



OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting

Monday, January 31, 2005

Pioneer Community Center, upper level
615 5th Street, Oregon City

If you are unable to attend, please contact Scott Archer, 503-496-1546 or Bill Woods, 503-535-6426.

**** 6:00 p.m. – Special Work Session ****

1. Interview applicants for two P.R.A.C. openings

7:00 p.m. Regular Meeting

AGENDA

1. Call to order: Bill Woods, Acting Chair
2. Annual election of officers (Chair and Vice-Chair)
3. Approval of minutes – December 6, 2004 meeting
4. Citizen comments on issues and items not on the agenda
5. Old business:
 - a. Jon Storm Park Master Plan – update
 - b. Other
6. New business:
 - a. PRAC openings – appointment recommendations to Mayor
 - b. Other
7. Director's report
 - a. Monthly reports and statistics
 - b. Oregon Recreation & Parks Association (ORPA) – agency board members now included in agency membership
 - c. Project updates
8. Next meeting: February 28, 2005
9. Adjournment

Scott Archer

From: Scott Archer
Sent: Thursday, January 20, 2005 11:45 AM
To: Larry Potter; Jim Row; Beth Park; Bill Woods (E-mail 2); Bill Woods (E-mail); Dan Kromer (home); Dan Kromer (work); Peter Winstead; Shawn Dachtler
Cc: Kathy Wiseman
Subject: January PRAC agenda for January 31 (DATE CHANGE) & Commission special meeting notification

PRAC members:

Please find attached the meeting agenda, now scheduled for Monday, **January 31**. Please note the date change for this month; originally scheduled for this coming Monday, January 24. Please also note the **6:00 p.m. work session** scheduled for your upcoming meeting; for the purpose of interviewing applicants for the PRAC openings. Also note, as discussed at your last regular meeting, we will now be meeting upstairs (main floor) in the Pioneer Center instead of downstairs. I will forward the minutes of your last meeting in advance of the 1/31 meeting. Additionally, I will forward via U.S. Mail, copies of the applications for the PRAC openings, to give you the opportunity to review the applicants you'll be interviewing from 6-7 p.m.

This last minute change in meeting dates was necessary due to a special City Commission work session on January 24 that was just set at last evening's City Commission meeting. Due to the important issues which are anticipated to be discussed by the Commission at this work session on 1/24, it is imperative that I attend. It is also a meeting that all of you may want to consider attending (as PRAC members and citizens). The Commission's discussion will be focused on the Fire District annexation and critical City funding and finance issues. The direction of these decisions will likely have significant impacts on the operations of Parks & Recreation related services, among other City programs and services. I would strongly encourage your attendance at this Commission work session. The meeting is scheduled for **5:30 p.m.**, and will be held at the **7th Street Fire Station** (across from Carnegie Center).

My apologies for any inconveniences this late change in meeting dates may cause; thanks for your patience and understanding in this matter. As Oregon City moves through some of the most important decision making in its recent history, it is very important that I stay closely involved with the process. I will also do my best to keep you apprised of critical dates in the decision making process, as is the case with this Commission session. As always, please don't hesitate contact me with any questions or comments you may have.


Thank you,

Scott Archer
Community Services Director
City of Oregon City
(503) 496-1546
sarcher@ci.oregon-city.or.us



Jan05 PRAC
agenda.doc

MEMORANDUM

TO: PRAC Members
CC: Jim Row, Larry Potter
FROM: Scott Archer, Community Services Director 
DATE: January 26, 2005
SUBJECT: Interview schedule for Monday, January 31 mtg. and other items


Per my previous announcement, our next regular meeting is this coming Monday, January 31 at the Pioneer Center (reminder: meeting is upstairs). As a further reminder, we are holding a special work session beginning at 6:00 p.m. to interview applicants for the two current PRAC position vacancies. There are four applicants for the two openings. I have scheduled their interviews for the evening as follows:

6:00 PRAC meet to discuss/determine interview procedures
6:15 Ted Schumaker
6:30 Doug Neeley
6:45 Havan Jones
7:00 Lisa Wright-Wilson

Note that the last interview is scheduled for when your regular meeting was to start. This was necessary to accommodate candidates' availability. The extra few minutes at the beginning of the work session will be beneficial so you can determine your interview procedures before they begin. I am enclosing a copy of each candidate's application. I am also including a copy of some proposed questions you might use to format your interviews around. These can certainly be modified in any way your Committee sees fit, or they don't have to be used at all. This interview process is up to you, the Committee.

