

# **AGENDA**

## **City of Oregon City Parks and Recreation Advisory Committee Meeting**

**Monday, June 23, 2008**

**Pioneer Community Center  
615 5<sup>th</sup> Street, Oregon City, OR 97045**

**Regular Meeting  
7:00 P.M.**

1. Call to order
2. Approval of minutes – April 28, 2008 regular meeting
3. Citizen comments on issues and items not on the agenda
4. General business:
  - a. Parks & Recreation Master Plan Update – final report adoption
  - b. PRAC 2008 goal setting
  - c. Parks property search
  - d. PRAC by-laws amendment
  - h. Other general business
5. PRAC member reports
6. Director's report:
  - a. Projects update
    1. Jon Storm Park/Willamette Trail
    2. Debris Boom
    3. Sportcraft boat ramp improvements
    4. Wesley Lynn improvements (OCHS const. class)
    5. Parker Knoll Development (Wesley Lynn Park)
  - b. Recreation Services update
  - c. Parks maintenance update
  - d. Belle of the Falls status
  - e. Other
7. Next meeting date – July 28
8. Adjournment

## Meeting Minutes

### City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, April 28, 2008

Pioneer Community Center  
615 5<sup>th</sup> Street, Oregon City, OR 97045

#### Attendance

**PRAC members:** Shawn Dachtler, Ted Schumaker, Karen Andrews, Martha Sumption, Dan Kromer, Marty Bertsch, Steve McAdoo

**Staff:** Scott Archer, Community Services Director; Larry Potter, Parks and Cemetery Manager; Denise Kai, Assistant Parks and Recreation Director; Bob Cullison, Engineering Manager

**Guests:** Kelli Grover, Firwood Design; Brian and Wanda Kehoe

#### Regular Meeting

1. Call to order: Chair Ted Schumaker called the regular meeting to order at 7:00 PM.
2. Approval of minutes – March 31, 2008 regular meeting: Approved as written
3. Citizen comments on issues and items not on the agenda: None
4. General business:
  - a. Singer Creek Park sewer line project proposal:  
Bob Cullison, City Engineering Manager and Kelli Grover representing home owners in the Singer Creek Park area presented a proposal to install an 8 inch sewer line through Singer Cr. Park to several current and future homes above the park (to the south and southeast). This area is not currently serviced by sanitary sewer. This improvement is proposed to be funded by the affected property owners, possibly via a Local Improvement District (LID), which would require approval of the majority of property owners. The installation of the sewer would, as much as possible, follow the exiting pathways within the park. As mitigation for the impact to the park, improvements would be made to restore and upgrade the affected pathways and areas of the park. Because the sewer line would not be an improvement related to the park, it would require approval by the voters of Oregon City (Charter Park issue). Would need to know about outcome of LID petition before moving forward on placing this issue on the ballot in November.

Questions/comments from PRAC members –

How is the park going to be impacted?

Have no problem with this, as long as the impacts to the park are properly mitigated.

OK with it as long as no funding comes from the parks budget to make any of the park mitigation/improvements.

Concerns about significant tree removal – shade canopy for the park.

**PRAC unanimously approved the following motion –**

***PRAC supports this project request, with the following conditions:***

**1. The mitigation/improvements must be done with no impact to the parks budget.**

**2. Impact must be minimized to trees, vegetation, root damage, and overall site damage.**

**b. Parks & Recreation Master Plan Update – adoption process (update):**

The adoption has been continued by the City Commission in order to address the concerns brought forward regarding the Barlow Road Trail. It will be rescheduled on a Commission agenda in the near future. Scott will keep PRAC notified of when this will be scheduled for consideration again by the Commission.

**c. Skate Park art project proposal (follow-up):**

Staff provided an update on the status of the project. The person making this proposal has applied for funding support through the Metro Enhancement program. If approved, this project would have to go through the City's public art policy review process. The issue related to ODOT approval is being investigated.

