



CITY OF OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE AGENDA

**Virtual Meeting
Thursday, December 03, 2020 at 7:00 PM**

This is a virtual only meeting, if you would like to participate please contact Kendall Reid at kendallreid@orccity.org.

CALL TO ORDER

INTRODUCTIONS

APPROVAL OF MINUTES

1. Minutes of the October 22, 2020 PRAC Meeting

PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. To assist in tracking your time, refer to the timer at the dais. Prior to speaking, citizens shall complete a comment form and deliver 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. The Historic Review Board Officers do not generally engage in dialog with those making comments but may refer the issue to the City Manager.

PRESENTATIONS

GENERAL BUSINESS

2. Update on Oregon City Parks and Recreation Cost Recovery Training and Analysis.
3. PRAC Member Position Openings and Appointment Recommendations
4. Filbert Run Park Master Plan Design

MEMBER REPORTS

STAFF REPORTS

FUTURE AGENDA ITEMS

5. - Tyrone S. Woods Memorial Park - 12/5/2019
 - Cost Recovery Training - 12/3/2020
 - Regional Comparison of Parks – 10/22/2020

- Parks and Recreation Funding
- Clackamette Park Master Plan
- Buena Vista House - 1/23/2020
- WES Good Neighbor Funds
- Joint Operations Center
- Willamette Falls Legacy Project
- Property Acquisition
- Dog Park - 9/24/2020
- Review Goals - 2/27/2020
- The Cove
- Heritage Tree Stand Nominations – 9/24/2020

NEXT SCHEDULED MEETING - December 8, 2020 Joint Work Session with City Commission

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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As a general practice, the Parks and Recreation Advisory Committee does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Staff Member prior to the meeting. 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

Agenda Posted at City Hall, Pioneer Community Center, Library, City Web site.

Video Streaming & Broadcasts: The meeting is streamed live on Internet on the Oregon City's Web site at www.orcity.org and available on demand following the meeting. The meeting can be viewed live on Willamette Falls Television on channel 28 for Oregon City area residents. The meetings are also rebroadcast on WFMC. Please contact WFMC at 503 650 0275 for a programming schedule

City of Oregon City
Parks and Recreation Advisory Committee
Meeting Minutes
Virtual Meeting Thursday, October 22, 2020 at 7:00 PM

CALL TO ORDER

Meeting called to order around 7:00 pm

INTRODUCTIONS

Members: *Derick Cogle; Shawn Dachtler; Troy Bolinger; Alicia Hammock; Brent Haverkamp; Karin Morey; Jeff Sargent; Andy Crump*

Staff: *Kendall Reid, Parks and Recreation Director; Denise Conrad, Assistant Parks and Recreation Director; Kathy Wiseman, Senior Center Supervisor; Rochelle Anderholm-Parsch, Aquatic and Recreation Manager; Jonathan Waverly, Parks and Cemetery Maintenance; Pete Walter, Planning Department; Matthew Weintraub, Tourism Program Specialist*

APPROVAL OF MINUTES

1. Minutes of the September 24, 2020 Regular Meeting

Brent Haverkamp moved to approve the minutes; Shawn Dachtler seconded.

All in Favor: Jeff Sargent; Andy Crump; Karin Morey; Derick Cogle; Shawn Dachtler; Troy Bolinger; Alicia Hammock; Brent Haverkamp

All opposed: none

Motion passed unanimously.

PUBLIC COMMENT

There were no citizen comments.

GENERAL BUSINESS

2. Regional Parks Comparison

Kendall Reid, Parks and Recreation Director, opened by thanking Rochelle Anderholm-Parsch, Aquatic and Recreation Manager and Jonathan Waverly, Parks and Cemetery Maintenance, for conducting research on several parks throughout the state, noting that during a 2018 presentation, PRAC had asked for a regional comparison. Ms. Anderholm-Parsch began by explaining that the presentation was for informational purposes only and that no recommendations or actions were needed from PRAC at this time. Ms. Anderholm-Parsch went through a presentation that summarized nine data points compiled from 17 regional agencies with a population between 20,000 and 55,000. She shared data that showed where Oregon City fell when compared to these other agencies in population, 2018-2019 adopted budget, number of parks, total acreage,

