



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda Parks and Recreation Advisory Committee

Thursday, October 25, 2012

7:00 PM

Commission Chambers

1. **Call to Order**
2. **Approval of the Minutes of September 27, 2012**
- 2a. [12-196](#) Approval of minutes - September 27, 2012

Staff: Community Services Director Scott Archer
Attachments: [Sept 2012 PRAC minutes](#)
3. **Citizen Comments on Issues and Items Not on the Agenda**
4. **General Business**
- 4a. [12-192](#) Metro local share funding for open spaces

Staff: Community Services Director Scott Archer
- 4b. [12-193](#) R.V. Park update

Staff: Community Services Director Scott Archer
Attachments: [OPRD Disabled Vets Fee Waiver Policy](#)
- 4c. [12-194](#) PRAC member terms

Staff: Community Services Director Scott Archer
- 4d. [12-195](#) Other general business

Staff: Community Services Director Scott Archer
5. **PRAC Member Reports**
6. **Staff Reports**
7. **Next Scheduled Meeting Date falls on Thanksgiving Day - need to schedule an alternative date**
8. **Adjournment**

Public Comments: The following guidelines are given for citizens presenting information or raising issues relevant to the City but not listed on the agenda.

- *Complete a Comment Card prior to the meeting and submit it to the staff member.*
- *When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone.*
- *Each speaker is given 3 minutes to speak. To assist in tracking your speaking time, refer to the timer at the dais.*
- *As a general practice, Oregon City Officers do not engage in discussion with those making comments.*

Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site(oregon-city.legistar.com).

Video Streaming & Broadcasts: The meeting is streamed live on Oregon City's Web site at www.orcity.org and is available on demand following the meeting.

ADA: City Hall is wheelchair accessible with entry ramps and handicapped parking located on the east side of the building. Hearing devices may be requested from the City staff member prior to the meeting. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.



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Staff Report

File Number: 12-196

Agenda Date: 10/25/2012

Status: Agenda Ready

To: Parks and Recreation Advisory Committee

Agenda #: 2a.

From: Community Services Director Scott Archer

File Type: Minutes

Approval of minutes - September 27, 2012



Meeting Minutes

City of Oregon City
Parks and Recreation Advisory Committee

Swimming Pool
1211 Jackson Street, Oregon City, OR 97045

Thursday, September 27, 2012

Attendance

Members: Marty Bertsch, Patrick Sweeney, Bryan Watt, Bob Burns, Brian Burke, Mike Mitchell, Don Smith

Excused absence: Lynn Betteridge, Lisa Normand

Staff: Scott Archer, Community Services Director; Denise Kai, Assistant Parks & Recreation Director

Guests: Cheryl Snow and Elizabeth Klein, Clackamas County Arts Alliance; Ben Dye, artist

1. Call to order: 7:00 P.M.
2. Tour of pool facility: Staff provided a tour of the pool facility.
3. Approval of minutes – June 28, 2012 meeting: Approved as written.
4. Citizen comments on issues and items not on the agenda: None.
5. General business
 - a. We Love Clean Rivers/Clackamas County Arts Alliance presentation - Ripple Effect sculpture at Clackamette Park: Presentation by Cheryl Snow, Director of Clackamas County Arts Alliance. Read a written statement from Sam Drevo about river clean-up events (10-year anniversary). The artist selected is Ben Dye (present at the meeting). Members may view examples of his work at BenDyeSculpture.com. Discussion about potential locations – possible to locate near the forthcoming new kiosk at the entrance to the RV park? Motion for PRAC support of the project passed unanimously.
 - b. Metro local share funding for open spaces: Staff provided an update; Commission work session meeting identified trail linkage priorities. Bring back to next meeting – bring map of Metro owned properties in and around Oregon City.
 - c. PRAC representative for South End Concept Plan: Bob Burns selected as PRAC representative.
 - d. PRAC member terms: 3 member terms will expire at the end of the calendar year. Marty Bertsch - not eligible to apply for another term because of term limits. Patrick Sweeney – not certain he will be applying for a second term due to other time commitments. Lynn Betteridge – not at meeting; staff will contact to find out what her plans are regarding another term.
 - e. Other general business: None.
6. PRAC member reports

- a. Brian Burke: Visited Rivercrest Park a while back. Park was busy and well utilized. Suggested an idea about having signage at parks for locations of other parks in city.
 - b. Patrick Sweeney: Concerts at Carnegie were stellar this summer. Great music choices this year.
 - c. Bob Burns: Downtown Oregon City looks nice. Bridge opening and jug handle being done will be good. Looking forward to being on South End Concept Plan committee.
 - d. Bryan Watt: At Wesley Lynn Park couple weeks ago, noted the new bollards installed.
 - e. Don Smith: Need to get working on parks day. R.V. Park – discussed process; involvement; etc.
 - f. Mike Mitchell: Singer Falls lighting ceremony last night, looks great.
7. Staff reports provided on the following items:
- a. Rivercrest Park restroom grant awarded (\$300,000 – 50% city match).
 - b. Oregon City Trails Map completed.
 - c. P.O.M.C. Day of Remembrance event and memorial groundbreaking held on Sept. 25. Well attended.
 - d. Singer Falls lighting
 - e. Ermatinger House update: Architect work 90% completed.
 - f. Summer recreation wrap-up.
 - g. Hoops at End of the Oregon Trail site have been re-painted.
8. Next scheduled meeting date – October 25, 2012
9. Adjournment: 8:38 p.m.



