

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, June 27, 2005

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

7:00 P.M.

1. Call to order
2. Approval of minutes – April 25, 2005 regular meeting
3. Citizen comments on issues and items not on the agenda
4. Adjourn to Senior Citizens Park for presentation of certificate of appreciation to Bloom family from McLoughlin Neighborhood Association
5. Old business
 - a. Renaming of Senior Citizens Park – receive recommendation from park naming sub-committee
 - b. Fiscal year 05-06 Carnegie Center operations
 - c. Other old business
6. New business
 - a. July is National Recreation and Parks Month
 - b. Other new business
7. Director's report
 - a. Monthly reports and statistics
 - b. Project updates
 1. Jon Storm Park – Restroom
 2. W-L Park
 - c. Summer recreation season
 - d. Status of current grant applications
 1. Clackamette to J. Storm Park Trail (Recreation Trails Program)
 2. Jon Storm Park (Local Government – large grants)
 3. Rivercrest Park improvements (Local Government – small grants)
 - e. Next grants cycle - application priority
 1. Wesley Lynn Park Phase 2
 2. Canemah Neighborhood Park
 3. Other projects?
 - f. Other
8. Next meeting – July 25, 2005
9. Adjournment

Scott Archer

To: P.R.A.C.
Cc: Jim Row; Larry Potter
Subject: PRAC agenda for 6/27



June05 PRAC
agenda.doc



Fine Art Starts
Negotiations J...



National Rec and
Parks Month P...

Parks and Recreation Advisory Committee:

Please find attached the agenda and related materials for the regular monthly meeting this coming Monday, 6/27. I have not had time to complete the minutes and assemble the monthly reports yet, so they are not included. I will either forward these by e-mail on Monday or more likely just bring them in hard copy form to the meeting. I will be out of the office Friday, 6/24 - if you have any questions or concerns related to the meeting that cannot wait until Monday, please contact Jim Row at 503-496-1565.

Also, please note that near the beginning of the meeting we will adjourn to walk over to Senior Citizens Park for a special presentation. Those choosing not to want walk to the park may wait, as the meeting will return to the Pioneer Center and resume following this presentation.

Thank you,

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

Summary of Negotiations with Fine Art Starts

Revised Proposal June 21, 2005

Preliminary staff negotiations with Fine Art Starts (F.A.S.) regarding operations of the Carnegie Center under a management agreement with the City have lead to consensus (subject to Commission approval) on the following items:

- F.A.S. will operate the Carnegie Center on behalf of the City as a public arts and community center. Their operation will include a Co-op art gallery and coffee shop upstairs and will close the Children's Museum downstairs and convert it into classroom and artist studio space. In the new downstairs space, F.A.S. will operate art classes, camps and special programs. They will ensure that the public will continue to have access to the Carnegie Center and a wide variety of cultural arts programs.
- F.A.S. and the City would enter into a three (3) year agreement with a three-five (3-5) year renewal option. If the City is dissatisfied with the manner in which Fine Starts is operating the Carnegie Center, F.A.S. will be given a reasonable period of time to remedy the situation. In the event of a default, either party will have the right to terminate the agreement, with appropriate notice.
- F.A.S. will pay all electricity, natural gas, sewer/ storm drain, janitorial and basic telephone service charges for the Carnegie Center.
- F.A.S. will pay the City a monthly fee of \$166.67 for building maintenance and security items (elevator permit and service contract, elevator/ alarm emergency telephone lines, fire extinguisher service, building equipment service and repair). Over the past two years, the City has averaged about \$2,000 annually for these basic building maintenance and security items. The City will continue to arrange for service and repairs to the building and its systems in order to ensure that they are maintained in accordance with City standards.
- After the first two years of operation at the Carnegie Center, F.A.S. will pay the City 10% of their net profits in an annual payment.
- F.A.S. will provide the City with an annual report, describing the activities and highlights of the past year. In addition, F.A.S. will provide the City with a financial accounting for the year. The City will have the right to audit F.A.S. books, financial statements and financial data.
- F.A.S. will carry a general liability insurance policy naming the City as an additional insured.
- The Carnegie Center will continue to be available to the City for meetings and small events, provided the City schedule its use of the building, with advance notice, and at days and times that are not in conflict with existing F.A.S. programs.

