

OREGON CITY PARKS & RECREATION

Parks and Recreation Advisory Committee Meeting Announcement

Monday: November 27

Meeting Location: Pioneer Community Center, Lower Level

Agenda

Call to Order Bill Daniels, Chair 7:00 PM

Welcome and Introductions

Approval of Minutes Bill Daniels, Chair

Old Business

Pioneer Center Update	Carolyn Orlando
First City Visioning	Bill, Carolyn, Robert
Field Usage Report	Dee

New Business

Schedule Election of Officers
New PRAC Members
Planning Commission Request

Bob?
Dec 12? Bill - no what
Kravis Bill wood

Director's Report

Concert Sponsorships
Waterfront Masterplan
Park SDC
Hillendale Park Project

Dee Craig

mc Loughlin / Bradley / ...
Jessie Court
- Satisfaction Guaranteed
Scholarships
web pages

Next Meeting Date:

December meeting?

January 22

Adjourn:

9:00 PM

*Decision or Recommendation Required

Future Agendas: Signage Standards and Design:
Buildings and Parks
Jessie Court

Park and Recreation Advisory Committee
Monday, October 23, 2000

The October 23, meeting of the PRAC was called to order by Chair, Bill Daniels at 7:07 PM.

Attendance:

Members: Bill Daniels, Paula Oerter, Carolyn Orlando, Michael Mason, Robert Bailey,
Bill Woods
Excused: Rob Harvey
Staff: Dee Craig, Larry Potter
Guests: Jerry Herman, Commissioner Doug Neeley

Larry Potter, newly hired Park and Facilities Operation Supervisor was introduced and he share some of his priorities for OCPRD facilities: Safe and clean are his two top priorities.

Approval of Minutes: Motion by Woods, 2nd by Bailey to approve the minutes of the June 26th meeting, passed. Motion by Oerter, 2nd by Woods to approve the minutes of the September 25th meeting, passed.

Old Business:

Park SDC Report: A work session with Don Ganer and staff is scheduled for next week and the Work Session with PRAC and the Commission for Nov. 1 at 6PM.in Commission chambers.

Carnegie Name Change: This item will be discussed at the McLoughlin Neighborhood Association meeting on November 2. Bill Daniels will attend.

Carnegie Concerts: An evaluation meeting was held on October 18. Suggestions of items to be included with these notes were made. The attached notes reflect PRAC's comments. A tiered sponsorship proposal will be developed. Concerts will be moved to Rivercrest Park next summer while the Carnegie Center is under construction.

Waterfront Master Plan

& Bank Stabilization Plan: Jerry Herman discussed his concerns regarding the timing of both of these plans. Dee shared some comments which staff had developed for the Urban Renewal meeting to be held on October 25 at 6PM. Michael Mason drafted another point to be added to staff's comments regarding NMFS regulations. (Attached)

After further discussion it was agreed that PRAC continues to support moving ahead with both the Bank Stabilization and Waterfront Master Plans. PRAC members were encouraged to either attend the Oct. 25th meeting or contact Commissioners to discuss this issue prior to the meeting.

New Business:

Doug invited PRAC members to the *First Oregon City Visioning* meeting to be held at the Pioneer Center, Saturday, November 4, 9AM-2PM.

Priority Use of Fields: Bill Woods brought up a concern regarding the use of fields, especially softball/baseball fields but it also involves soccer fields. With the limited number of fields available during any given season, and the growing number of youth involved in sports, we may need to look at setting some priorities of use. Staff will research information from other local departments and bring back a proposal in November.

Director's Report: Dee highlighted some of the items on her written report. The Chapin Park planning process is moving through the approval process. The Community will continue to have the opportunity to respond at both the Planning Commission phase and again when the recommendation is sent to Commission.

Dog Parks: Robert Bailey brought up the subject of dog parks. One of the people who have voiced concerns about the Chapin Park planning process rides the bus with Robert and she has talked to him, and written to Dee regarding the possibility of developing a dog park (off leash area) in Oregon City.

