENDA:**

Nothing to report.

**ADJOURNMENT**

Being no further business, the meeting was adjourned by Chair Westman.

Approved as read this 4<sup>th</sup> day of February, 20 25.

By: Ryan Westman  
Ryan Westman - Parks and Recreation Committee Chair

Attachments:

Parks and Recreation Committee Meetings Order of Operations  
Walla Walla YMCA Summer 2024 Outline Report

CITY OF  
**MILTON-FREEWATER**  
•Public Works Department•

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**PARKS & RECREATION COMMITTEE**

**Meetings Order of Operations**

APPROVAL DATE: September 10, 2024<sup>1</sup>

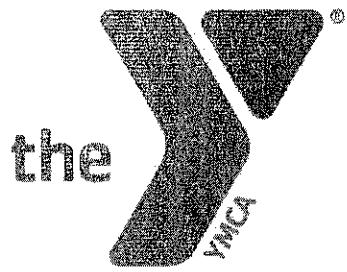
**Meeting Agenda Order**

1. Opening
  - a. Call to Order / Attendance
  - b. Adoption of Agenda
2. Approval of Minutes
3. Presentations
4. Staff Report/Business Items
  - a. Old Business
  - b. New Business
5. Opportunity for Citizens to Approach Committee for Items Not on this Agenda
6. Committee Reports/Business Items
7. Adjournment

Parks and Recreation Committee further defines a quorum as: The majority of current Parks & Recreation Committee positions filled at such date and time of such meeting. If there is not at minimum three current term members on such committee, there is not enough to formally conduct any votes or take any action. For a majority you must have half plus one, which would constitute at minimum, three members at any given time.

Meetings must conform to Oregon Public Meetings Law Requirements.

<sup>1</sup>Committee member(s) present: George Gillette, John Mitchell, Danny Sanchez and Ryan Westman.  
Committee member(s) absent: Jacque Barthel-Fox was excused.



## END OF SEASON POOL REPORT

**Date:** September 3, 2024

**Pool :** Milton-Freewater ; Joe Humbert Family Aquatics Center

**Season:** June 15 – August 23, 2024

**Seasonal Pool Supervisor:** Brad Sublett/ Chris Yaw/ Dani Baderstcher

**Certified Pool Operator (CPO):** Brad Sublett /Emily Ellifrits

This report includes highlights of the season, staffing overview, safety, and recommendations for future. It is intended to help assess program strengths and identify areas for improvement.

### Highlights:

- **Facility:**

- The Y staff opened the pool later this season due to the school districts' (WW, College Place and MF) academic and sports schedules that affected pool staff availability.
- Pool opened after a thorough cleaning performed by Y staff and with onsite training in coordination with the City and MF police.
- Staff were charged with maintaining the facility throughout the season: taking out garbage, ensuring bathrooms were clean and stocked, pool vacuumed, concessions stocked. Public Works Dept provided once-daily deep bathroom clean. More on this below.
- City managed ordering of pool chemicals and with the Y CPO ensured the mechanics of the pool pump, heater, and other CPO duties; Y staff ran daily tests and adjusted chemical balance as needed.
- The City established the accounting processes for daily fees and concessions; Y purchased concessions through Verns and Y staff managed sales, daily passes; reconciled accounts nightly and submitted reconciliation reports and funds to the City (Police Dept).
- Pool slides, chairs and tables are in good shape. ○ Staff placed the tarp over the pool nightly and removed each morning. ○ The water was left in the pool at end

of season after Y CPO discussed with city Parks and Rec about end of season follow-up as part of 9/4/24 close out walk through.

- The pool was closed on schedule with Y staff cleaning the office and restrooms, emptying all trash, cleaning the concessions area, storing supplies and closing out the facility for the winter at 7:00 p.m. on August 23,2024.
- **Programs**
  - All youth were swim tested prior to pool use pursuant to American Red Cross and safe swimming guidance.
  - A YMCA grant received from the Y-USA made it possible to provide **75 area youth free learn-to-swim lessons**.
  - Two community members/ educators, volunteered to serve as water aerobics Instructors. Classes were well attended throughout the season. City provided updated equipment for patron use. ○ Net sales of admission fees, passes, rentals and merchandise totaled **\$36,789.90**. This includes **4 pool rentals and 11 shelter rentals** during the season for a total of **\$1550.00**.
  - The Concessions stand was busy with net sales of **\$12,426.30**. The cost of product purchased from Verns (with one US Food purchase as supplement) was **\$9963.81**. At season end the Y asked Verns to restock /refund the City **\$321.13** of unopened product. With a slower final week of the season sales were also lower than anticipated. Approximately **\$500** in opened product (chip, pretzels, candy) was not returnable. The Y offered to purchase much of this product if the City did not otherwise plan to use/dispose.
  - In addition to the revenues reported above, the Y paid for **725 summer youth camp kids** and **109 counselor visits** to the pool for a total of **\$3082.50**. A number of different camps and school-based programs visited the pool including those from Milton-Freewater, Athena-Weston, College Place and Vista Hermosa (near Prescott, WA).
- **Safety** ○ There were **no pool incidents requiring use of CPR/AED** during the season; **no serious or fatal accidents or drownings**. One adult who experienced a non-pool related seizure outside the pool facility was administered to by lifeguards until EMTs arrived. ○ There were a total of **8 American Red Cross-designated "saves"** made by lifeguards; these were water-related incidents where a child or adult required assistance from a lifeguard. We believe that swim testing of youth at the start of the season helped to attribute to this low number of in-water incidents.
  - There were a number of youth or parent-reported bee stings at water's edge and knee and elbow scrapes; all treated by lifeguards. There were a handful of other miscellaneous, non-emergency matters addressed by Y staff throughout the season.