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Staff Report

File Number: 12-192

Agenda Date: 10/25/2012

Status: Agenda Ready

To: Parks and Recreation Advisory Committee

Agenda #: 4a.

From: Community Services Director Scott Archer

File Type: Report

SUBJECT:

Metro local share funding for open spaces



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625 Center Street
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503-657-0891

Staff Report

File Number: 12-193

Agenda Date: 10/25/2012

Status: Agenda Ready

To: Parks and Recreation Advisory Committee

Agenda #: 4b.

From: Community Services Director Scott Archer

File Type: Report

SUBJECT:

R.V. Park update

TEXT SIZE: A+ A- A • TEXT ONLY TRANSLATE Find

Oregon Parks and Recreation Department: State Parks

Department

**Special Access Pass for Veterans with Disabilities
& Refunds for Active Military On Leave**

About Us

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State Parks Guide

Search for a park

Parks with campgrounds

Yurts and cabins

Making reservations

Day-use parks

Day-use parking passes

Rates and fees

Group camping

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FAQs and feedback

Let's Go Camping

Bikeways & Water Trails

Beach safety

Junior Rangers

Volunteering

Maps and publications

Sept. 30, 2012 Note:

Renewal postcards have been mailed to Veterans whose Special Access Pass expires in 2012. Watch your mail! If your address has changed since you applied, please call 1-800-551-6949 to report your new address and receive a renewal postcard.

More information on the programs, services and benefits available to military veterans, spouses, and dependents is available from the [Oregon Department of Veterans' Affairs](#).

Free camping & day use

OPRD offers free camping and day-use to US veterans with a service-connected disability and active duty US military on leave.

- [Eligibility](#)
- [How to Apply](#)
- [Using Your Special Access Pass and Placard](#)
- [Are you Active Duty Military on official leave?](#)
- [What happens if I arrive at a park without a Special Access Pass?](#)
- [Refunds](#)
- [Especially Important](#)

Eligibility

The Special Access Pass applies to US military veterans with service related disabilities visiting the 26 parks that charge a day-use fee or staying at

- RV sites
- Tent camp sites
- Standard horse camp sites

Active duty US military on leave are eligible for fee refunds (see Active Duty Military information below).

Applying for your Special Access Pass

US veterans with a service-connected disability must:

1. Obtain a letter from the U.S. Department of Veterans Affairs (100 SW Main Street, Floor 2, Portland OR 97204) stating you have a service-connected disability.
2. Fill out and submit a one-page Oregon Parks and Recreation Department application. The application is available in three different ways: online at http://www.oregon.gov/OPRD/PARKS/docs/2006_vet_app.pdf, from state park offices and by calling 1-800-551-6949 (Monday-Friday, 8 a.m. to 5 p.m.).
3. Mail or bring the application and a copy of the letter from Veterans Affairs to:

Oregon Parks and Recreation Department
ATTN: Veteran's Park Pass
2501 SW 1st Ave. Suite 100
Portland, OR 97201-4751

After the application is processed, OPRD sends the Special Access Pass in the mail, even to veterans who choose to drop off their completed forms. The card is valid for four years.

Active Duty Military on official leave

Active Duty Military on official leave **will not** be issued a Special Access Pass. You will need to pay for your stay up front. After your visit, send (see address below) us

- the camping receipt for the dates of your stay, and
- a letter from your CO on official letterhead stating you were on leave for the dates you camped.

The refund request must arrive no later than 30 days after departure date of your stay. A refund of your fees will be sent within three weeks of our receipt of your request.

Send your letter and camping receipt to:

Oregon Parks and Recreation Department
Reservations Northwest
2501 SW 1st Ave. Suite 100
Portland, OR 97201-4751

Using Your Special Access Pass**Camping - Bring the Special Access Pass with you to camp**

- You may camp for free in a tent, RV or standard horse camp site for 5 nights at a time in a single state park, and 10 days in all state parks in a month. If you stay longer than 5 nights at a park, you will need to pay the going rate for the extra days. The fee waiver does not cover yurts, cabins or other special park facilities.

Reserving by phone

- Make your reservation by phone (1-800-452-5687) from 2 days to nine months in advance. State you're a US veteran with a service related disability and give your pass number. Your site fee is waived 100%. The reservation fee (\$8) and extra vehicle fee (\$5, only applies to second vehicle driven into park) are not waived. Other fees may apply.

Reserving online

- Reservations made on the web do not immediately qualify for the discount at the time the reservation is made. You may ask for a refund when you arrive at the park. The refund will be applied to your credit card (see refund information below).

