

OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting Announcement Wednesday, June 23, 2004

Meeting Location: Pioneer Community Center, Main Floor, Dining Room

If you are unable to attend, please contact Dee Craig, 503-496-1546 or Bill Woods. After 5:00 on Monday please contact Dee at 503-887-3477

Agenda

Call to Order: Bill Woods	<u>7:00 PM</u>
Establish Quorum	
Minutes of Last Meeting:	May 24, attached
Hiring Process for Director	Larry Patterson, City Manager
Old Business:	
Wesley Lynn Park Project, Add Alternatives	
Scheduling of Fields at Moss	
Draft By-Laws for Friend of the Carnegie Center	
New Business:	
Shack Shack @ Chapin	
Jon Storm Park Master Plan	
Director's Report	Attached, Monthly Report
Participation numbers	Attached, Month and YTD
Project Updates	Staff
Wesley Lynn/Canemah/Trails MP	
Clackamas River Trail/Jon Storm/	
Floating Dock	
Items for next meeting:	July 26 ?
Information only:	
Wednesday, June 30, 3-5:00 @ Carnegie Center Retirement Reception for Dee	
Sunday, July 4, @ Clackamette Park, Noon Music, Dusk, Fireworks	
Thursday, July 8, @ Library Park, Summer Concert Kick Off	
Saturday, July 10, First City Art Faire, Carnegie Center, Library Park and surrounding area	
Monday, July 26, Planning Commission @ City Hall: Trails Master Plan, Canemah Site Plan, Central Point PUD/possible Park Property	

BY-LAWS OF *THE FRIENDS OF THE CARNEGIE CENTER*, A NOT-FOR-PROFIT CORPORATION

ARTICLE I ORGANIZATION

1. The name of the organization shall be *The Friends of the Carnegie Center*. The purpose of the Friends of the Carnegie Center will be to further the services of the Carnegie Center in Oregon City by supporting the marketing, fund raising, educational and art programs currently in process and for those developed in the future.

2. The organization may at its pleasure by a vote of the membership body change its name.

ARTICLE II PURPOSES

The following are the purposes for which this organization has been created:

- a. To unite a group of individuals that are interested in supporting the programs at the Oregon City Carnegie Center.
- b. To help to market the center and enhance the resources needed to keep the Carnegie Center functional for all members of the Oregon City community.
- c. To support the staff and management as well as the Parks and Recreation Advisory Committee on the development of the Carnegie Center.
- d. To participate in fund raising activities to secure materials and aid beyond that which the city budgets for support of the Carnegie. These funds could come through gifts, memorials, bequests and other projects.
- e. To assist the staff where practical in program development, volunteer support and other areas where needed.

ARTICLE III MEMBERSHIP

Membership in this organization shall be open to all individuals who manifest their interest in the organization by financial support.

ARTICLE IV MEETINGS

The annual membership meeting of this organization shall be held on the 15th day of June and every year except if such day be a legal holiday, then and in that event, the Executive Board shall fix the day but it shall not be more than two weeks from the date fixed by these By-Laws.

The Secretary shall cause to notify every member in good standing at his/her address as it appears in the membership roll book in this organization a notice telling the time and place of such annual meeting.

Regular meetings of this organization shall be held at the Carnegie Center on the third Tuesday of each month at 7:00 p.m.

The presence of not less than 25% percent of the members shall constitute a quorum and shall be necessary to conduct the business of this organization; but a lesser percentage may adjourn the meeting for a period of not more than 4 weeks from the date scheduled by these By-Laws and the secretary shall cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as herein before set forth shall be required at any adjourned meeting.

Special meetings of this organization may be called by the president when he/she deems it for the best interest of the organization. Notices of such meeting shall be mailed or e-mailed to all members at their addresses as they appear in the membership roll book at least five (5) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called.

ARTICLE V VOTING

At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors.

ARTICLE VI ORDER OF BUSINESS

1. Roll Call.
2. Reading of the Minutes of the preceding meeting.
3. Reports of Committees.
4. Reports of Officers.
5. Old and Unfinished Business.
6. New Business.
7. Adjournments.

ARTICLE VII OFFICERS

The initial officers of the organization shall be as follows:

President:
Vice President:
Secretary:
Treasurer:

The *President* shall preside at all membership meetings.

He/She shall present at each annual meeting of the organization an annual report of the work of the organization.

He/She shall appoint all committees, temporary or permanent.

He/She shall see all books, reports and certificates required by law are properly kept or filed.

He/She shall be one of the officers who may sign the checks or drafts of

the organization.

He/She shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The *Vice President* shall in the event of the absence or inability of the President to exercise his/her office become acting president of the organization with all the rights, privileges and powers as if he had been the duly elected president.

The *Secretary* shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificate required by any statute, federal or state.