**d. Cemetery project proposal (follow-up):**

Planning continues to move forward. The organization proposing the project has applied for funding support through the Metro Enhancement grant program.

**e. RV Park future planning:**

The department needs to determine the future of the RV Park at Clackamette. The Oregon City Waterfront Master Plan calls for the eventual removal of the RV Park at its current site. However, no actions have been taken regarding this. If it is going to remain at this site, we would like to begin to improve the facility to make it more attractive and user friendly. How do we go about this decision making process?

PRAC questions/comments included the following:

Can we replace the tent camping area that use to be in place? Staff sited issues and concerns with doing so and recommends against this.

Could we consider doing an RFP to find an operator for the RV Park?

Larry Potter sited inconsistencies in the Waterfront Master Plan regarding language about generating revenue.

Needs for improvement include – asphalt and adding turf areas to sites; more landscaping areas; better-defined spaces.

Shawn Dachtler indicated he would like to see the city keep the RV Park where it is and make improvements. He recommends a plan of action which includes:

- 1.meeting with City Commission to discuss the issue. Review the Waterfront
- 2.Come up with a name for the RV Park for better identification
3. have hiker/biker camp sites
4. come up with a reservation system (such as the Camp America reservation system used by many RV Parks).

Other member comments included the potential effect on tourism and revenue.

Dan Kromer indicated he is not in support of keeping the RV Park. If we were building a new park on this site now, we would not plan this amenity, so why do we have it?

Ted Schumaker suggested we determine a timeline to formulate a decision and supported this as a future City Commission work session item to present the pros

and cons of the issue. Do we need to examine whether the adopted Waterfront Master Plan is still valid? Should it be updated?

Staff will on scheduling this on a future City Commission work session agenda.

g. PRAC 2008 goal setting:

PRAC decided to hold this item until the next meeting. Members will brainstorm ideas via e-mail between now and then.

h. Other general business:

Dan Kromer express concern/interest about the City involvement in getting the dredging done at the Cove entrance. Believes this should be done.

5. PRAC member reports:

Steve McAdoo – Wanted to let everyone know he recently purchased the Classic Bicycle Shop in downtown O.C.

6. Director's report:

a. Projects updates were provided on the following-

1. Jon Storm Park/Willamette Trail bid award
2. Debris Boom
3. Chapin Park snack shack project completion and planned community dedication date (May 3)
4. Wesley Lynn improvements (OCHS const. class)
5. High School area park property - negotiations have discontinued on the Saunders property. Scott is looking at another property in this area that has been offered to the City for purchase. It is approximately 9.5 acres in size.

b. Recreation Services update:

1. Working on having the Rivercrest spraypark ready to open for the summer season.
2. Working on getting permits so we can apply for Marine Board funding to repair the Sportcraft Boat Launch.
3. Pool improvements made recently include: replacement of ADA stairs, replacement of leaking pipe.
4. Accordion doors in main ballroom at Pioneer Center being replaced.

c. Parks maintenance update:

1. The retaining rock wall at the top of Waterboard Park was seriously damaged from a vehicle running into it. We are working on getting repaired.

7. Next meeting date (reschedule due to Memorial Day): Will be held on June 2.

8. Adjournment: 9:35 P.M.

## 2008/2009 PRAC goal setting:

- 1) Acquire properties for future parks in the "south end" and "high school" areas, per the Parks and Recreation Master Plan recommendations.
- 2) Identify funding for phase 2 and complete development of Wesley Lynn Park.
- 3) Determine future plans for RV park.
- 4) Explore public-private community center concept.
- 5) Seek funding and begin new park development projects per completed master plans for Canemah Children's Neighborhood Park and Chapin Park.
- 6) Explore acquisition of parkland in "park place" area.
- 7) Begin Master Planning process for the Filbert Run property (near Central Point Rd.).
- 8) Determine future use of Carnegie Center.
- 9) Non-Monetary Support of Clackamas County's dredging of the gravel bar at the entrance to Clackamette cove.

