

**Meeting Notice**  
**Park and Recreations Advisory Committee**  
**Monthly Meeting**  
**Monday, November 22, 1999**  
**7:00 P.M.**  
**Carnegie Center**

**Agenda**

Welcome and Introductions	7:00 p.m.
Call to Order, Bill Daniels, PRAC Chair	
Review and Approve October Minutes *	
<b><i>Future Agenda Items</i></b>	
Parks and Recreation Update	
Unfinished Business	
By-laws and term structure	
"Concerts in the Park" barbecue policy	
New Business	
North Clackamas Parks & Recreation	
Announcements	
Assignments	
Next Meeting Date - December 13, 1999	
Adjourn	9:00 p.m.
* Requires a vote	

*For Special Assistance Due to Disability,  
please call City Hall forty-eight hours prior to the meeting date @ 657-0891*

Please post at City Hall/Municipal Elevator/Pioneer Community Center/Fire Stations/Public Works/Carnegie Center  
Swimming Pool/Cemetery

January Agenda

(Parker) Community Activities Guide

future

metro + our relationship  
parks, green spaces

34 full time  
300 seasons

Stable Funding Sources

34.056 park \$1,000  
25 & 900 rate

\$12 million capital startup  
\$8 million Aquatic Park

# REMINDER

Parks Staff at meetings

REAP Passed 11/90  
opened 7/91



Admin  
Parks  
Rec  
Milwaukee Ctr.

400 Acres  
Park facility ownership  
service, Dist. concert  
SOCs → \$950

58% taxes

38% fees

rest other (grants, donation)

## PRAC MEETING WILL BE HELD AT THE CARNEGIE

Urban Renewal not yet appropriated funds.

606 JOHN ADAMS STREET

Please remember that the December PRAC meeting will be  
held on Monday, December 13, 1999

Carnegie Renovation Kick-off meeting will be held at 6:00  
prior to our regular meeting at 7:00 PM.



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# Memo

To: Parks and Recreation Advisory Committee Members  
From: Jim Row, Aquatics Coordinator  
CC:  
Date: 11/16/99  
Re: October Parks and Recreation Update

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On Friday, October 29, 1999, we lost a good friend in Parks and Recreation Advisory Committee member Charles E. (Ole) Johnson. Ole served as a Parks and Recreation Advisory Committee member since August 1998. He was always thoughtful and conscientious in his work and quickly proved himself a valued Committee member. Ole's death was sudden and unexpected, leaving many people shocked and saddened. We will all miss Ole's significant contributions to the Advisory Committee and to the community.

The City is moving forward with the Carnegie Center renovation project. The Urban Renewal Agency has committed to providing some funding for the project. We will seek grant funding to make up the difference. The City has applied for the Community Development Block Grant, which is administered by Clackamas County. The City has listed the Carnegie Center as the top priority project in our funding request. A special meeting has been scheduled for 6:00 p.m. December 13, 1999, to be held at the Carnegie Center before our regularly scheduled Advisory Committee meeting. The architect, Dave Slusarenko and Nancy Kraushaar, Public Projects Manager will be providing project information and seeking recommendations. The "Friends of the Carnegie Center" and McLoughlin Neighborhood Association leadership will be notified of the meeting.

900,000 (1996)





*November 3, 1999*

**Memorial Service**  
*for*  
**Charles E. (Ole) Johnson**  
**1925 — 1999**



*Blessed is the man  
 To whom his work is a pleasure,  
 By whom his friends are encouraged,  
 With whom all are comfortable,  
 In whom a clear conscience abides, and  
 Through whom his children see God*