He/She shall give and serve all notices to members of this organization.

He/She shall be the official custodian of the records and seal of this organization.

He may be one of the officers required to sign the checks and drafts of the organization.

He/She shall present to the membership at any meetings any communication addressed to him as Secretary of the organization.

He/She shall submit to the Board of Directors any communications which shall be addressed to him/her as Secretary of the organization.

He/She shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The *Treasurer* shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization.

He/She must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

He/She shall render at stated periods as the President shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of such meeting.

He/She shall exercise all duties incident to the office of Treasurer.

No officer shall for reason of his office be entitled to receive any salary or compensation

An internal audit of the books of this organization shall be conducted annually .

ARTICLE VIII COMMITTEES

All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of one year or less if sooner terminated by the action of the Board of Directors.

The permanent committees shall be:

- a. Executive
- b. Membership
- c. Nominating

ARTICLE IX DUES

The dues of this organization shall be as follows:

Student (under 18) \$ 10.00

Senior (60+) \$ 10.00

Individual \$ 25.00

Family \$ 50.00

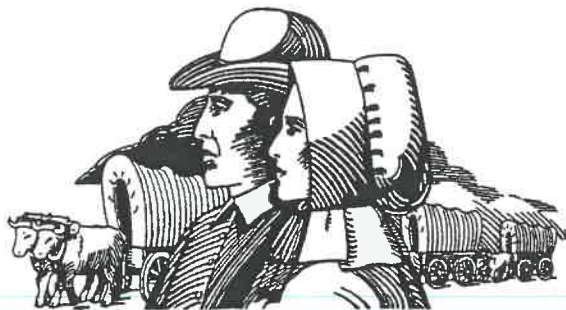
These dues are per year and shall be payable on January 1 of each year.

ARTICLE X AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 25% percent of the members.

ARTICLE XI COMPENSATION AND DISSOLUTION

No member of the friends as such shall receive any of its earnings or profits or be paid a salary, except reasonable compensation for services in effecting one or more of its purposes, and no person shall be entitled to share in the distribution of any corporate assets upon dissolution. Upon dissolution of the Friends of the Carnegie Center, after making provision for the payment of all liabilities of the Friends of the Carnegie Center, the surplus assets will be paid to the Oregon City Carnegie Center. However, should the named recipient not be qualified, all assets shall be distributed for like education or charitable purposes.



OREGON CITY PARKS & RECREATION

Activity Report

Month of: May 2004

Highlights of the past month:

Aquatics

- The swimming pool has been very busy with end of school year parties this month.
- Summer program registration began May 29th. Because it was memorial weekend, registration began a little slow, but picked up steam the following week.
- Repairs were made to the wading pool fill valve.
- Since the summer term is a little longer than usual, we have added sessions of swimming lessons, aqua camp and the summer recreation swim team program.

Carnegie

- Garden show was well received. Some of the moveable walls were painted bright colors, so the show looked festive. Some patrons commented that it was sad to see it come down.
- The summer Trail News has been mailed and planning is beginning for the fall edition.
- Registration for new classes is coming along slowly, while the established classes are doing well.
- Broken dishwasher has been replaced, free of charge, due a manufacturers defect.
- Playground equipment is very popular with use by children in morning, teens in afternoon and adults in the evening.
- "Sheer Delight" Exhibit at the Ermatinger House is wonderful. Textile and Clothing exhibits are bringing in new and repeat visitors to the Ermatinger House.

Pioneer

- The annual Health Fair was held on May 26th. There were 28 vendors on site, and approximately 150 participants. Evaluation forms included very positive comments, and vendors would like to return next year. Clackamas County Licensing will approve next year's event for continued education for adult foster care providers.
- The trip to the Tillamook Cheese Factory was successful with 20 participants.
- We provided four dine out trips with an average of 15 participants each week.
- Julie has attended the weekly chamber meetings to highlight the Pioneer Center Program.
- Glen Tadina's band plays old time swing dance songs every other Wednesday. Participation has been between 75-90 people attending. This has been a very positive event bringing in seniors of varying ages.
- The Center Hosted the Blue Ribbon Task Force meetings twice this month.
- Kathy participated in the formal proclamation of Clackamas County "Senior Center Week, May 9-15th".
- Kathy and Beth made a presentation to West Linn seniors who had requested ideas for possible donations.

- Beth conducted a promotional talk to West Linn Methodist church and Optimist club.
- Many high need maintenance items were completed this month, including 112 fluorescent light bulbs replaced around the Center's hallways, basement and offices. Painting finished in the kitchen, gutters were cleaned and some exterior areas with spider infestation were cleaned.

Recreation

- Registration for the summer recreation program has begun.
- "Teen Scene" continues to operate successfully, with weekly attendance averaging 249.