Park Signage: Dee has asked Larry to review our recommendations for Park signs and she has also met with Ken Dauble and his volunteer sign group. Their vision has really expanded and she suggested that they take their vision to the Oregon City Visioning event and share it with the larger community.

Carnegie Playground Equipment: Is it time to begin working on this project again? Only phase I and II of the Carnegie Projected are funded—building only.

Meeting was adjourned by Chair Bill Daniels at 9:15 PM.

Our next meeting will be Monday, November 27, 7:00 PM at the Pioneer Center, lower level

Carnegie Summer Concert Recap

Meeting date: Wednesday, October 18, 2000

Attendance: Barney Martin (Lion's Club), Robert Harvey (PRAC), Rich Whitmer (Sponsor, Oregon City News); Carolyn Orlando (Friends of the Pioneer Center, PRAC, former sponsor), Jim Riggle (Sponsor, OC-WL Rotary Club), Doug Neeley (City Commissioner, area resident)

Staff: Brian Nakamura, Dee Craig, Jim Row, Larry Potter, Susan John, Michelle Edmondson

After considerable discussion, the following conclusions and recommendations were reached:

Summer 2001 Concerts will be held at Rivercrest Park:

This decision was reached based on results of a customer survey as well as a belief that these community concerts should promote the feeling of community within Oregon City. Other reasons included support from the Rivercrest Neighborhood Association.

This will be a one-year move, with a planned return to the Carnegie Center/Library Park following the re-opening of the Carnegie Center.

This decision was made now because the renovation will not start until January and it was felt that obtaining Sponsors would be more difficult if we did not have a set location for the concerts.

Split the Bucks Program:

The group believed that this should be re-instated with the proceeds going to support first the concerts next Carnegie/Library Park programs.

Sponsorship opportunities:

A tiered Sponsorship Program needs to be developed allowing for the following opportunities:

1. Name Sponsor: Name would appear as the overall Concert Sponsor.
2. Event-night Sponsor: Sponsor would be shown as the sponsor the event which would include sponsorship of the band as well as providing or controlling the main course meal sales for that night.
3. Band Sponsor: Sponsor and group of Sponsors would underwrite the entire cost of the performance and would be listed on the program and introduced from the stage as the Sponsor of that night's band.
4. Concert Sponsor: Names and logos of this group of sponsors would be displayed on all Concert publicity and would be listed on concert stage banners.

5. Friends of Summer Concerts: Anyone who wanted to make a donation to the summer concert fund. A letter recognizing their tax-deductible donation would be sent. If appropriate, names would be listed in some publications.

Reserved to City and/or Parks and Recreation:

The summer concert series will continue to be a program of Oregon City Parks and Recreation, a division of the City of Oregon City. The City will continue to book all performers, process all payments to performers, arrange for necessary event amenities (stages, restrooms, garbage, etc.) provide on-site coordination and public liability insurance coverage.

In return, certain rights will be reserved for the City, Parks and Recreation, and/or their Friends Groups:

Beverage Sales (a system will be worked out with each food vendor so that the beverage can be purchased with the meal and the location of cold beverage sales will be relocated.)

Sales of all non-main course food items as well as non-food item.

Parks and Recreation Staff will develop the Sponsorship Structure and revise all contracts prior to December 31, 2000.

It was also agreed that any request or decisions regarding the concerts should be made in a timely and professional manner. All requests to make additions or changes to the current concert procedure will be made a minimum of three working days prior to the affected performance.

At the October 24th Parks and Recreation Advisory Committee meeting, the following items were added:

1. All groups providing food services will be required to have a current Food Handlers License and insurance which meets all City requirements for indemnification.
2. Neighborhood Associations should be included in mailings to groups interested in providing food service at the concerts.