- The lifeguards temporarily closed the pool in a few instances when a biological incident occurred.
- **Staffing** ○ The Y hired a more experienced front desk person and spent additional time training front desk staff. When the front desk supervisor left for medical reasons before season end the Y deployed other seasoned staff to support the front desk at no additional cost to the City.
  - Overall, there were 6 new lifeguards, 1 new concessions person, and 4 new front desk staff at the pool this summer. A total of 14 full or part time staff were local MF students or grads; 6 of which were lifeguards.
  - The Y invested in the training of all staff providing American Red Cross training for front desk/concessions personnel and swim instructor and lifeguard training for all other pool staff.
- **Strengths** ○ Staff training with Officer Clayton at season outset was well received and provided young staff awareness of police access as an as-needed resource.
  - The water aerobics course was again offered by two Y-hired community volunteers. In return for their service the Y provides these local women free Y membership (valued at \$700 each).
  - This year the Y requested and the City agreed to a once-daily deep cleaning of bathrooms by Public Works crew. Y staff continued to clean and stock the bathrooms throughout the day and to follow a daily check list of other cleaning items requiring their attention. Positive comments were received throughout the season regarding cleanliness of the pool/facility.
  - Schedules, pricing and pool rules were clearly posted. A minor overcharge of a few older-looking youth was promptly corrected once the error was recognized.
    - A Feedback Form was made readily accessible for community feedback during the season. One completed form was sent to the City with a positive review.
- **Areas for Improvement** ○ After review of other community pools, and with continually escalating labor and supply costs, the MF pool may benefit from a review of its fees. The Hermiston fees are one example:  
<https://www.hermiston.gov/parksrec/page/aquaticcenter-admission-prices>.
  - A couple of lighter weight lifeguard umbrellas and stands were easily blown over by strong winds. Sturdier bases are suggested. These are available from Amazon and Home Depot.
  - There is miscellaneous, older office-type equipment stored at the pool. An assessment of these items is recommended with re-purposing or disposal as appropriate.
  - Pool rentals were scheduled on a first come-first serve basis. In a couple of instances people held small parties at the pool during open swim rather than rent. The City may wish to review this practice.

- Concessions ordering seeks to maximize sales of popular products and minimize excess inventory at season's end. When there is excess opened product at season's end the Y offers to purchase some of this product though the City may elect to retain or dispose of product elsewhere. A full listing of all product, both refundable and not, was provided to Public Works at season's end. This season there was an estimated \$500 in opened, unreturnable product remaining. The Y coordinated with Verns for the return of approximately \$321.00 of unopened, refundable supplies.
- This was the first year that the Y was asked to attend Parks and Rec and City Council meetings to address local questions and concerns. The Y recommends that any party hired by the City to manage the pool be involved in these meetings in advance of the pool season to help ensure that the parties' expectations and plans are in alignment.
- The 2024 summer budget of \$140,770.41 was underspent by **\$25,594.62** primarily due to the reduction in the budgeted days and labor for pool opening and closing preparation and scheduled swim lessons.
- The Services Agreement needs revision and at this time the Y proposes to terminate it in its entirety and enter into discussions with the City as to the extent to which the Y's services may be desired and/or offered in 2025. We are open to discussion that may include:
  - City elects to hire its own staff to manage all facets of the pool as it did in years past.

- The Y is available to provide American Red Cross lifeguard training under contract with instruction facilitated by our LGIT, and to contract with the City to provide its American Red Cross-certified instructors to teach swim lessons in coordination with the City.
  - The City directly hires and manages the front desk and concessions. The Y provides lifeguard and swim instruction only. We would do so on a fixed rate basis to be agreed in advance. We note, however that should lifeguard shortages continue to be an issue that certain fixed costs are required in order to attract and retain staff on those days when the pool is closed due to biological incident, inclement weather or other instance beyond the Y's control.

A decision this Fall as to the City's 2025 plan would help the Y plan accordingly for 2025.

We thank the City of Milton-Freewater, the Public Works team and the community for giving the Y this opportunity to once again serve the pool in summer 2024. We welcome the opportunity to review this report and identify other ideas for improvement that we may have inadvertently overlooked.

*Brad Sublett*

Brad Sublett  
Aquatics Director

*Karen Hedine*

Karen Hedine YMCA  
YMCA CEO