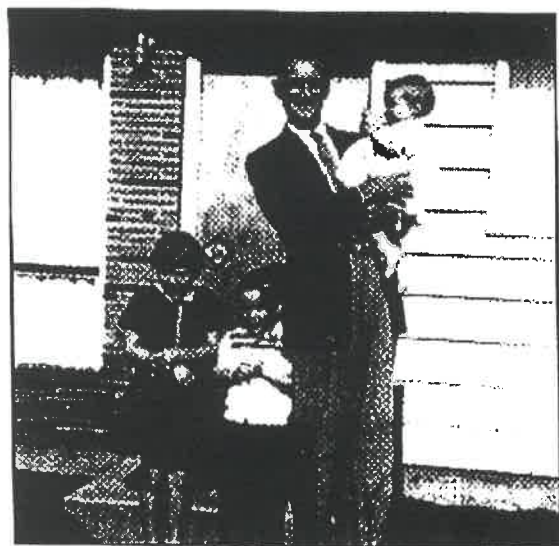
— William Arthur Ward

*My flesh and my heart fail;  
 But God is the strength of my heart and  
 my portion forever*

— Psalm 73:26

Our father lived his life in service to others, and set quite an example for us to follow. Both in his career and in his family life he demonstrated character and caring. We remember most the high moral standards he set, and the many ways he helped us achieve them. He taught us that it was ok to fall, to pick ourselves up — and he was right there to help us learn from our mistakes. As a coach and teacher, education and character development were more important than winning games — we have benefited from that lesson as well. He did not tolerate prejudice or meanness and on his teams he insisted that everyone would play. And those lessons didn't stop after retirement. They continued on in his relationships with his eight grandchildren — taking them on trips, coming to their school events and ball games, coaching their teams, teaching them golf and basketball, encouraging us and praying daily for all of us. His humor and positive attitude lifted us up, and his selfless approach made everyone he came in contact with feel acknowledged in a unique way. We have been immensely blessed to have him as father and grandfather. Thank you for taking the time to come and share this moment of remembrance of our dad with us.

— Karen, Randy, and Ann



## ~ Order of Service ~

Prelude	Jack Bishop, Lois Ranta
Welcome	Pastor Bruce Boria
Instrumental Music	<i>Just a Closer Walk with Thee</i>
Obituary	Bob Fahsholz
Solo	Bill Franzke <i>People Need the Lord</i>
Sermon	Pastor Bruce Boria
Remembrances of a Life Well Lived	
<i>Family</i>	Karen Fahsholz, Randy Johnson, Scott McConnell
<i>Colleagues &amp; Students</i>	Bill Ranta, Bill Wiitala, Jeff Erdman
<i>Hinson Co-Workers</i>	Ed Edwards
<i>Close Friends</i>	Bob Butler, Gary Poppinga
<i>Other Remembrances</i>	
Congregational Hymn	Hymn No. 43 <i>Great is Thy Faithfulness</i>
Prayer	Pastor Bruce Boria
Postlude	Jack Bishop, Lois Ranta

*The family requests that memorial gifts be designated to  
Hinson Church for "A Dream Worth Building," or to Western Seminary.*



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## Parks and Recreation Advisory Committee

# Report

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Meeting Date:	11/22/99
Subject:	Advisory Committee bylaws and member terms
Action Needed:	Update

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The City Commission adopted the Parks and Recreation Advisory Committee's bylaws and term recommendations at their regular meeting on November 3, 1999. They added the clause, "No member shall serve more than two consecutive terms" to the end of section IV paragraph 1. Otherwise, the Commission adopted the bylaws as presented.

Mayor Williams later clarified the implementation process for the term limitation amendment. He indicated that for each member, their current term would count as their first. Therefore, each member shall be eligible for only one additional appointment.

We will be advertising for applications to fill the two vacancies in the December editions of the Trail News and Town Haller.



# **OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE**

## **BY-LAWS**

(Adopted November 3, 1999)

### **I. CREATION**

The Oregon City Parks and Recreation Advisory Committee was established by the City Commission of Oregon City to advocate for recreational opportunities in the City of Oregon City, and to implement the Oregon City Park and Recreation Master Plan.

### **II. NAME**

Title name of this organization is the Oregon City Parks and Recreation Advisory Committee, hereinafter referred to as the Advisory Committee.