CITY OF OREGON CITY PARKS AND RECREATION

COPY

November 1, 2000

McLoughlin Neighborhood Association

Dirk Ellis, Co-Chair
504 Sixth Street
Oregon City, OR 97045

Denyse McGriff, Co-Chair
815 Washington Street
Oregon City, OR 97045

Dear McLoughlin Neighborhood Association Members:

I am sure that you all share my excitement as we move into the Carnegie Center Renovation Project. While we are busy finding storage and office space for the Carnegie Art Center/recreation program during the construction, we are also looking forward to the Grand Re-Opening Events next Fall.

At a Carnegie Summer Concert meeting on October 18, there was considerable discussion regarding the location for next summer's concerts. Due to the uncertainties of construction and a strong feeling on the part of current concert sponsors that a decision regarding location be made prior to going out to recruit concert sponsors, it was decided to move the concerts to Rivercrest Park for next summer. This will be a temporary, one-year move.

This was not any easy decision to make. The concerts have become a vital part of the Historic McLoughlin District and provide a strong attraction for visitors to this area. We discussed at length, the possibility of completing portions of the construction, which would impact the concerts, first allowing for summer park use. Because the project will not begin until January, the uncertainties of renovation projects on building this old, and the need to begin selling concert sponsorships in January, the decision needed to be made now instead of later. I hope that you, as a neighborhood association will understand and support this decision.

Director of Parks & Recreation
PO Box 3040
320 Warner Milne Rd.
Oregon City, OR 97045
503-657-0891 Ext. 230
Fax 503-657-6629

Aquatics
PO Box 3040
1121 Jackson St.
Oregon City, OR 97045
503-657-8273
Fax 503-657-0037

Mountain View Cemetery
500 Hilda St.
Oregon City, OR 97045
503-657-8299
Fax 503-656-7488

Parks Maintenance/Reservations
500 Hilda St.
Oregon City, OR 97045
503-657-8299
Fax 503-656-7488

Carnegie
PO Box 3040
606 John Adams St.
Oregon City, OR 97045
503-557-9199
Fax 503-557-9290

Pioneer Community Center
Adults of All Ages
615 5th St.
Oregon City, OR 97045
503-657-8287
Fax 503-657-9851

I am also very aware of the unfinished Carnegie Playground project. At this point, I believe it would be premature to move ahead with placement of new playground equipment without considering the rest of the park. The currently unfunded Phase III of the Carnegie Renovation Project is slated to consider the issue of the grounds and surrounding area. I would welcome the chance to sit down with a group from the McLoughlin Neighborhood Association as well as members of the PRAC to share ideas and discuss possibilities for this area. A big hurdle for this project will be obtaining funding for both planning and construction phases.

I look forward to hearing from your association with possible meeting times and suggestions for how you would like to proceed. I can be reached at 503-722-3796 or e-mail: dcraig@ci.oregon-city.or.us.

Sincerely,

Dee L. Craig, CPRP
Director

From: mdmasonesq@juno.com
Sent: Tuesday, October 24, 2000 7:57 AM
To: dcraig@ci.oregon-city.or.us
Subject: Waterfront Master Plan arg.

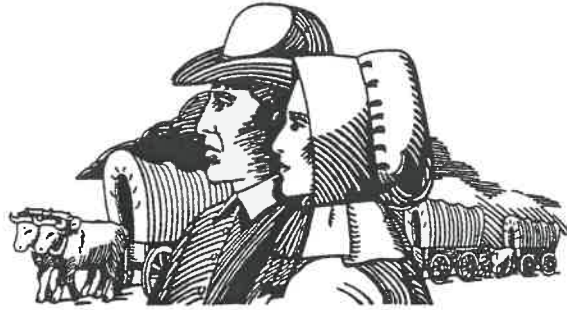
Dear Dee,

Here is the language discussed by the PRAC last night regarding the critical importance to development on the waterfront:

Environmental Regulation: An important example of the need for this plan stems from the National Marine Fisheries Service's ESA 4(d) rule on Lower Columbia salmon. The rule emphasizes local government planning to avoid action-by-action review by NMFS to determine whether there are "takes" of threatened or endangered fish. A waterfront master plan can be written to satisfy the 4(d) rule and avoid numerous and lengthy reviews of the City's permit decisions. Without a plan, development for any purpose will be stymied by the length of federal review.