expenditures per acre, FTE per agency, seasonal hires, acres to maintain per FTE, and acres to maintain per FTE and seasonal employees. Mr. Waverly completed the presentation by discussing the challenges for the Parks Department, including all the aspects associated with the City's homeless situation and the department's accomplishments, such as the new restrooms at Chapin Park and the continued development of the parks. Mr. Waverly noted that the relationships built with many community partners were helping them greatly to maintain the parks. A question and answer period followed a bit later in the meeting. Mr. Dachtler complimented the outstanding work on the report and encouraged getting this information on a work session with the City Commission. Kathy Wiseman, Senior Center Supervisor, pointed out the City's unique park system comes with significant issues that go beyond just the Parks Department but into the community as well. Further discussion included identifying the number of park hosts/volunteers, how FTE numbers were determined and recognizing the labor-intensive work the Cemetery/Parks Staff handles. Ms. Morey and Mr. Reid confirmed that this information needs to be presented in a joint work session with PRAC and the City Commission.

3. Heritage Stand Tree Nominations for Park Place Park

Lisa Novak, Park Place representative, but speaking as a citizen, wanted to say a belated thank you to Mr. Waverly, Staff and park hosts for how great Park Place Park is looking. She then asked for PRAC's support of the Heritage Tree designation for the entire White Oak stand, the Atlas Cedars and the White Oak in the center of the park and discussed the reasons for supporting this designation. Didi Dahlsrud, in a citizen comment, provided a brief history on what they have been doing at Park Place Park with the Heritage Tree nominations. She noted the many different people who have been involved and discussed some possible plans for the area. Ms. Dahlsrud concluded that labeling these trees as "Heritage" would not offer them more protection than they already have but will enable the community to apply for grants. Ms. Morey summarized a phone conversation she had with Jerry Herman, as his written statement was sent to the wrong place. After having discussions with both Mr. Waverly and Ms. Dahlsrud, Mr. Herman agreed with Mr. Waverly that the full stand of trees does not require designation, but also agreed with Ms. Dahlsrud on understory issues and individual trees. Mr. Reid continued the topic with a review of what happened at the last meeting when more information was requested. To provide that information, Mr. Waverly showed photos that illustrated some of the issues they were finding with the trees, including poison, oak, proximity to a road/utility right of way and the playground. In addition, some of the more unique trees, having two trunks that had grown together, are weakly attached. Pete Walter, Planning Department, then provided a recap of the criteria and purpose of the Heritage Tree designation. He noted that the Natural Resources Committee wanted to emphasize that they based their original recommendation for designation on the criteria presented. Mr. Reid noted that the goal in bringing this back to PRAC was to make members aware of the issues with the health and location of the trees and to provide guidance on how

to proceed; some trees are fine and some, as identified, are concerning. Mr. Haverkamp asked if designating the trees would prevent necessary pathway maintenance. Mr. Walter responded that the subjective decision making would be done at the City Commission. Mr. Cogle asked if it were possible to develop the park and still cohabitate with the trees and what would be the financial impact. Mr. Waverly replied that, yes, they have had conversations about ways to work around the trees and there is always a possible financial impact. Ms. Morey asked if they needed to take a vote or postpone until City Commission approved the new Tree Removal Policy. Mr. Walter added that it should be within a month, but he could not answer that exactly. Ms. Morey then asked members if there was any disagreement with postponing the vote to support the designation of everything at Park Place Park as a Heritage Tree. Upon request by Mr. Haverkamp, Ms. Morey clarified her statement that only those trees designated on the presentation would be protected. No disagreement was noted, no motion was made.

4. Oregon City Film Trail Sign Location Update

Matthew Weintraub, Tourism Program Specialist, provided an update on the preferred location for the Oregon City Film Trail sign site. In a brief presentation, Mr. Weintraub provided three location options on the Promenade: two between 2nd and 3rd Streets and one past 3rd Street. He noted that all options are within the park property and, at PRAC's prior recommendation, the options will be brought before the McLoughlin Neighborhood Association in November. Mr. Weintraub explained that he provided three options because they are unsure of what they will find when they start digging on the site. Mr. Bolinger stated that, while not in disagreement with the locations, he was not comfortable providing his agreement without knowing where the locations were and what was nearby. Discussion followed to clarify the location of the options presented and to confirm what structures (benches, viewpoints) were nearby. Andy Crump moved to approve the placement options that Mr. Weintraub suggested, Derick Cogle seconded.

All in Favor: Jeff Sargent; Andy Crump; Karin Morey; Derick Cogle; Shawn Dachtler; Alicia Hammock; Brent Haverkamp

All opposed: none

Abstain: Troy Bolinger

Motion passed.

MEMBER REPORTS

No members provided reports.