### **III. PURPOSE**

The Advisory Committee exists to aid the City of Oregon City in providing ample and diverse recreational opportunities for City residents, through implementation of the Park and Recreation Master Plan. The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

1. Maintain active communications with Parks & Recreation and Community Development staff.
2. Provide recommendations to the City Commission relative to parks and recreation.
3. Solicit citizen opinions relative to parks and recreation.
4. Request information, as needed, from parks and recreation specialists.
5. Request information from and consult with service organizations, special interest groups and neighborhood associations, as appropriate.
6. Oversee implementation, periodic review and update of the Parks and Recreation Master Plan.



7. Provide public meeting time for citizen input.

#### IV. ORGANIZATION

1. There shall be seven (7) members on the Advisory Committee. Members are encouraged to reside within the city limits of Oregon City; however, residency is not mandatory for appointment; however, shall not be more than two (2) non-residents. Each member shall demonstrate expertise, experience, or positive interest in an area of parks or recreation; the members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee. No committee member shall serve more than two consecutive terms.

Thus, the Advisory Committee will be comprised of 7 members at large.

2. There will be Chair and Vice-Chair positions for the Advisory Committee. These positions will be filled by two of the Committee members. Each position will be for a one-year term. The Advisory Committee will select members of Chair and Vice-Chair each January with a nomination and voice vote process.
3. The Chairperson is responsible for identification of subcommittees and subsequent member selection.
4. Oregon City Parks & Recreation staff attend every meeting. Their purpose is to aid the Advisory Committee through information, initiation of projects, perspective, referrals, and other customary staff support services.
5. The Advisory Committee encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

#### V. MEMBER ELIGIBILITY

1. Appointment to the Committee will be made by the Mayor of Oregon City.
2. The terms for the Advisory Committee will be three (3) years.



3. The terms will be structured so that no more than three member's terms expire during any one-year.
4. Member resignations will be filed with the Chairperson as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
5. After two (2) consecutive unexcused absences, the Committee member will be contacted by the Chairperson, to see if member is still interested.

## VI. MEETINGS

1. A regular meeting shall be held monthly, at a time and place agreed upon by the committee. The meetings shall ordinarily begin at 7:00 PM and end no later than 9:30 PM.
2. The Chairperson, Park and Recreation staff, Community Development staff, or the City Commission may call special meetings, as needed. A minimum notice of 24 hours must be provided for any called special meeting.
3. A quorum shall exist when half of the appointed membership is present.
4. Parks and Recreation Staff shall be responsible for recording minutes for all meetings.
5. Voting will be by voice vote. No voting by proxy.
6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.
7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).
8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

## VII. AMENDMENTS

1. Modification of these By-Laws must be approved by the City Commission before they become effective.
2. The procedure to recommend modification of these By-Laws to the City Commission shall be:
  - a. All recommended modifications are to be presented and discussed at a regularly scheduled Advisory Committee meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
  - b. A majority vote of the Advisory Committee membership present is necessary to recommend a change in the By-Laws.

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*bring back to December inclusive of  
History  
Address topics  
+ food  
+ sponsorships  
+ volunteers  
Policy statement*

## Parks and Recreation Advisory Committee

# Report

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Meeting Date: 11/22/99  
Subject: Summer Concerts Policy  
Action Needed: Review and approval

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At the Advisory Committee meeting in October, we discussed the summer "Concerts in the Park" and policies regarding the service of food. At the recommendation of the committee, staff have gathered more information, met with interested community members and researched the policies of other localities. Following, are our findings and proposals:

### Other Communities

- The City of West Linn hosts three concert events with no food served
- Wilsonville does not have a summer concert series
- The North Clackamas Park and Recreation District hosts concerts every Thursday in August. The Milwaukie Center serves BBQ type food as a fund-raiser. They draw crowds of about 100-300.
- The City of Tualatin hosts nine concerts through July and August. Many businesses along the commons area receive special use permits to provide food service from outside their existing storefronts. The City does not arrange the food service at all. The City's sponsorship program for 1999 raised \$14,000. Groups pay a fee to sponsor the entire concert series. The City created a tiered sponsorship program and recognizes contributors based on their level of support. The City contracts with a promoter to handle the sponsorship program, publicity and administration of the concerts.
- The City of Portland hosts some small concerts in neighborhood parks. The concerts sponsor is allowed to serve perishable food only





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if they run a professional food service operation. Therefore, food is rarely served. Civic groups occasionally serve non-perishable food, such as snow cones.

