



# City of Oregon City

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

## Meeting Agenda Parks and Recreation Advisory Committee

---

Thursday, December 3, 2015

6:00 PM

Commission Chambers

---

### **6:00 PM - Special Meeting**

1. [15-664](#) Interview Applicants:
  - a. Chris Cook
  - b. Mike Mitchell
  - c. Shawn Dachtler
  - d. Roger Fowler-Thias

### **7:00 PM - Regular Meeting**

1. **Call To Order**
2. **Introductions**
3. **Approval of the Minutes**
- 3a. [15-655](#) October 22, 2015 Regular Meeting  
Attachments: [Minutes of 10/22/2015](#)
4. **Citizen Comments on Issues and Items not on the Agenda**
5. **General Business**
  - 5a. [15-656](#) Willamette Falls Legacy Project Update
  - 5b. [15-658](#) Pickleball Update and New Request
  - 5c. [15-659](#) Parks Development Budget (System Development Charge) Report
  - 5d. [15-660](#) Member Position Openings (PRAC) - Recommendations for Appointment
  - 5e. [15-661](#) Newell Creek Canyon Final Community Planning Event - December 10, 5:30 PM, Jackson Campus
  - 5f. [15-662](#) Annual Election of Officers (Chair & Vice Chair) - Consideration of Timeline
  - 5g. [15-657](#) Other General Business

**6. Future Agenda Items**

- 6a. [15-663](#) Annual Election of Officers

**7. Member Reports**

**8. Staff Reports**

- 8a. [15-665](#) Off-Leash Dog Areas
- 8b. [15-666](#) Oregon City High School Construction Project - Barclay Hills Park Playground
- 8c. [15-667](#) Ermatinger House Project Update
- 8d. [15-668](#) Recreation Update

**9. Next Scheduled Meeting - January 28, 2016**

**10. 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](http://oregon-city.legistar.com)).*

*Video Streaming & Broadcasts: The meeting is streamed live on Oregon City's Web site at [www.oregoncity.org](http://www.oregoncity.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.*



# City of Oregon City

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

## Staff Report

File Number: 15-664

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 1.

**From:**

**File Type:** Report

**SUBJECT:**

Interview Applicants:

- a. Chris Cook
- b. Mike Mitchell
- c. Shawn Dachtler
- d. Roger Fowler-Thias



# City of Oregon City

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

## Staff Report

File Number: 15-655

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 3a.

**From:**

**File Type:** Minutes

October 22, 2015 Regular Meeting



## Meeting Minutes

City of Oregon City  
Parks and Recreation Advisory Committee

City Hall  
625 Center Street, Oregon City, OR 97045

October 22, 2015

### Attendance

**Members:** Roger Fowler-Thias; Kathleen Baker; Shawn Dachtler; Bob Burns; Daniel Tupper; Joyce Gifford; Blane Meier; Doug Neeley; Dustin Moyes

**Excused absence:** Kathleen Baker

**Staff:** Scott Archer, Community Services Director; Pete Walter, Planner

### Regular Meeting

1. Call to order: 7:00pm
2. Introductions
3. Approval of minutes – September 24, 2015 Regular Meeting: Approved as written.
4. Citizen comments on issues and items not on the agenda:
  - a. Karen Buehrig, Scout Troop 45064 leader and members of the troop spoke regarding D.C. Latourette Park & Barclay Parks. The troop would like to apply for a *Karma for Kara* grant to host an open house at a park to find out what improvements the community would prefer. PRAC and staff recommended working on Latourette Park. Motion Gifford, second Neely for PRAC to write letter of support to the scout troop for the grant to hold a community gathering at Latourette Park. Motion passed unanimously.
5. Presentations
  - a. Beaver Creek Road Concept Plan Update, Pete Walter, City Planner. Re-adoption process for area plan, which is in the UGA but not yet in the City limits. Concept plan is required in order to consider future annexation. City approved initial concept plan in 2007-08, however, it was appealed to LUBA and remanded back to City and Metro to resolve some of the issues identified. Issues were settled in 2014, appeals were dismissed, and the City may now proceed with re-adoption. Planning Division requests PRAC's input

and support. Motion Meier and second Tupper (amended) to support and provide ongoing input into the parks & trails portion of the plan. Motion passed unanimously.