If the City decides to close the Carnegie Center entirely, it is expected that we would continue to spend \$6,000-\$10,000 annually for utilities and maintenance. Under agreement with F.A.S., the City will incur fewer expenses related to the Carnegie Center than if we close it entirely.

JULY IS RECREATION AND PARKS MONTH, 2005

**A PROCLAMATION BY THE
NATIONAL RECREATION AND PARK ASSOCIATION
&
CITY OF OREGON CITY**

Public parks and recreation systems are dedicated to enhancing the quality of life for millions of residents in communities around the world through recreation programming, leisure activities and conservation efforts. Parks, recreation activities and leisure experiences provide opportunities for young people to live, grow and develop into contributing members of society; create lifelines and continuous life experiences for older members of the community; generate opportunities for people to come together and experience a sense of community; and, pay dividends to communities by attracting business and jobs and increasing housing values.

As we observe Recreation and Parks Month, we recognize the vital contributions of employees and volunteers in parks and recreation facilities. These dedicated supporters keep public parks clean and safe for visitors, organize youth activities, provide educational programming on health, nutrition, first aid and gardening, advocate for more open space and better trails, and fundraise for local improvements. They ensure that parks and recreation facilities are safe and accessible places for all citizens to enjoy.

THEREFORE, WITH THE NATIONAL RECREATION AND PARK ASSOCIATION,
the CITY OF OREGON CITY

does hereby proclaim the month of July as Recreation and Parks Month. We call upon park and recreation supporters to join us in recognizing the importance of our nation's parks and recreation facilities and to learn more about how to support the places that bring our communities a higher quality of life, safer places to play and healthy alternatives through recreation programming for everyone.

WE DO ALSO RESOLVE that during Recreation and Parks Month all citizens enjoy what their community has to offer by taking part in their favorite sports, visiting the outdoors, spending time with family and friends or just relaxing.

Signed this 6th day of July, 2005

By _____
Mayor Alice Norris



**National
Recreation
and Park
Association**

22377 Belmont Ridge Rd.
Ashburn, VA 20148-4501
703-858-0784
Fax 703-858-0794
www.nrpa.org

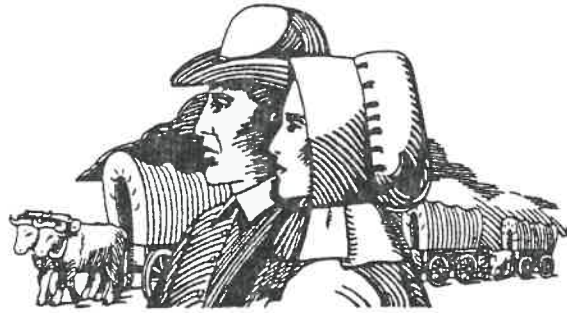
Dear Community Leader,

Since 1985, the National Recreation and Park Association (NRPA) has designated the month of July as **Recreation and Parks Month**. Recreation facilities and parks across the country annually use July to celebrate the kick off of summer programming as well as a time to pull their communities together to volunteer, get involved in great outdoor physical activities and advocate for parks and recreation.

This year, we urge you to consider proclaiming July as Recreation and Parks month in our community to celebrate the great things our parks, recreation facilities, arts and cultural departments and citizens are doing all year long to improve our quality of life.

As part of a summer full of nationwide activities and community celebrations, help NRPA celebrate this month that highlights the hard work and dedication of public park and recreation supporters across the country, and the joy that comes from our places and spaces.

Sincerely,



OREGON CITY PARKS & RECREATION

Parks & Recreation Monthly Report May 2005

Parks Development/Capital Projects

- Wesley Lynn Park – This first phase of development is very near complete. Staff and our Landscape Architect will be meeting with the contractor soon to do a “punch-list” walk-through. Major work left to complete includes installation of the playground and completion of punch-list items. An official ribbon cutting/grand opening celebration will be planned for later in the summer.
- New Restroom at Jon Storm Park – The restroom is under construction and well on its way to completion. The project was to be completed by June 30, but has experienced minor delays. Staff is currently negotiating an extension of the completion date with the Oregon State Marine Board and the contractor. It is anticipated the restroom will be completed by late July or early August.