- Canby Community Schools hosts a five-week concert series. They have two main sponsors that contribute \$8,000 each and several smaller sponsors. The contributors sponsor the entire series. Canby's budget is \$18,000 - \$20,000 every year. They spend \$13,000 - \$14,000 on the musicians, sound production and promotional materials. They keep about \$5,000 to cover administrative costs. Many different groups provide food service at each concert event. The non-profits are not charged, but the professional vendors pay 10% of their gross sales to Canby Community Schools. Attendance ranges from 600 - 3500 people.

### Sponsorship Program

#### Background:

Last year's sponsorship fee was \$250 for each Concert. All sponsors paid the same fee, regardless of the concert they sponsored. Those that pledged their sponsorship early were able to choose their concert date or band. The musicians' fees ranged from \$0 - \$1000, with the average being around \$700. We paid \$6,250 in musicians' fees while raising only \$2,500 in sponsorships.

#### Proposal:

- **Individual concert sponsors** would pay the fee charged by the musical group. The minimum fee would be \$300. In order of seniority, sponsors will choose the event they wish to support. New sponsors will be prioritized through a lottery.
- **Series sponsors** would fall into different categories based on their level of support (i.e. gold, silver, platinum) and would be listed on all publicity. We may also allow groups to sponsor something specific, like the stage.

### Food Service and Fundraising

#### Background and Purpose:

We provide food service to increase attendance, improve the atmosphere and provide an enhanced concert experience. In addition, food service





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provides the opportunity to raise funds for parks and recreation projects and civic organizations.

In the past, we have allowed civic groups or concert sponsors the opportunity to host a barbecue as a means of raising funds. This approach has lead to concerns regarding food handling safety, and menu variety. In fact, the Clackamas County Sanitarian responsible for this area has indicated her intentions of attending and inspecting all of next year's concerts.

#### Proposal:

- We recommend using professional food service organizations to serve the "dinner" meal. The vendor would pay a percentage of sales to the Parks and Recreation Department in support of a special project or service. We expect licensed, professional vendors to provide a higher quality of food, with fewer public health concerns. Civic groups could volunteer to help set-up, supervise and clean up after the concert in exchange for a flat fee (paid from the food commissions).
- We recommend allowing civic organizations the opportunity to fund-raise by serving side items, such as, snow cones, ice cream or popcorn. Groups that fund parks and recreation services will receive scheduling priority. Staff will determine a maximum number of vendors per event. These civic groups will not be assessed a fee by the Parks and Recreation Department, but will be required to pay a \$50 deposit to make their reservation. If they cancel without adequate notice (to be defined later), they would forfeit their deposit.
- The Carnegie Center will continue serving drinks as a way to help recover staffing costs. The Carnegie Center provides three part time staff members for three hours at each concert. Susan John also contributed about 50 hours to administer each concert. Prior to the concert season, Barb Streeter spent many, uncounted hours soliciting sponsors, scheduling musicians, creating and distributing promotional materials and scheduling groups to host barbecues. The Carnegie Center cleared about \$1000 (above product cost) by selling drinks. This net revenue helped cover the cost of staffing (\$2500) and portable toilet rental (\$2,400).