First-come, first-served parks

- If the campground has a staffed booth, simply present the Special Access Pass and photo ID. If the campground has self-registration, write your Special Access Pass number on the self-registration slip. Park staff will ask to see your pass and photo ID after you check in.

Day Use

- When you arrive at the park, slip your ID card into the bright green placard so the large expiration date is visible.
- Hang the placard from your rear-view mirror. **Your Special Access Pass, with the date facing out, must be visible through the windshield.**
- Remember, overnight stays are not permitted at day-use parks.
- Because the placard is transferable between vehicles, only one placard per customer will be issued.

What happens if I forget my Special Access Pass?

If you have never applied for the Special Access Pass (or are waiting for yours to arrive) you must pay for camping or day use up front. After your visit, you can apply for a refund (see Refund information below) and your Special Access Pass.

What if I forget my pass?

Again, you will need to pay fees up front (see Refund information below).

Refunds

- If you do not have a Special Access Pass and want to apply for a refund, send (see address below) us your camping or day-use receipt and
 - A letter from the U.S. Department of Veterans Affairs (100 SW Main Street, Floor 2, Portland OR 97204) stating you have a service-connected disability. You may also submit an application for the pass (see How to Apply above)
- If you have a Special Access Pass, send (see address below) us your camping or day-use receipt and a letter with your **pass identification number**.

The refund request and documentation must be received no later than 30 days after the departure date of your stay. A refund of your fees will be sent within three weeks of our receipt of your request.

Oregon Parks and Recreation Department
Reservations Northwest
2501 SW 1st Ave. Suite 100
Portland, OR 97201-4751

Especially Important

- You are the only one authorized to use this card. It is not transferable to anyone else, even other disabled veterans.
- The veteran with a service connected disability or military personnel on leave must be the primary occupant of the site in order for the discount to be applied.
- Upon arrival at the park a photo ID will be required to document you as the owner of the state park Special Access Pass.
- If you lose this pass or the green placard, request a replacement by sending us a letter with your name, address and home phone to OPRD, 2501 SW 1st Ave, Suite 100 Portland OR 97201-4751.
- This card will expire in four years. We will send you a renewal application several months before the expiration date. If you have moved since you received your pass from us, don't send in another veteran pass application. Instead, contact us by letter or email and give us your pass number, name and new address.

Please note the discount is for **state parks only**. County, federal and state campgrounds operated by other agencies will still charge you a fee. If you have any questions about the program or the Special Access Pass, please call 1-800-551-6949, Monday-Friday, 8 a.m.-5 p.m.

OREGON.GOV

State Directories
Agencies A to Z
Oregon Administrative Rules
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About Oregon.gov

WEB SITE LINKS

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PDF FILE ACCESSIBILITY

**Adobe Reader, or equivalent,
is required to view PDF files.
Click the "Get Adobe Reader"**



Oregon Parks and Recreation Department

Veterans with a service-connected disability

State park special access pass application

Veterans with any level of service-connected disability qualify for a free state park day-use pass and free state park tent and RV camping in Oregon State Parks. Camping is limited to 5 free days per stay at a single park, and a maximum of 10 days per month in the state park system.

To receive the pass, you need to do the following:

1. Obtain a letter from the U.S. Department of Veterans Affairs (100 SW Main St., Floor 2, Portland, OR 97204) stating you have a service-connected disability.
2. After you receive the letter, complete and sign this application.
3. Mail **both** this application **and** your letter from Veterans Affairs (a copy is fine) to:

Oregon Parks and Recreation Department
ATTN: Veteran's Park Pass
2501 SW 1st Ave, Suite 100
Portland OR 97201-4751

You should receive your pass within three weeks.

First name: _____ Last name: _____

Mailing address (street or PO Box): _____

City: _____ State: _____ Zip: _____

Home phone: (____) _____

Both boxes must be checked to process your application:

☐ I state, under penalty of perjury, I am a U.S. veteran with a service connected disability, discharged under honorable conditions.

☐ My letter from the U.S. Department of Veterans Affairs is attached.

Signed

Date

Office use only

63400-2201 (02/11)

Application received date: _____ ID # assigned: _____

☐ Application complete & accepted

☐ Application incomplete & returned

More information on the programs, services and benefits available to military veterans, spouses, and dependents is available from the Oregon Department of Veterans' Affairs. Visit the website: www.oregon.gov/ODVA/VETFORM.shtml



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Staff Report

File Number: 12-194

Agenda Date: 10/25/2012

Status: Agenda Ready

To: Parks and Recreation Advisory Committee

Agenda #: 4c.

From: Community Services Director Scott Archer

File Type: Report

SUBJECT:

PRAC member terms



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 12-195

Agenda Date: 10/25/2012

Status: Agenda Ready

To: Parks and Recreation Advisory Committee

Agenda #: 4d.

From: Community Services Director Scott Archer

File Type: Report

SUBJECT:

Other general business