Parks/Cemetery Maintenance

Parks

- Park reservation receipts- \$2,320
- RV receipts- \$9,324.75 Occupancy rate- 52%
- RV waste dump station receipts - \$426.46
- Total Park Revenue- \$12,071.21
- Picnic areas at Clackamette Park were power washed
- New memorial bench in Chapin Park installed
- Irrigation systems repaired and adjusted various parks

Cemetery

- Burials - 5
- Cremains - 4
- Total Cemetery Revenue- \$19,365
- Memorial Day ceremonies were very well attended. Staff estimates 340 people.
- Oregon City Jr. ROTC volunteers provided clean up and general landscaping assistance
- Clackamas Community Service completed trimming around headstones in Pioneer Cemetery section

Oregon City Pool/Aquatics

- The wading pools at Rivercrest Park and at the swimming pool facility have been painted. They will be open beginning June 20.
- Summer program registration began this month. The first week, registration was only available on-line, which helped us reduce the staff costs associated with registration. So far, swimming lesson registration appears to be a little slower than usual.
- The schedule for next year's school swimming lesson program has almost been completed.
- We have scheduled more summer day camp groups for regular recreational swim sessions than in recent years.
- We recently added a second computer at the front desk to add capacity for registering participants through the new computer system

Carnegie

- Carnegie Center continued to be impacted by street closure in May
- Garden show does moderately well.

Pioneer

- Fund raising events – Cake sales continue to produce about \$20-\$40 per week.
- Church group rents building every Sunday morning, and Wednesday evenings. Two additional rentals on Weekends for weddings.
- The Center conducted 2 trips this month – Both were well attended. Roselinn care center went on 1 trip.
- The Center conducted 4 dine outs with an average of 16-20 people.
- West Linn seniors went on 2 dine outs and 1 potluck with 12-15 participants per trip
- Donations: \$120 for the pioneer donation fund, and \$60 for meals on wheels. Donation fund paid \$5193 for the new van, and \$117 for a clothes rack for 2nd hand row. MOW fund paid \$118 for gifts for Memorial Day.
- Replacement heat pump was ordered and installed
- Meeting with Art faire coordinators for First timers art faire to be held at Pioneer Center
- Ride connection has agreed to swap our old 20-passenger van with one from the Canby center. This will allow us to not have to fund raise \$5,000 by next summer to replace that van. This new vehicle has 56K miles and is in good shape. Our van will be put out to auction.
- New washing machine purchased
- The exterior of the building was pressure washed

Recreation

- Our partnership with Sage School to provide PE classes for their students began in April and will conclude in June for the year. It appears that the school has funds to continue the program in the fall.

- We were awarded OCCIT grant funds for the Concerts in the Park program and the 4th of July Celebration Concert.
- A Metro Enhancement grant request was approved for the fireworks celebration in 2005 and 2006.
- The Metro Enhancement Committee also awarded \$25,000 toward the Rivercrest Park spray pool and tennis court project. A grant request has been submitted to the State of Oregon for this project, as well.
- The Farmers Market has been running smoothly and is growing in size weekly

Up Coming Events/ Dates of note:

Aquatics

- We began accepting summer registrations online May 26. In-person registrations began June 1.

Carnegie

- Gallery will display the work of Pat Averill in June – Pat is one of our most popular artists.
- The summer Trail News production is a little behind this year due to uncertainty with the Library and Carnegie Center hours. The summer Concerts in the Park schedule has been finalized.

Recreation

- The City is partnering with the Rotary Club in administering the Oregon Eel Fest in June

Pioneer

- Two trips are planned for June
- Dine outs will be held at a variety of Oregon City locations
- Two West Linn dine outs and one potluck are scheduled for June

Concerns and Challenges:

Carnegie

- Construction on 7th Street continues to be a problem. Co-operative advertising with other neighborhood businesses does bring in people to the Center
- Planning for the near future has been very difficult due to the uncertainty of the Carnegie Center's future

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
- We are short on kitchen subs

- 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
- Staff drivers have been off work frequently due to injuries. The resulting heavy use of subs is hard on the budget.