*5 hrs  
each*



handed out at meeting 11/22/99

## Budget

Concerts in the Park  
1999

### Revenue

Sponsorships	\$ 2,500.00	
Drinks (net)	<u>\$ 1,000.00</u>	
		\$ 3,500.00

### Expenditures

Musicians	\$ 6,250.00	
Part Time Staff	\$ 2,500.00	
Toilet Rental	<u>\$ 2,400.00</u>	
		\$ 11,150.00

Net Loss of \$ 7,650.00 Covered by Carnegie Budget

*Handed out at meeting 11/22/99*

**Carolyn Orlando, CRS**

**Oregon Realty Co.**

19119 S. Beaver Creek Road

Oregon City OR 97045

Home Office (503) 656-4238    Realty Office (503) 656-3006

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November 17, 1999

Parks & Recreation Advisory Committee

RE: Concerts in the Park

I have received your report regarding your proposals regarding new policy for the Summer Concert Series. I have several comments.

I realize the concert series has gained in popularity over the years. I also agree that some changes might need to be made, but, I believe you could have solicited the opinions of supporters before making any formal proposals. I have been a supporter since the first year. I do little, if any advertising at the concerts because I believe this is a way for me to say thank you to this community for making it possible for me to make my living here.

The series sponsorship was \$125 the first year & has steadily increased to last years fee of \$250. I continued to support the series because I believed this was a small contribution to make. As a steady supporter I was given the more popular concerts, and I really appreciated that. Now you are asking me, an independent contractor to compete with the likes of PGE, Danielson's, and other major corporations for the rights to the largest attendance. This is impossible. I could not spend \$1000 for a concert sponsorship. Your proposed fee increase to \$300 is more than reasonable. But, what would I be looking at as choices for this fee? Early June when rain-outs are common?? I may be jumping the gun here, but these are my thoughts.

On to the food issue. I too have concerns regarding the method of food handling at the concerts. I believe this can be remedied by requiring all potential vendors to have a licensed food handler in attendance and also to take a quick course perhaps 2 or 3 hours on proper food handling. If a representative of the group could not attend the course, then they would not be able to serve food. Regarding the use of professional food vendors, remember Jack in The Box was responsible for several e-coli outbreaks and they are a national chain. The use of professional vendors would not exclude the City from any liability, but I'm sure you've checked with the City's liability carrier on that point.

Do you really think that civic groups would do clean up for a flat fee??? I doubt it very much. Expecting groups to do such work is demeaning. These are volunteers who are giving their time, they should not be asked to do such unpleasant & difficult work. Perhaps the vendors, should you choose to go that route could "hire" community groups to work the event. It is a fairly common practice for community groups to provide the labor for a donation to their group. This



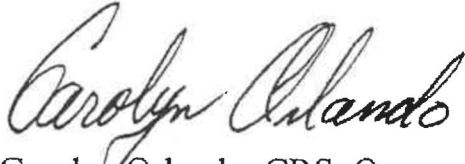
would leave the actual food handling to the vendor, and still allow the groups to acquire a fair donation.

The funds raised by these groups by doing a BBQ goes directly back into the community. Fill a Stocking, Fill a Heart ran a BBQ & due to the fact that most of our food was donated we netted approximately \$1100 for the night. This money is going to pay for hats & gloves to include in our stocking this year. The Friends of The Pioneer Community Center was rained out, but the funds from their BBQ were earmarked for new tables & chairs for the dining room. This is important fund raising for the community. The financial climate of The City of Oregon City is such that we can all expect minimal funding from the City in the future. That makes community attempts at fundraising extremely important, and should be encouraged.

I was under the impression that a grant had been acquired to pay the musician's fees, or at least a portion of the fees, and the sponsorship was designed to make up the difference.. What happened to that grant? And why, if that option is no longer available, are you not looking for funding other than the sponsors?

Please keep in mind the original spirit of this event. It is the only opportunity offered to the community to have fun, develop a sense of neighborhood, and permit a mix of business and community to cooperate toward a common goal. Don't turn this into a profit making event for Parks & Rec. to the exclusion of other groups.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Orlando".

Carolyn Orlando, CRS, Oregon Realty Company

Chair, Fill a Stocking, Fill a Heart

Chair, Friends of the Pioneer Community Center

Pioneer Community Center Advisory Board

Oregon City Chamber of Commerce, Board of Directors

Gaffney Lane Neighborhood Association, Steering Committee