6. General business

- a. Willamette Falls Legacy Project – Reminder PRAC tour of the site is scheduled for October 30<sup>th</sup>, 2:00 PM.
- b. Barclay Hills Park playground replacement. Working with the Oregon City High School construction program. Schematic of proposed playground distributed. Archer reminded PRAC that the program's instructor Britt Tucker is retiring after this school year, and the status of the construction program is not certain. PRAC discussion about how they might support and relay the importance of the program to the school district and community. Bob Burns will contact the Superintendent of the school district to discuss the matter and report back to the PRAC about potential future action.
- c. Latourette Park: Moved this discussion into 5.a. PRAC requested to discuss at this meeting. Reviewed this issue in conjunction with the request of the Girl Scouts Troop to work with the City.
- d. Movies in the Park discussion continued from last meeting at request of committee. Doug Neeley – concerns about content (rating) of movie. PRAC requested reviewing the selection of movies for future years.
- e. Parks and Recreation Advisory Committee member terms. Three members' terms expire December 31, 2015; Roger Fowler-Thias, Kathleen Baker, and Shawn Dachtler. All are eligible to apply for an additional term. To date we've received three applications, two from current members. Interviews to be scheduled at next meeting.

7. Future agenda items

- a. PRAC interviews at next meeting
- b. Parks Development Budget (SDC's) discussion next meeting

8. PRAC member reports

- a. Roger Fowler-Thias:
  - i) Pioneer Center update - Holiday Wreath sales are brisk, and we are gearing up for a big push to encourage volunteering at the Pioneer Center. We have new volunteer posters, and hope to get these out and about in the community. The last Autumn Hike was Wednesday the 21st and it was a very positive season. Our annual appeal letter is ready to be mailed in early November. A dental bus will be here Thursday

Nov. 12 for the second time this year as part of a grant. Halloween costume party is scheduled on Oct. 30 around lunch time. There will be prizes, cookie decorating, a small craft table and the movie 'Hocus Pocus' will be playing.

ii) Library Art - A call for artists was sent out nationally October 1st with an October 30 application deadline. Artist interviews and selection of finalist will happen mid – November.

iii) The Oregon City Parks Foundation by-Laws are still in review.

- b. Doug Neeley: Trails connectivity. Suggest we look at signage on streets where there are connections between parks, and recommend consideration of some funding to address this in the next budget cycle. Questions about disc golf.
- c. Joyce Gifford: Pickleball use update. October is teen traffic safety month.
- d. Bob Burns: Noted the amount of rentals, Meals on Wheels, and other uses. Suggests we schedule a future meeting at the Pool to view the recent upgrades. Also, would suggest a future tour of Ermatinger House. School district transportation facility - would like more information at some point.
- e. Dachtler: Election of Chair timeline – members may want to consider nominations in December.

#### 9. Staff reports:

- a. Ermatinger House project update: The project has been finalized. Programming and use still needs to be determined.
- b. Recreation update: Monthly reports distributed.
- c. Pickleball group update.
- d. Newell Creek Canyon Steering committee meeting was held Monday evening, Scott Archer attended. Final public open house meeting to be held in December, details will be distributed to PRAC.
- e. Status report on new off-leash areas will be provided at next meeting.
- f. Disc golf update Singer Creek Park. Citizen requested renovation of one hold (basket). Staff is submitting for an eligible grant to replace baskets on all holes; will update as more information available.

10. Next scheduled meeting needs to be determined as normal date falls on Thanksgiving. PRAC selects December 3. Schedule meeting early start for applicant interviews.

11. Adjournment: 9:26 PM



# City of Oregon City

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

## Staff Report

File Number: 15-656

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5a.

**From:**

**File Type:** Report

**SUBJECT:**

Willamette Falls Legacy Project Update



# City of Oregon City

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

## Staff Report

File Number: 15-658

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5b.

**From:**

**File Type:** Report

**SUBJECT:**

Pickleball Update and New Request

October 21, 2015

Dear Scott,

We appreciate the opportunity to have met with both yourself and Jon Waverly this morning at Hillendale Courts to discuss improvements to the courts for the next year in order that the courts are dedicated *solely for pickleball use*.