STAFF REPORTS

Mr. Reid announced the exciting news that they will receive sealed proposals for Filbert Run Park, due October 23 by 4:00pm, and then they can begin the

construction process. He reported that the mother of Tyrone S. Woods visited the Park to see the memorial; progress is going well, and they are working on some change orders to go before City Commission for approval. At D.C. Latourette Park, there have been some Covid-related issues and delays. Mr. Reid noted that the deadline has been extended for receiving applications for vacant PRAC positions. Applications are tentatively scheduled to be reviewed at the December 3 Work Session. There will be no meeting in November, due to the Thanksgiving holiday, the next meeting will be on December 3.

Ms. Anderholm-Parsch announced that the Swimming Pool reopening was going smoothly and the spots for activities were full. Swim lessons will begin in November and spots are full for those as well. The Friends of the Ermatinger House will be hosting an event at the House called Tales and Tours, on October 31, featuring tours and readings by Rocky Smith, William Becker, and Dave McCloskey.

Ms. Wiseman noted that the current activities taking place outdoors, such as the Walking Club and AA group meetings, will likely be ending soon or moving to Zoom because of the weather. She emphasized the importance of the Meals on Wheels program and reassurance calls that are taking place, as isolation has been hard for this group. Coming up on Tuesday, they will provide a bus for their clients to go shopping or to appointments.

Mr. Waverly reported that Staff is working hard to weed-whack headstones at the Cemetery in preparation for Veterans' Day and are working with the Boy Scouts to see what can be done to place flags on the headstones. They are trying to knock out some of the project list items before the weather turns. Staff also helped install a sign at the library; the unveiling is coming soon.

FUTURE AGENDA ITEMS

5. List of Future Agenda Items

- Tyrone S. Woods Memorial Park - 12/5/2019
- Cost Recovery Training
- Regional Comparison of Parks – 10/22/2020
- Parks and Recreation Funding
- Clackamette Park Master Plan
- Buena Vista House - 1/23/2020
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Ms. Morey noted that there will be updates on Tyrone S. Woods Park at the next meeting as well as a report from the Dog Park Committee. Mr. Sargent commented that Lisa Novak and Bill Daniels decided to join the Dog Park Committee. The group will work with Mr. Reid to set up a meeting.

ADJOURNMENT

Meeting adjourned at 8:32pm by Chair Karin Morey



CITY OF OREGON CITY

Staff Report

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

To: Parks and Recreation Advisory Committee **Agenda Date:** 12/03/2020
From: Aquatic and Recreation Manager, Rochelle Anderholm-Parsch

SUBJECT:

Update on Oregon City Parks and Recreation Cost Recovery Training and Analysis.

STAFF RECOMMENDATION:

This item will provide the Parks and Recreation Advisory Committee (PRAC) with an update on the Smart Approach to Cost Recovery Analysis for the Parks and Recreation Department.

EXECUTIVE SUMMARY:

Oregon City Parks and Recreation staff contracted with Amilia Consulting USA to help in a department-wide cost recovery analysis, and methodology creation.

Jamie Sabbach, the founder and CEO of '110% Inc. Amilia Consulting, USA will provide a webinar and education session to supply information and context regarding the cost recovery work that the Oregon City Parks and Recreation Department is doing in consultation with 110% Inc.

The Commission and PRAC will take part in a beneficiary of service exercise. This exercise will provide an opportunity for the Commission and the Advisory Committee to rank service categories based on whether the service provides a high-level of community benefit, or if a service provides a high-level of individual benefit.

BACKGROUND:

An objective listed in the 2008 Parks Master Plan was to create a department cost recovery philosophy and policy. As a step in meeting this objective, the Oregon City Parks and Recreation Department contracted with Amilia Consulting USA to assist in a department-wide cost recovery analysis, and methodology creation.

The Smart Approach to Cost Recovery in Public Parks & Recreation has 5 phases.

Phase 1 is staff education and training as to the 'why' of cost recovery.

Phase 2 is the development of service categories. This work required a department taskforce to name and define all services provided. After a list of all department services was compiled, the taskforce developed and defined service categories.

Phase 3 includes a cost of service analysis. This analysis encompasses a break-down of the Parks and Recreation Department's direct and indirect costs. This step was highly intensive and required a deep dive into the department's financials. All revenue and expense data were compiled, then uploaded by the consultant into the cost recovery software. This software will provide an analysis of where the department is currently and will deliver true metrics to help the department move forward in a fiscally responsible manner.