09  
2008 PRAC goal setting:

APPROVED  
AS written  
w/o JT  
#1

~~1) Complete the Parks and Recreation Master Plan Update.~~

- 2) Acquire properties for future parks in the "south end" and "high school" areas, per the Parks and Recreation Master Plan recommendations.
- 3) Identify funding for phase 2 and complete development of Wesley Lynn Park.
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- 9) Determine future use of Carnegie Center.
- 10) Non-Monetary Support of Clackamas County's dredging of the gravel bar at the entrance to clackamas cove.

**Scott Archer**

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**From:** Ted Schumaker [teds@p-r-c.com]  
**nt:** Tuesday, June 24, 2008 2:19 PM  
**To:** Scott Archer  
**Subject:** PRAC Goals  
**Attachments:** 2008 PRAC goal setting.doc

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Hi Scott, attached is the document you requested last night with updates. I changed the title and deleted # 1 to complete the Parks Mater Plan. Please verify the name is correct with regards to # 9 as it refers to Clackamette cove, I thought it may be Clackamas.

Thank you Scott, let me know if you see any other changes that are needed.

Ted

**Ted Schumaker**  
**Sales Representative**  
**Packaging Resources**  
**Ph 503-691-1161**  
**Fx 503-691-6358**

6/25/2008

# OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE

## BY-LAWS

Amended June 2008

### I. CREATION

The Oregon City Parks and Recreation Advisory Committee was established by the City Commission of Oregon City to advocate for recreational opportunities for the City, and to oversee the implementation of 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 PRAC.

### III. PURPOSE

The PRAC exists to aid the City of Oregon City in providing ample and diverse recreational opportunities for City residents, in part by advising the City Commission, through the Community Services Director, on the 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 the Community Services Director and other relevant City 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 from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.



5. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.
  6. Provide public meeting time for citizen input.
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#### IV. ORGANIZATION

1. There shall be eight (8) members-at-large and one (1) designated member representing the Pioneer Community Center. No more than two members-at-large may reside outside the city limits. Members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee.
2. There will be Chair and Vice-Chair positions for the PRAC. Each position will be for a one-year term. The PRAC will select members as Chair and Vice-Chair each January with a nomination and voice vote process.
3. The Chair is responsible for identification of subcommittees and subsequent member selection.
4. The Community Services Director or designee shall attend all meetings. Their purpose is to aid the PRAC through information, initiation of projects, perspective, referrals, and other customary staff support services.
5. The PRAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

#### V. MEMBER ELIGIBILITY

1. Appointment to the PRAC shall be made by the Mayor of Oregon City.
2. The terms for the PRAC will be three (3) years.
3. The terms will be structured so that no more than three members' terms expire during any one-year.
4. No committee member shall serve more than two consecutive terms.

5. No more than two (2) members shall reside within the same Neighborhood Association.
6. Member resignations will be filed with the Chair as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
7. After two (2) consecutive unexcused absences, the Chair will contact the committee member. The remainder of the committee shall then determine continued membership.

## VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, 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 Chair, Community Services Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.
3. A quorum shall exist when half plus one (1) 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 Chair. In the event there is a disagreement or objection to the procedures pursued by the Chair, 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 PRAC meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
  - b. A majority vote of the PRAC membership present is necessary to recommend a change in the By-Laws.
  - c. With a majority vote of the PRAC members, an exception to these by-laws for a specific and unique purpose may be presented to the City Commission for approval and implementation.

\* \* \* \* \*

**Scott Archer**

**From:** shawn@dachtlerfamily.com [dachman1@gmail.com]  
**Sent:** Saturday, June 21, 2008 10:22 PM  
**To:** Scott Archer; Dan Kromer (home); Dan Kromer (work); Karen Andrews; Marty Bertsch; Marty Bertsch work; Sarah Eubanks; Steve McAdoo; Ted Schumaker; Denise Kai; Larry Potter  
**Subject:** Re: PRAC mtg agenda for Monday 6/23

Hello Everyone,

I have a request regarding Monday's meeting. In the past it has been customary to notify the Chair or Scott Archer in the event you are unable to attend. When possible, I would request that anyone not able to attend please email the entire group. This may allow time to cancel and reschedule the meeting in the case when a quorum may not be reached. I'll be frank, the meeting earlier this month was a waste of time for several people that showed up expecting a normal meeting with a quorum.