**Our short term goals for the Spring/Summer 2016  
for dedicated pickleball courts**

- \*resurface the courts with a multilayered polymer
- \*remove the basketball nets
- \*restripe the courts to accommodate 8 individual pickleball courts
- \*install permanent pickleball nets
- \*rebuild the practice board

**Our long term goals**

- \*install lighting
- \*build a permanent bathroom facility to accommodate users of the north end of the park
- \*increase parking spaces at the north end of the park
- \*canopy system to shade Rigid Storage Box / bench seating area

**We are extremely delighted to inform you that a \$2500.00 contribution has been received to be used towards resurfacing the courts!**

Regards,

Robert

USA PICKLEBALL  
ASSOCIATION

Tom Widden  
District Ambassador  
Oregon Northwestern District  
Pacific Northwest Region



18188 SW Pioneer Court Lake Oswego, Oregon 97034

Visit Us on FACEBOOK: The Pickleball Press

E-Mail: [wibblecompany@msn.com](mailto:wibblecompany@msn.com)

Phone (503)718-4496

October 21, 2015

Mr. Scott Archer/Community Services Director  
City of Oregon City-Parks and Recreation Dept.  
635 Center Street Oregon City, Oregon 97045

Dear Scott,

We appreciate the opportunity to prove ourselves at Hillendale Park as a viable and vibrant revitalization of the once-moribund tennis courts here and establishment of a sustainable and growing pickleball venue at this park. Starting with the Launch Party on Saturday June 20<sup>th</sup>, this challenging location has steadily grown into a premier location enjoyed by the local players as the bedrock of action. We have sold dozens of paddles to new players here and expect this trend to grow in coming years.

Locally our USAPA NW Oregon District has raised over \$22,000 in paddles and net sales, memberships and special fundraisers to provide growing clubs with support and amenities at their respective venues. From Newport and Northern Oregon Coast, Wilsonville, Tualatin, Newberg, Lake Oswego and now Oregon City. Storage boxes hold playing equipment and related hospitality items to create a welcoming presence and the portapotty at Hillendale provides sanitation at our expense since no other close options exist. Our support at Hillendale this season exceeds \$3000 in materials and related expenditures.

We are conducting fundraisers at each of our venues now going into budgeting periods and would like to extend an offer to raise funds via matching grant from our USAPA NW District towards improvements at Hillendale which might include resurfacing/restripe on playing surfaces, lighting, removal of unused basketball hoops and sanitation facilities. In Tualatin we successfully partnered with Park & Rec there to upgrade lighting from dim parking lot configuration to modern cost-effective L.E.D. court-specific lighting for evening play...Pickleballers are undeterred from cold or dampness but darkness is an issue for our preferred after-work playtimes.

I can speak for our local District that funds are readily available to support Trails End Pickleball Club in such a fundraiser to show support for our Sport to Oregon City. As an example we raised \$3000 in cash and \$1000 in short-term pledges (membership drive underway) in Tualatin which allowed their Park/Rec to secure matching funds and grants in safety/policing to offset lighting costs.

We are looking forward to continued successful relationship here with your department.

Thomas J. Widden/District Ambassador-NW Oregon USAPA



# City of Oregon City

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

## Staff Report

File Number: 15-659

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5c.

**From:**

**File Type:** Report

**SUBJECT:**

Parks Development Budget (System Development Charge) Report

## Public Works – System Development

### PARKS SYSTEM DEVELOPMENT

#### FUND OVERVIEW

The City collects System Development Charges (SDCs) for Parks Development to construct projects which provide additional capacity and increase parks and open space facilities and resources. The Park and Recreation Master Plan and Capital Improvement Plan identify and prioritize projects that are eligible for SDC funding, as defined through Municipal Code. Planning for growth related system improvements is also considered eligible for SDC funding.

#### ACCOMPLISHMENTS

- ❖ Completed Glen Oak and Filbert Run Parks Master Plans
- ❖ Updated Trails Plan

#### GOALS AND PROJECTS

- ❖ Utilize Parks and Recreation Master Plan to begin developing strategies for acquisition and development recommendations, pending available funding, to implement
- ❖ Explore funding for the restroom facility at Chapin Park
- ❖ Support eligible portions of Riverwalk project (Willamette Falls Legacy Project)
- ❖ Complete Trails Master Plan refinement (for use in planning specific improvements and seeking funding opportunities)
- ❖ Plan implementation of park development, including Wesley Lynn (Phase 2), Glen Oak, Filbert Run, and other SDC eligible projects
- ❖ Revisit the Waterfront Master Plan; update as necessary