Cemetery

- Memorial Day Service
- Broadleaf Spray
- Community Service weed eat all headstones in Cemetery and Pioneer Section prior to Memorial Day
- Repair Headstones
- Level Headstones

Parks

- Broadleaf Spray – Chapin, Hillendale, Hartke, Hazelwood, Stafford, Barclay Hills, Rivercrest
- Senior Citizen Restroom renovation started
- Atkinson restroom renovation started
- Spray blackberries – Jon Storm, Clackamette and Singer Creek
- Spring pruning and cleanup – Pioneer Community Center with Community Service
- Vandalism Chapin Park Playground
- Community Service – Jon Storm and Clackamette Park

Administration

- PRAC and Staff continue discussion of a Private-Public partnership for development of a Community/sports center concept.
- Advertised, held pre-bid meetings and opened sealed bids for Wesley Lynn Park, Phase I and Clackamas River Trail construction.
- Developed RFP and advertised for master planning services for Jon Storm Park
- Assist planning efforts for first Eel Fest
- Met with ad hoc Portland Area Greenspaces Planning committee
- Attended NRPA Spring meetings

Up Coming Events/ Dates of note:

Carnegie

- The upcoming show will be watermedia paintings by Hank Weber
- Programming for fall classes will soon begin.

Pioneer

- Dine outs to IHOP, Applebee's, Tony Roma, and Viewpoint.
- The June trip takes participants to Silver falls State Park.

Concerns and Challenges:

Carnegie

- Increase attendance, revenue and awareness through enhanced publicity

Pioneer

- Reception area volunteers – need more volunteers, more time for training
- Need to recruit MOW volunteers, to continue strong pool of volunteers
- Trips are full through the end of the year. Multnomah Falls trip has a wait list of 13.
- Our donation boxes need to be more secure. Options are being reviewed.