Good luck on Wednesday.

MDM



OREGON CITY PARKS & RECREATION

Activity Report

Month of: December

Highlights of the Past Month:

Pioneer Center

- ◆ 300 Stockings will be delivered this week
- ◆ 100 Hams & Turkeys will be delivered this week
- ◆ Roof and gutters completed
- ◆ Winter class registration has begun
- ◆ Facility use for November: 1460 seniors, 1165 community use, 2285 outreach requests, 922 transportation, 224 volunteers

Cemetery

- ◆ Current Memorial Wall location will require the removal of two Cedar trees.
- ◆ Plotting of M&N is moving forward.

Parks

- ◆ Continuing to move equipment and furniture out of the Carnegie Center
- ◆ City Hall Property clean-up project.
- ◆ Down Spouts and security lights at the Buena Vista Clubhouse installed.
- ◆ Skatepark construction completed.

Carnegie Center

- ◆ Fireside with Santa: 117 people attended. Dennis Reynolds volunteered as Santa.
- ◆ Dec 2 Carnegie open house with refreshments and puppet show
- ◆ Dec 16 Book signing event and assisted with Heritage Parlour Tours
- ◆ Continue with packing and making arrangements to close Dec 23.

Recreation

- ◆ Day after Thanksgiving "Kids Day" was successful with 11 participants, held at Pool
- ◆ Winter term programs planned and advertised. Flyers in January water bills.

Ermatinger House

- ◆ "Dickens Christmas" Dec. 2 earned \$242.00
- ◆ Heritage Parlour Tour, Dec 16 with Atkinson Memorial Church, Stevens Crawford House, private homes and trolley transportation, 47 people

Administration/General:

- ◆ RFP advertised to develop Jessie Court Master Plan
- ◆ Advertise for PRAC members, 2 openings
- ◆ Provide information and pictures for new City Web site.
- ◆ Agreement for Management of Ermatinger House finalized
- ◆ Work Session with Planning Commission, update on park properties and plans.

Up Coming Events/Date of note:**Parks**

- ◆ Install Playground equipment at Hillendale Park

Pioneer Center

- ◆ New carpet will be installed in basement due to damage from gutter installation
- ◆ Friends of the Library Book Nook will relocate from Carnegie to Pioneer Center basement in January to accommodate Carnegie Center remodeling project.

Aquatics

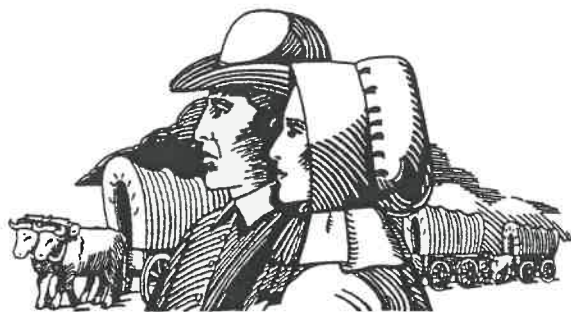
- ◆ Pool will be closed December 25 – Jan 1 for maintenance
- ◆ Conducting a lifeguard training during the December closure to train potential staff

Administration/Recreation:

- ◆ Skatepark opening event scheduled January 13, 10:00AM
- ◆ Prepare construction bid documents for Hillendale Park
- ◆ Soliciting Sponsors and scheduling Concerts in the Park.
- ◆ Planning for Spring and Summer programs

Concerns and Challenges

- ◆ Landscaping and operation of the Skatepark
- ◆ Development of a Fees and Charges Policy/procedure for classes and programs