Phase 4 is the beneficiary of service workshop. During this phase, staff, policy makers, and/or advisory boards will actively participate in determining each service category's 'beneficiary of service'. This workshop allows participants to rank the department's service categories starting from services generating the greatest 'community benefit' to those services generating the greatest 'individual benefit'. This work allows the Oregon City Parks and Recreation Department to build our cost recovery model – a visual representation of our strategy. The outcome illustrates which services should receive the greatest subsidy, and which services may receive little to no subsidy.

Phase 5 will unveil the Cost Recovery Tool and the results of cost of service analysis. This data will include the cost to provide (both direct and indirect) each individual service in the system, and current cost recovery performance. Current cost recovery performance results will be used as the baseline from which the department can justifiably and rationally set cost recovery/subsidy allocation goals and targets. These targets will be illustrated on the department's cost recovery model. Thus, completing the visual representation of the department's cost recovery philosophy. These results will guide fees and charges and will make for informed financial decisions moving forward.

To date, the Oregon City Parks and Recreation Department is in Phase 4. Staff, along with a variety of community stakeholders, met with the consultant to conduct the beneficiary of services exercise. Invited external stakeholders included representation from the Oregon City Parks Foundation, Citizen Involvement Committee, Neighborhood associations, Downtown Oregon City Association, Clackamas Heritage Partners, Unite Oregon City, and Oregon City Chamber of Commerce. The beneficiary of service exercise during the joint session with the Commission and PRAC will complete Phase 4.

After the joint work session between PRAC and the Commission, the Oregon City Parks and Recreation Department will start Phase 5. This final phase will provide a visual representation of the department's cost recovery philosophy. To reiterate, this model will guide fees and charges and will make for informed financial decisions moving forward. This is the final phase in the Smart Approach to Cost Recovery.

OCPR's goal is to bring the cost recovery model to the Commission at a future meeting to codify as policy.

OPTIONS:

No action is required at this time.

Memorandum

Date: November 24, 2020

To: Kendall Reid, Parks and Recreation Director

From: Kurt Lango, Lango Hansen Landscape Architects

Project: Filbert Run Park

RE: **Park and Recreation Advisory Committee Presentation**

Enclosed is the Master Plan Design for the development of the Filbert Run Park property located on the south side of Hazelnut Avenue between Vincent Drive and Hazel Grove Drive, in Oregon City. The 3.5-acre site is located in the Hazel Grove/Westling Farm neighborhood and surrounded by single family homes on the east, south, and west sides. The site is bordered by Hazelnut Ave on the north side. Additionally a dead-end spur of Kolar Drive extends to the south side of the site. A master plan and public process was completed in 2014 that shaped the design of the park and the amenities that are currently shown in the open space. The process included three presentations to the neighborhood, a PRAC meeting and a Planning Commission presentation. The park was recently awarded a grant through the State Parks and Recreation grant program.

The development of Filbert Run Park will include creating a looped accessible pathway in the center of the site, a pathway connection from the central loop to an existing neighborhood sidewalk that dead-ends on the east side, creating a small play area in the center of the site, adding benches and picnic tables throughout the site, adding a small shelter near the play area, installing irrigation and turf grass on the east side, and reseeding the west side with low-water use eco-lawn seed. Additionally, the inlet for an ephemeral drainage-way will be relocated north to enable the creation of an accessible at-grade entrance to the park at Kolar Drive. There will be no parking at the site.

The City has hired a design team to further refine the master plan and prepare documents for bidding and construction in 2021. As part of this effort, the design team would like to share some of the refinements to the master plan with this committee as they begin to prepare construction documents for the park. The City recently acquired a topographic and tree survey of the property that has necessitated a slight shift of the paths to avoid existing trees and to better provide access to the park amenities. An arborist is currently evaluating the health of all the trees on the park site. Specific play features have also been chosen to offer a variety of activities for children of different ages and abilities. Also consideration was given to offering specific activities that are currently not found in other Oregon City parks. Filbert Run Park's site furnishings have also been chosen based on park standards.

We are excited to share this information with PRAC.



CITY OF OREGON CITY

Staff Report

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

To: Parks and Recreation Advisory Committee
Agenda Date: 12/03/2020

From: Presented by Kurt Lango, Lango Hansen Landscape Architects

SUBJECT:

Filbert Run Park Master Plan Design

STAFF RECOMMENDATION:

Move forward with the Filbert Run Park Master Plan Refinement.