Aquatics

	July	July 02	August	August 02	September	Sept 02	October	Oct 02	November	Nov 02	December	Dec 02	January	Jan 03	February	Feb 03	March	Mar 03	April	Apr 03	May	May 03	June	Jun 03	YTD	Prev YTD																			
Aquatics																																													
School Lessons	0	0	0	0	687	1,555	2,509	1,818	1,278	2,195	2,436	1,830	1,145	875	2,346	1,422	1,360	2,063	2,273	3,216	2,122	2,271			16,253	17,244																			
Public Lessons	6,317	5,877	3,401	3,481	630	806	994	1,038	689	750	158	199	602	815	752	851	899	994	977	1,180	1,026	1,184			16,445	16,956																			
Lap/ Adult Swim	837	817	640	668	442	323	830	767	619	551	612	451	579	745	591	681	611	555	661	883	534	646			6,956	6,906																			
Recreational Swim	2,051	2,359	1,497	1,607	213	120	417	207	172	361	124	119	346	343	343	318	700	713	476	347	307	405			6,546	6,869																			
Family Swim	352	320	181	208	67	24	119	156	79	113	41	28	65	169	112	171	163	199	154	223	182	125			1,495	1,736																			
Water Exercise	787	728	652	622	428	294	881	748	622	607	397	369	380	701	676	708	751	645	1,004	491	870	680			7,448	6,593																			
Swim Team/ Synchro	590	1,745	590	1,175	458	535	804	1,665	1,157	3,239	1,121	1,376	769	1,391	916	1,086	583	667	600	923	688	724			8,376	14,516																			
Rentals	1,337	694	703	698	1,009	673	1,438	735	968	705	947	1,275	863	851	1,229	1,342	1,487	3,180	773	1,243	424	972			11,178	12,266																			
	dosed 2 weeks-maintenance																							Pool closed 1 week																					
TOTAL AQUATICS	12,071	12,540	7,664	8,379	3,934	4,130	8,092	7,134	5,582	8,511	5,836	5,646	4,749	5,891	7,064	6,579	6,554	9,006	6,918	8,285	6,233	7,006	0	0	74,797	83,107																			
Carnegie																																													
Gallery	2,055	1,384	1,168	1,308	1,306	871	1,056	958	1,010	999	1,071	633	1,035	1,005	1,048	883	1,171	975	1,017	1,186	793	1,248			12,730	11,450																			
Children's Museum	307	413	363	403	435	404	648	556	538	636	340	553	608	1,182	730	869	697	1,201	497	679	439	644			5,602	7,450																			
Adult Classes	61		20		37		109	10	177	12	16	7	35	37	57	33	29	77	20	87	42	32			603	295																			
Youth Classes		75		8			6		6						6	6	17		56	21	29	30			120	140																			
Meetings	60	35	20	45	43	78	57	43	167	58	16	18		145	8	80	61	49	51	61	52	60			545	643																			
Concerts in the Park	3,200	3,300	3,475	4,000																						6,675	7,300																		
Ermelinger	8																									424	206																		
Jazz																										338	255																		
Events					16		30		31		104		42		3		76	21	33	165	16	39			390	923																			
Rental								340	118		133	179	44	220					67	75	12	109			343	225																			
					100				206		137								50																										
TOTAL CARNEGIE	5,683	5,216	5,046	5,839	1,837	1,483	1,886	1,947	2,253	1,723	1,943	1,540	1,785	2,589	1,969	1,841	2,095	2,373	1,827	2,274	1,456	2,052	0	0	27,770	28,887																			
Recreation																																													
Teen Scene													339				718		738		1,157					3,947	0																		
Youth Classes	151		44		24		81		57			7	32			44	15	11	50		98	15	36			578	87																		
Adult Classes	106	115	10	72	58	195	119	284	56	208	20	8	72	291		92	292	78	81	242	237	206	232			1,059	2,025																		
Indoor Playground						17		13					10			26		23								0	117																		
Events					58											60										58	125																		
Summer Day Camp	225	362	125	349		65																				350	701																		
Drop-in																										0	0																		
Preschool Day Camp	40	63	12	48																						52	111																		
Soccer Camp																										0	120																		
Field Trips																										0	156																		
TOTAL RECREATION	622	712	191	653	140	277	200	297	113	236	20	25	443	377	854	330	827	141	1,497	252	1,237	232	0	0	6,044	3,442																			
Pioneer																																													
Home Delivered Meals	2,277	2,032	2,300	2,316	2,223	1,830	2,617	2,245	2,139	2,033	2,577	2,130	2,115	2,306	2,118	2,033	2,427	1,964	2,404	2,179	2,024	2,444			26,221	23,612																			
Congregate Meals	508	367	501	318	531	377	503	365	423	408	444	356	368	410	589	429	612	403	605	437	536	478			5,520	4,348																			
Transportation	1,217	1,148	842	1,054	615	1,018	810	987	780	785	833	984	565	878	824	879	993	831	885	980	872	944			9,237	10,452																			
Outreach Services	2,867	2,429	2,921	2,785	2,877	2,320	3,305	2,626	2,715	2,559	2,777	2,429	2,867	2,682	2,300	2,479	2,845	2,424	2,845	2,595	2,337	2,065			17,286	28,373																			
Trips	84	78	82	157	98	112	92	82	86	62	142	99	57	65	69	76	98	69	72	69	92	83			982	962																			
Recreation	808	519	767	554	945	736	594	600	727	575	512	444	554	547	743	573	598	688	976	688	782	690			8,406	6,414																			
Classes	446	400	152	297	417	192	531	580	512	578	190	76	256	673	404	593	345	343	441	343	487	470			4,191	4,486																			
Meetings	139	244	80	176	54	278	181	297	362	184	88	57	167	350	331	363	602	417	217	417	405	204			2,567	2,987																			
In-House Services	391	19	147	141	198	177	482	117	85	162	84	92	103	134	104	75	134	173	105	97	128	400			1,962	1,521																			
Rentals	1,150	269	921	547	860	480	1,174	650	191	575	377	643	30	607	254	98	53	541	322	174	356	506			5,888	5,094																			
	* As of November 2004, outreach no longer includes home delivered meals (which is already recorded)																																												
TOTAL PIONEER	9,897	7,505	8,713	8,319	8,858	7,560	10,289	8,547	5,520	7,771	6,025	7,310	5,093	8,652	6,166	7,598	7,107	7,823	6,873	7,979	8,319	9,184	0	0	81,260	88,248																			
Parks																																													
Alderson				2		1														1						0	4																		
Buena Vista	4		7	3	5		1		3	3	2	7	2	4		2	5		1	4	4	5			32	32																			
Chapin	3	1	12	15	1	6		1										1			10	5			29	29																			
Clackamette General	9	9	11	12	5	9		1												3	11	3			36	37																			
Clackamette Horseshoes	5	3	9	9	4	4																			26	17																			
Hillendale	8	10	12	6	5	7																			31	29																			
Rivercrest	9	9	10	11	10	6														2	2	4	2		33	29																			
Ball Fields																			1		3	3			0	0																			
RV Park	280	591	368	528	364	354	390	322	155	200	208	95	76	130	84		32	170		244	121	249	248		2,588	2,619																			
	Park attendance is reported as the total number of rentals. RV Park attendance is the estimated number of rental days																																												
TOTAL PARKS	318	623	429	586	394	387	390	325	158	203	210	102	78	134	86	37	173		250	132	289	267	0		2,775	2,796																			
Grand Total All	28,491	26,596	22,043	23,666	15,163	13,837	20,857	18,250	14,026	18,444	14,034	14,623	12,148	17,543	16,129	16,385	16,856	19,343	17,365	18,922	15,534	18,751	0		192,646	206,480																			