OREGON CITY PARKS & RECREATION

Activity Report

October 21-November 22, 2000

Highlights of the Past Month:

Pioneer:

- ◆ Work on roof and pool room is in progress
- ◆ 700 flu shots were given Nov 2nd. Due to a vaccine shortage, shots were limited to seniors and disabled. Approximately 200 individuals were still turned away.
- ◆ Floors in Multi Purpose room were refinished, carpets and tile floors cleaned during three-day center closure in October. Men's restroom tiles were replaced around base of urinals to help prevent floor damage.
- ◆ Chairs in entry way have been recovered (Friends Of The Pioneer Center Funded)
- ◆ Drapes in middle dining area were removed due to heat damage and the heat register fixed.
- ◆ New Meals On Wheels parking signs were placed in rear parking lot.
- ◆ Facility use for October = 1457 seniors; 1034 community use; 2373 outreach requests; 930 transportation; 218 volunteers

Cemetery

- ◆ Fall Cleanup project was held, Thursday, November 16, 2000. Optimist Club and Oregon City High School Jr. ROTC program volunteered between three and four hundred man-hours during the day.
- ◆ Irrigation winterization has been completed.

Parks:

- ◆ Review of damages at Singer Creek has been completed and a restoration plan developed.
- ◆ Equipment is being moved out of the Carnegie Center and stored in preparation for construction.
- ◆ Fall clean up and winterization continues throughout the parks
- ◆ Cement work underway at the Skatepark.

Aquatics:

- ◆ Held the 3rd annual Halloween event on October 27th (Swamp Swim and Monster Mash.
- ◆ Attended a workshop presenting a new lifeguard training program
- ◆ Host pool for Oregon City, West Linn and Gladstone high schools, 2000-2001 swim season.

Carnegie Art Center/Ermatinger House:

- ◆ 75 people visited the Haunted Children's Museum
- ◆ 150 people visited the Ermatinger House during the two days of ghost tours.
- ◆ Developed a new "Concerts in the Park" sponsorship program for next year
- ◆ Successful Highland Tea on Nov. 4 netted \$1234.00 for the Carnegie Arts League.
- ◆ Norm Bursheim, artwork of intricately cut and layered vinyl, both contemporary and vibrant, is on display in the gallery through December

Up Coming Events/Date of note:

Pioneer:

- ◆ Will deliver between 50-100 hams and turkeys to seniors for Christmas.
- ◆ Emergency meals are being prepared for Meals On Wheels participants in case of inclement weather. Bagged lunches that can be eaten cold.
- ◆ The first installment will be delivered the week after Thanksgiving, complete with instructions. They will also receive a phone call on the emergency day to remind them to use and to check on them for other problems. As an additional back up plan, if they cannot eat what we have sent, or need additional help, we have a few drivers that are prepared to deliver additional meals.
- ◆ 100 Christmas "Fill A Stocking Fill A Heart: stockings will be delivered to needy seniors from the center.

Aquatics:

- ◆ Pool will be open limited hours Friday after Thanksgiving to host, with **Recreation**, "Kids Day" an all day program allowing parents to escape for the traditional Pre Christmas shopping spree.
- ◆ The swimming pool will be closed on Thanksgiving.

Carnegie/Recreation/Ermatinger House:

- ◆ Fireside with Santa, December 1,2,9 and 10.
- ◆ Puppet Show and children's craft Classes, December 2
- ◆ Ermatinger House, along with Stevens Crawford, open for special tours.
- ◆ Ermatinger House "Old Home Parlor Tour" December 16, tickets available.
- ◆ Carnegie Center closes December 23 for renovations. Everything in Gallery and Consignment Shop is 10% off during the month of December.
- ◆ A new program of recreation classes will be offered beginning January 2001, scheduled at pool.

Concerns and Challenges:

Pioneer:

- ◆ We have a few rats in back yard, trying to catch. We have eliminated birdseed so they are not being so well fed.