Parks Development	2011-2012 Actual	2012-2013 Actual	2013-2015 Amended Budget	2015-2017 Proposed Biennium	2015-2017 Approved Biennium	2015-2017 Adopted Biennium
<b>Resources</b>						
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ 2,845,672	\$ 2,845,672	\$ 2,845,672
Intergovernmental	-	-	-	-	-	-
Charges for Services	-	-	-	843,292	843,292	843,292
Interest Income	-	-	-	29,766	29,766	29,766
Miscellaneous Income	-	-	-	56,164	56,164	56,164
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,774,894</b>	<b>\$ 3,774,894</b>	<b>\$ 3,774,894</b>
<b>Requirements by Category</b>						
Materials & Services	-	-	-	163,000	163,000	163,000
Capital Outlay	-	-	-	1,990,000	1,990,000	1,990,000
Transfers	-	-	-	76,980	76,980	76,980
Contingency	-	-	-	1,544,914	1,544,914	1,544,914
Unappropriated Fund Balance	-	-	-	-	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,774,894</b>	<b>\$ 3,774,894</b>	<b>\$ 3,774,894</b>

Note: Historical information provided for comparative purposes only

**City of Oregon City**  
**System Development Charges Sources and Uses**  
**For the Fiscal Year Ended June 30, 2015**  
**Parks SDC Fund**

<b>Beginning Fund Balance July 1, 2014</b>	<b>\$ 2,917,617</b>
--	---------------------

**SDC Resources**

Revenue	524,623
Interest Earned	14,701
Total Resources	<u>539,324</u>

**Expenditures**

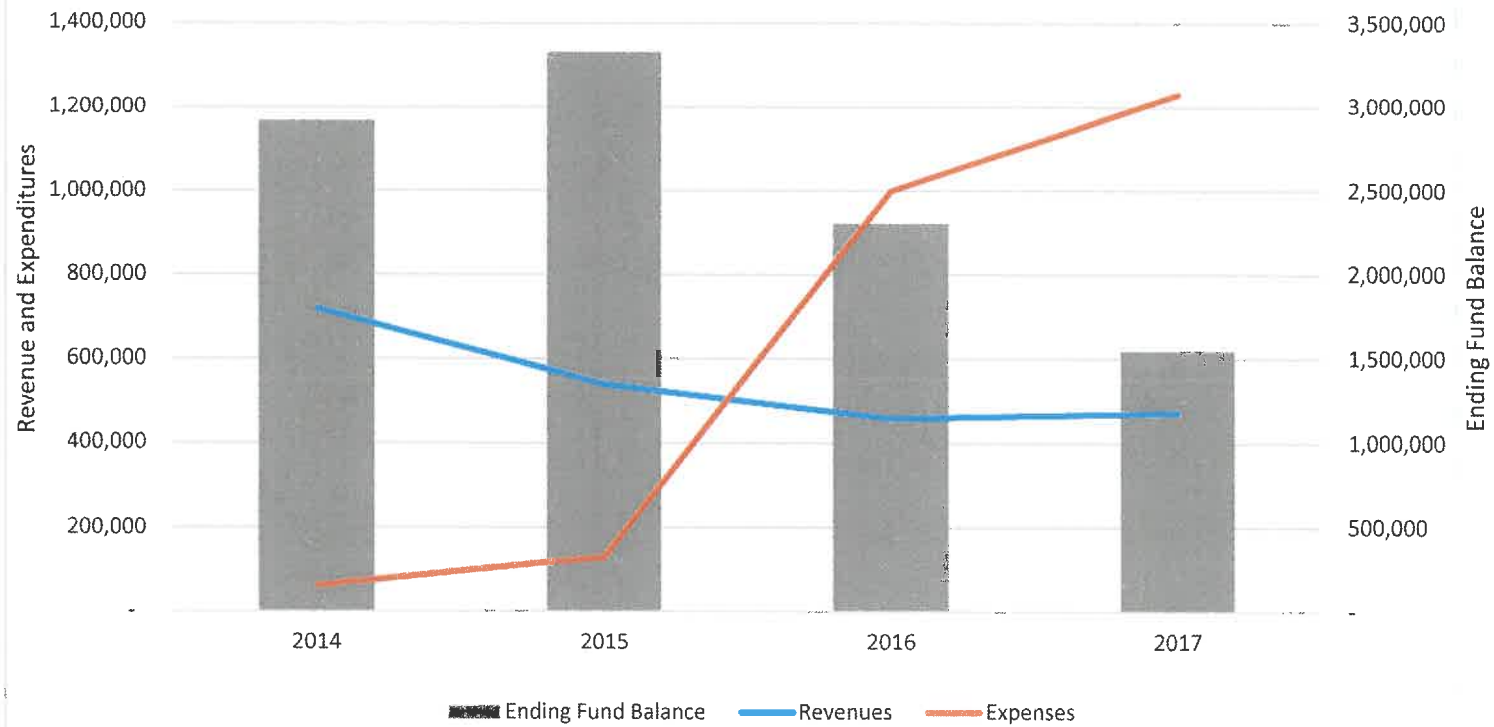
Capital Improvements	-
Other Expenditures	129,567
Total Expenditures	<u>129,567</u>