Also included in this mailing are copies of: 1. An extra copy of the agenda for the meeting 2. Written Director's update and project report 3. Meeting minutes of 12/6/04 3. Monthly report and statistics from December. These last two were not originally sent with the agenda last week.

Please call me at 503-496-1546 with any questions. Hope to see you all on Monday.

Date: January 27, 2005
To: Parks & Recreation Advisory Committee (PRAC)
From: Scott Archer, Community Services Director 
Subject: Updates and project reports

1. **Chapin Park Snack Shack** – Our department continues to coordinate with Oregon City Youth Sports (OCYS), on development of a permanent concession building for the park. OCYS is still in the process of submitting necessary paperwork for site plan approval, building permits, etc. This facility is being constructed entirely at the cost of the youth sports group, via donations, in-kind work, and volunteers. They are hopeful to have the building completed and operating for the 2005 baseball/softball season. Before it is open and operating, the City will develop an agreement with OCYS to specify operating details.
2. **Jon Storm Park Master Plan** – We are in the final steps of formal adoption of the master plan. The Planning Commission reviewed the master plan at its January 24 meeting, and continued the discussion to its next regular meeting of February 14. An update of the master plan will be presented to the City Commission at their January 31 study session. It is anticipated the Planning Commission will conclude the approval/adoption process at the 2/14 meeting.
3. **Senior Citizen Park Restroom** – The restroom is expected to be completed and ready to open in 30-45 days. Most of the building is completed, with final plumbing to still be installed and a few finishing details. B & B Leasing has donated all of the materials and construction for this facility. I think it would be appropriate for the city to formally recognize/honor them for this generous donation upon completion.
4. **Sternwheeler Tour Boat** – Our department is in conversations with the ownership of the Sternwheeler Rose, to operate their newly acquired boat “Belle of the Falls” out of Oregon City. They plan to offer cruises focusing on the area of the Willamette around the falls. We anticipate they will utilize our new transient dock for loading/unloading passengers for their cruises. It is my understanding they hope to operational by this spring/summer season.
5. **Oregon Recreation & Parks Association (ORPA) Membership** – See attached memo from Frank Jagodnik, Executive Director of ORPA. The City of Oregon City is an organizational member of the ORPA, our state professional association. Previously, citizen board members of parks & recreation departments/agencies were not included in the agency membership. Recently, ORPA board of directors decided to now include citizen members in our agency membership at no extra charge. I have forwarded our PRAC roster to ORPA so that your names will be added to the membership list. You will receive regular updates, newsletters, and other publications and information related to the parks and recreation industry. You may also go to the ORPA website for additional information at

www.orpa.org. If you would prefer not to receive information from ORPA, please let me know and I'll have your name taken off of the membership list. As you probably know, our department is also an agency member of the NRPA, our national professional association. Citizen board members are already included in the agency membership. You should be receiving their regular information, publications, etc. If you are not and would like to be please let me know and I'll make sure you are included on this list.

Scott Archer

From: Frank Jagodnik [orpa@seasurf.net]
Sent: Wednesday, January 05, 2005 1:06 PM
To: orpa@seasurf.net
Subject: CITIZEN BOARD MEMBERS NOW INCLUDED IN ORPA AGENCY MEMBERSHIP

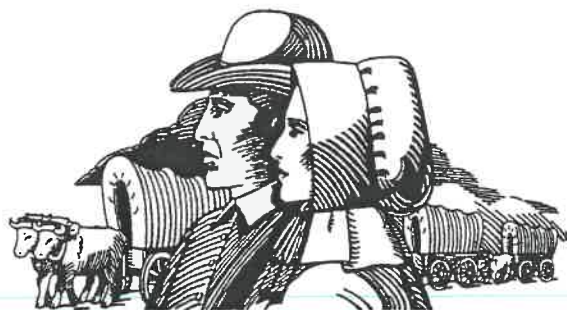
ORPA Agency Directors:

To expand the grassroots legislative network and provide information and support to park and recreation advisory board members across the state, ORPA has now included a maximum of 10 citizen board members in your ORPA agency membership with no extra charge.