EXECUTIVE SUMMARY:

Enclosed is the Master Plan Design for the development of the Filbert Run Park property located on the south side of Hazelnut Avenue between Vincent Drive and Hazel Grove Drive, in Oregon City. The 3.5-acre site is located in the Hazel Grove/Westling Farm neighborhood and surrounded by single family homes on the east, south, and west sides. The site is bordered by Hazelnut Ave on the north side. Additionally, a dead-end spur of Kolar Drive extends to the south side of the site.

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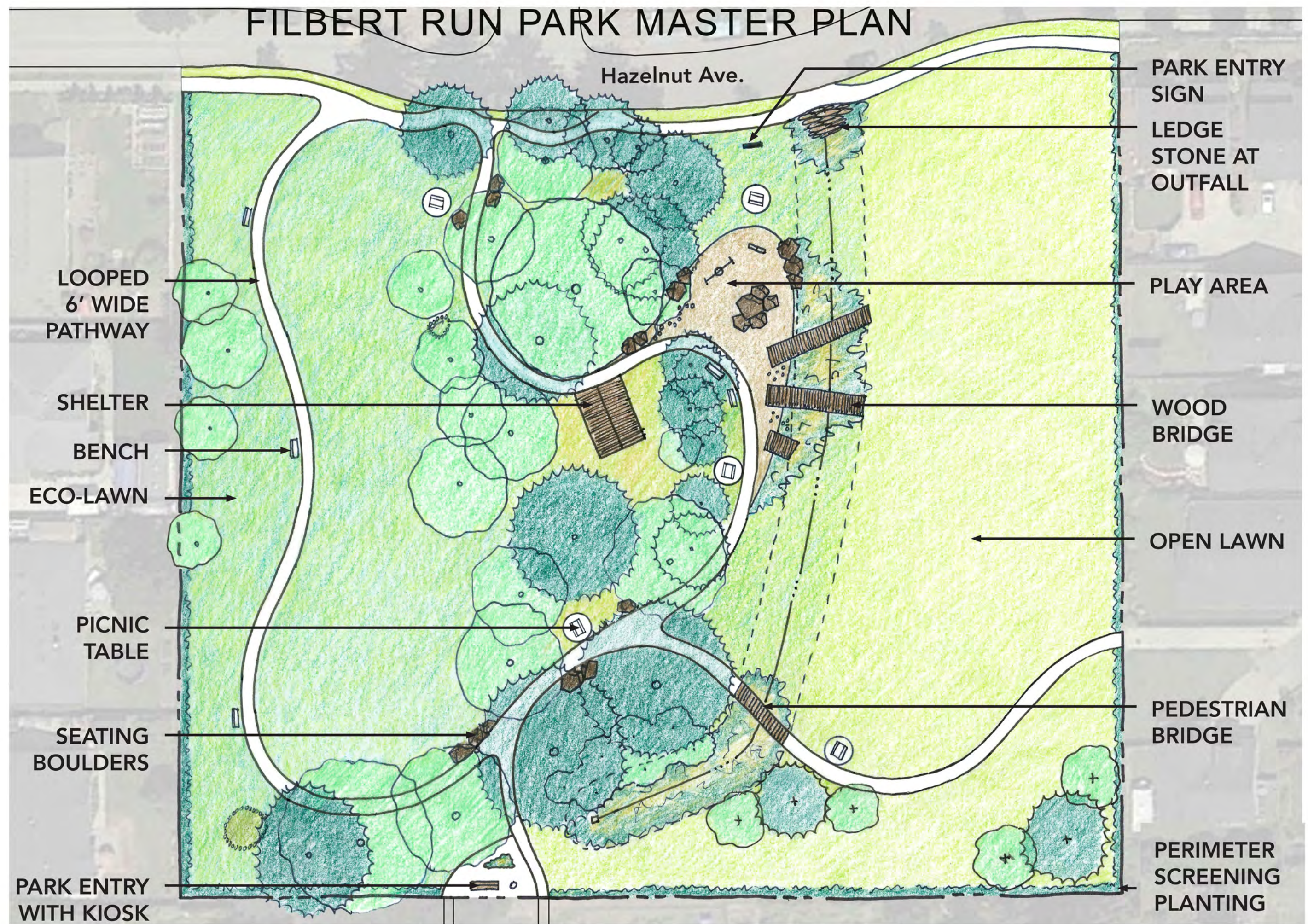
BACKGROUND:

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OPTIONS:

Vote to support Oregon City Parks and Recreation in our effort to move forward with Filbert Run Park Master Plan Refinement.