Scott Archer

From: Peter Winstead [baskballstud@msn.com]
Sent: Tuesday, June 21, 2005 8:57 PM
To: Scott Archer
Subject: Re: 6/27 meeting reminder

Hey Scott. This is peter. I'm going to be in california at lake shasta. I won't be able to attend this meeting..
Sorry

On 6/21/05 11:28 AM, "Scott Archer" <sarcher@ci.oregon-city.or.us> wrote:

> Parks and Recreation Advisory Committee:
>
> A friendly reminder that your next regular meeting is scheduled for this
> coming Monday, June 27, 7:00 P.M. Shawn Dachtler and I are working on
> finalizing the agenda. When it is complete, I will send out the agenda with
> accompanying information immediately. Please be watching for this in the next
> couple of days.
>
> Thanks,
>
> Scott Archer
> Community Services Director
> City of Oregon City
> (503) 496-1546
> sarcher@ci.oregon-city.or.us
>
>

Scott Archer

From: Jones Havan [Havan.L.Jones@state.or.us]
Sent: Tuesday, June 14, 2005 12:31 PM
To: Scott Archer
Subject: RE: Park naming committee meeting for Sr. Citizens Park

Hey Scott, I will be going on vacation starting tomorrow 6/15/2005 and returning 7/5/2005. I am sure I will miss as least one PRAC but I wanted to let you know what was happening with me in the next three weeks.

-----Original Message-----

From: Scott Archer [mailto:sarcher@ci.oregon-city.or.us]
Sent: Thursday, June 02, 2005 2:41 PM
To: Mary Palmer; Jim Row; Larry Potter; Beth Park; Bill Woods (E-mail 2); Bill Woods (E-mail); Dan Kromer (home); Dan Kromer (work); Doug Neeley; Havan Jones; Lisa Wright-Wilson; Peter Winstead; Shawn Dachtler - home; Shawn Dachtler - work
Cc: Larry Patterson; Alice Norris
Subject: Park naming committee meeting for Sr. Citizens Park

For those PRAC members delegated to the committee (Bill, Dan, Beth - haven alternate) and other interested parties for the possible re-naming of Sr. Citizens Park - a reminder that we are scheduled to meet this coming Monday, June 6, 6:00 P.M. at the Pioneer Center. Question: would it be possible to meet at 5:00 instead of the earlier discussed 6:00 time? I have a potential conflict that precludes my attendance beyond 6:30 P.M.

For your information/reminder, I have attached a copy of the current naming of parks facilities policy.

Thanks,

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

<<Naming of Facilities POL 102.doc>>

Scott Archer

To: P.R.A.C.
Cc: Jim Row; Susan John
Subject: City Commission Work Session

Parks & Recreation Advisory Committee members,

In an effort to keep you updated on City Commission decisions regarding services and operations for the fiscal year 05-06 budget:

Last evening the City Commission set a special study session for next **Tuesday, June 21st - 4:00 p.m.** at the **Main Fire Station (7th St.)**. The agenda for this will be to study budget issues and levels of service for operations, including the operation of the Carnegie Center, among other things. The City Commission did adopt the 05-06 budget at last night's meeting. As you know, this budget assumes the Carnegie Center operations being contracted out. However, they did discuss the fact that some of the questions for levels of service had still not been decided (such as # of hours for library, what they intend to do with Carnegie Center, etc.). So, even though they adopted the budget, they left themselves open to considering changes to the assumptions in the (now adopted) budget. It seems that the question of the Carnegie operations and the library connection have not gone away yet, and I am sure there will be further discussion on this issue. However, Jim Row and I will be presenting a revised proposal from Fine Art Starts (per the Commission's direction) to operate the Carnegie Center under a private operator management agreement. At this point, we have a proposal on the table that would operate the Carnegie Center with almost no City subsidy whatsoever, while providing a significant public benefit through arts programming, gallery operations, coffee shop, and more.

I wanted you to be aware of this since you won't be meeting again as a board until after this date. If you are interested or have a strong opinion regarding the Carnegie operations, you may want to attend. If the Commission does support moving in the direction of a private operator as proposed, I will bring an update to PRAC at your next meeting. A formal, legal contract would still need to be worked out between the two parties and eventually brought back to Commission for approval so there is still time and opportunity for PRAC to review and weigh in on the issue before any "final" decisions would be made.

Please let me know if you have any questions.

Thanks,

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