Please forward an up-to-date list of your park & recreation advisory board members or city council members to frank@orpa.org. Make sure to include name, title, address, phone, fax & e-mail address to ensure proper receipt of the **ORPA Connection**, the ORPA monthly e-newsletter, and the biannual **Oregon Parks & Recreation** magazine, in addition to occasional ORPA e-mail announcements.

Thank you and a very happy and prosperous New Year from ORPA!

Frank Jagodnik
Executive Director
Oregon Recreation & Park Association
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www.orpa.org



OREGON CITY PARKS & RECREATION

Parks & Recreation Monthly Report December 2004

Parks

- Staff attended spray re-certification class
- Fertilized sport fields at Chapin and Hillendale (paid for by Oregon City Soccer)
- Fertilized Carnegie lawn
- Bi-annual playground inspection completed
- Community service completed cleanup at 17th & Main
- 17th & Main seeded, planted with native materials and hydro- mulched
- Transient camps cleaned up at Clackamette Cove

Cemetery

- Staff attended spray re-certification classes
- Volunteer Eagle Scout project completed installation of irrigation system next to old mausoleum
- Leaf mulching and tree limbs clean-up completed
- Burials/interments - Full Body- 6 , Cremains- 8

O.C. Pool/Aquatics

- We just purchased and implemented a new software program that manages class registration, facility rentals and allows internet registration. The program will soon be installed on the network so that the entire department can utilize it.
- A water pipe developed a leak in the men's locker room shower. The wall was opened up to locate the leak and make the repair over Christmas break.
- A lifeguard training course was offered over Christmas break. It is likely that many of the class participants will be hired this spring.
- We are making repair arrangements for the diving board since its surface has become slick and could pose a hazard

Carnegie Center

- December sales and attendance better than expected. In spite of the street closure, devoted Carnegie customers found their way to us.

- Dale Davis, a wood artist at the Carnegie, was the subject of a very favorable article in the Oregonian. The Ermatinger House's holiday Living History offerings were also subject of a very complimentary story.
- Carnegie Center Holiday open house had very good attendance
- Fireside with Santa sold out this year
- Ermatinger holiday events were well attended

Pioneer Community Center

- Fundraising events continue in an effort to replace our 1992 van; the total collected is up to \$3,150
- A facility rental brochure is under development
- A church is making arrangements to rent the Center every Sunday starting in March
- Two trips this month; Christmas lights/dinner and Flying M ranch
- Three dine outs averaged 10 – 14 people.
- Rose Linn seniors went on a Christmas lights tour
- West Linn seniors went on two dine outs and one potluck with 12-15 participants per trip
- Donations: \$ 3,267.29 for the pioneer donation fund, and \$ 247.18 for meals on wheels
- Met with business community to plan a bowling fundraiser for February 12th
- Met with City of West Linn to negotiate an increase in contract amount for transportation
- 160 Fill-A-Stocking Fill-A-Heart stockings went to needy families
- Assisted with food and gift baskets for Clackamas County
- Giving tree placed at Haggen's for donations
- Pioneer staff sang at Haggen's to benefit The Salvation Army
- Pioneer Center is now listed in the Diners' Digest
- 250 Poinsettias donated for MOW home bound seniors
- 120 gift bags sent to MOW seniors from Pioneer Center

Recreation

- Planning has begun for February's first annual "Daddy Daughter Dinner Dance", a Valentine's Day themed event that will include dinner, dancing and entertainment
- Teen Scene was closed on Christmas Eve and New Year's Eve
- Our new Scottish Single Stick classes are already very popular, with about 30 people between the Monday and Wednesday evening sessions. The Oregonian is developing an article highlighting the class.
- Funding options are being explored for the 4th of July Celebration and the summer Concerts in the Park

Up Coming Events/ Dates of note:

Carnegie

- Carnegie Center instructors will display their work in January.

- Class registrations open

Pioneer

- Three trips are planned in January: wine tour in Dundee, Empress Palace tour in La Center and a Rose Linn Care Center trip
- Dine outs to various Oregon City locations
- Two West Linn dine outs and one potluck are planned

Concerns and Challenges:

Pioneer

- Building maintenance continues to be an issue since regular repairs are only completed two days per month.
- We need more reception area volunteers and more time to train them
- Need to continue recruiting Meals on Wheels volunteers to maintain the strength of the program
- Development of fund raising is time consuming, but we are getting up to speed by continuing to make contacts and develop events
- We recently lost an AARP kitchen volunteer