FILBERT RUN PARK MASTER PLAN



PARK ENTRY
WITH KIOSK

SEATING
BOULDERS

PICNIC
TABLE

ECO-LAWN

BENCH

SHELTER

LOOPED
6' WIDE
PATHWAY

Hazelnut Ave.

PERIMETER
SCREENING
PLANTING

PEDESTRIAN
BRIDGE

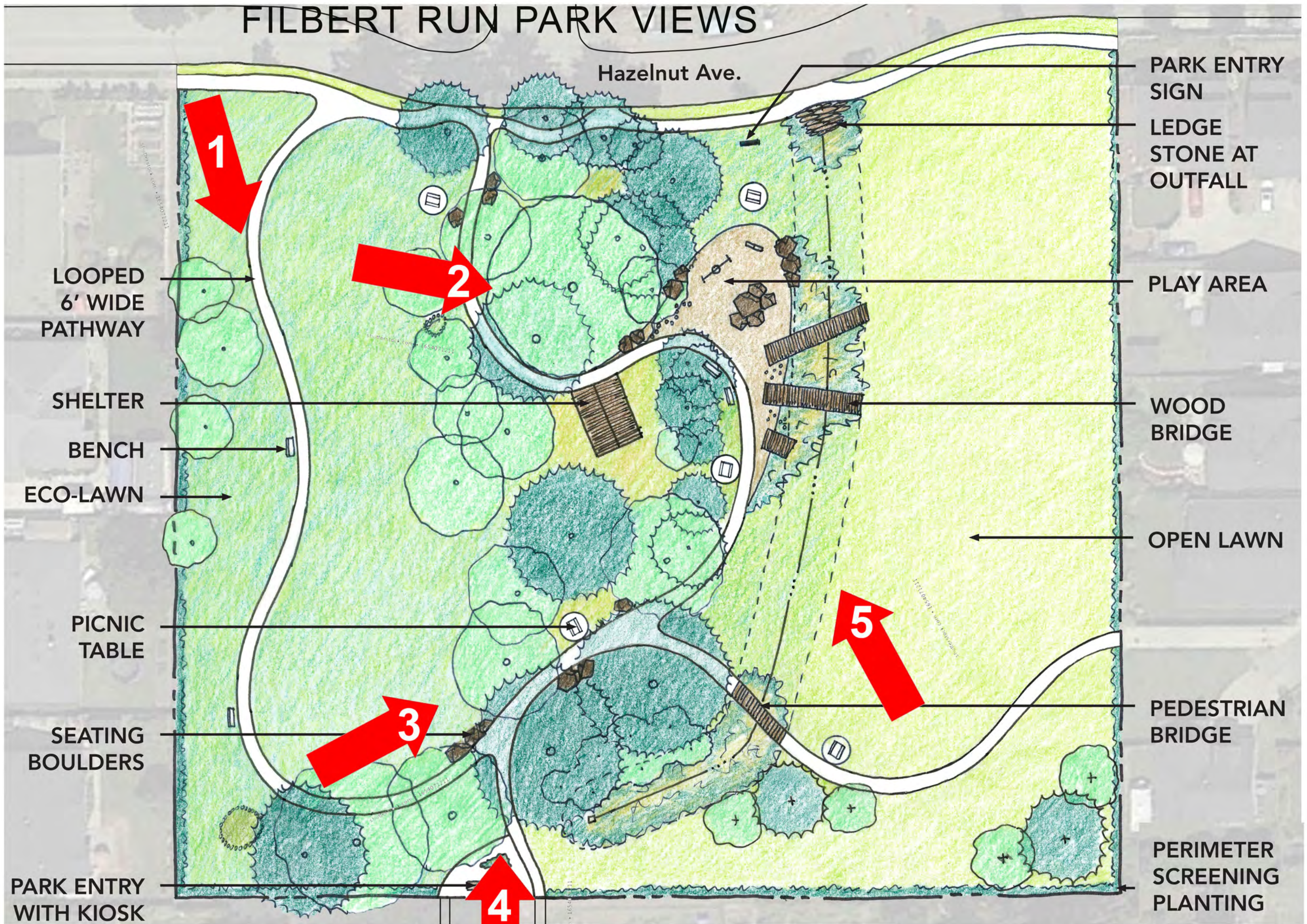
OPEN LAWN

WOOD
BRIDGE

PLAY AREA

LEDGE
STONE AT
OUTFALL

PARK ENTRY
SIGN













FILBERT RUN PARK MASTER PLAN REFINEMENT



FILBERT RUN PARK PLAY AREA



FILBERT RUN PARK SITE FURNISHINGS