<b>Ending Fund Balance June 30, 2015</b>	<b><u>\$ 3,327,374</u></b>
--	----------------------------

**Parks SDC Fund**  
**Trends and Projections 2014-2017**

	<b>Actual</b>		<b>Projected</b>	
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Beginning Fund Balance July 1</b>	\$ 2,259,467	\$ 2,917,617	\$ 2,845,672	\$ 2,304,259
<b>SDC Resources</b>				
Revenue	706,034	524,623	443,082	456,374
Interest Earned	13,822	14,701	14,663	15,103
Total Resources	719,856	539,324	457,745	471,477
<b>Expenditures</b>				
Capital Improvements				
Rivercrest Restrooms CI 12-015	21,546	-	-	-
Community Park Contruction	-	-	600,000	850,000
Land	-	-	100,000	100,000
Riverfront Development	-	-	100,000	100,000
Trail Development	-	-	50,000	50,000
Community Project	-	-	20,000	20,000
Total Capital Improvements	21,546	-	870,000	1,120,000
Other Expenditures	40,160	129,567	129,158	110,822
Total Expenditures	61,706	129,567	999,158	1,230,822
<b>Ending Fund Balance June 30</b>	\$ 2,917,617	\$ 3,327,374	\$ 2,304,259	\$ 1,544,914

Revenue and Expenditures as compared to Ending Fund Balance





# City of Oregon City

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

## Staff Report

File Number: 15-660

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5d.

**From:**

**File Type:** Report

**SUBJECT:**

Member Position Openings (PRAC) - Recommendations for Appointment



# City of Oregon City

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

## Staff Report

File Number: 15-661

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5e.

**From:**

**File Type:** Report

**SUBJECT:**

Newell Creek Canyon Final Community Planning Event - December 10, 5:30 PM, Jackson Campus



# City of Oregon City

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

## Staff Report

File Number: 15-662

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5f.

**From:**

**File Type:** Report

**SUBJECT:**

Annual Election of Officers (Chair & Vice Chair) - Consideration of Timeline



# City of Oregon City

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

## Staff Report

File Number: 15-657

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 5g.

**From:**

**File Type:** Report

**SUBJECT:**

Other General Business



# City of Oregon City

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

## Staff Report

File Number: 15-663

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 6a.

**From:**

**File Type:** Report

**SUBJECT:**

Annual Election of Officers



# City of Oregon City

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

## Staff Report

File Number: 15-665

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 8a.

**From:**

**File Type:** Report

**SUBJECT:**

Off-Leash Dog Areas



# City of Oregon City

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

## Staff Report

File Number: 15-666

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 8b.

**From:**

**File Type:** Report

**SUBJECT:**

Oregon City High School Construction Project - Barclay Hills Park Playground



# City of Oregon City

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

## Staff Report

File Number: 15-667

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 8c.

**From:**

**File Type:** Report

**SUBJECT:**

Ermatinger House Project Update



# City of Oregon City

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

## Staff Report

File Number: 15-668

---

**Agenda Date:** 12/3/2015

**Status:** Agenda Ready

**To:** Parks and Recreation Advisory Committee

**Agenda #:** 8d.

**From:**

**File Type:** Report

**SUBJECT:**

Recreation Update

# COMMENT FORM



\*\*\*PLEASE PRINT CLEARLY\*\*\*

- SPEAK INTO THE MICROPHONE AND STATE YOUR NAME AND RESIDING CITY
- Limit Comments to **3 MINUTES**.
- Give to the Clerk in Chambers **prior** to the meeting.

Date of Meeting 12-13-15

Item Number From Agenda 2

NAME:

ALISON BECK

ADDRESS:

Street:

City, State, Zip:

OREGON CITY

PHONE NUMBER:

503-887-4922

E-MAIL ADDRESS:

ALISON.BECK503@GMAIL.COM

SIGNATURE:

ALISON BECK