While I appreciate Scott, Denise and Larry's attendance, they were on the clock for a meeting that was never official. This is unfair to them and their family's given the severe demand on their time.

-Shawn

On Fri, Jun 20, 2008 at 4:40 PM, Scott Archer <sarcher@ci.oregon-city.or.us> wrote:

<<June 08 PRAC agenda.doc>> <<PRAC minutes Apr 08.doc>> <<Bylaws June 2008.doc>>

PRAC members:

Hello all- hope all is well with each of you. Yes, it is already that time again. Our monthly meeting is this coming Monday evening - it came quickly because our last meeting was a week later than usual. Attached are the agenda and related materials for the meeting. Note, there are no minutes from the most recent last meeting (June 2) because there was no quorum for that meeting. We still need to approve the minutes from the last meeting (April). I have also attached an updated copy of the amended by-laws for your records. The City Commission approved the recommended amendment at their meeting this week.

Reminder - the groundbreaking ceremony for Jon Storm Park and the 99E project is this Monday at 10 am. Hope you can make this exciting celebration.

Please let me know if you have any questions.

Thanks,

Scott Archer  
 Community Services Director  
 City of Oregon City  
 Phone (503) 496-1546  
 Fax (503) 657-6629  
[sarcher@ci.oregon-city.or.us](mailto:sarcher@ci.oregon-city.or.us)  
[www.orcity.org](http://www.orcity.org)

4.6.2

**Scott Archer**

**From:** shawn@dachtlerfamily.com [dachman1@gmail.com]  
**Sent:** Monday, June 23, 2008 2:47 PM  
**To:** Scott Archer  
**Cc:** Ted Schumaker  
**Subject:** Request for an Additional Agenda Item

Scott,

I apologize for the delay in getting this request to you. I always remember when I'm not at a PC and able to email.

I would like to request the topic: Poop Bag Dispensers

Nearly a year ago, PRAC was told that dispensers were going to be added to Chapin on a trial basis and that if the trial was successful, this could be expanded to other parks.

I would like to know several things.

1. Status of the Chapin Trial
2. If successful, what is the time frame and plan for expansion.

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Shawn  
[www.dachtlerfamily.com](http://www.dachtlerfamily.com)

Chapin  
 Rivercrest  
 ATKINSON (BOY SCOUTS)  
 CLACK. COVE TRAIL (WES)

NEXT: W-L  
 Clackamette

cost of upkeep - \$300/CASE  
 (3 months)

partners in stocking

**Scott Archer**

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**From:** Ted Schumaker [teds@p-r-c.com]  
**Sent:** Tuesday, May 27, 2008 12:55 PM  
**To:** 'shawn@dachtlerfamily.com'; Scott Archer; MBertsch@pccstructurals.com; Plpk914@aol.com; kromerd@metro.dst.or.us; karenmandrews@comcast.net; martybertsch@msn.com; sarah@hillvalleyfinancial.com; McSteve64@comcast.net  
**Subject:** RE: 2008 PRAC goals

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Hello PRAC members, hope everyone had a safe and enjoyable holiday weekend.

In preparation for our meeting this coming Monday, I'd like to get everyone's input in setting goals for the next 12 months and establishing a priority.

Below is a list of goals Shawn presented to the group about a month ago. Can everyone please take a look at the list and add anything you feel should be included, then prioritize based on your opinion of importance. If you would reply with your input sometime this week, I will summarize your feedback for discussion on Monday. My suggestion is highlighted in red below.

Thank you,  
Ted

2008 PRAC goal setting:

1. Complete the Parks and Recreation Master Plan Update #1
2. Identify funding for phase 2 and complete development of Wesley Lynn Park. #3
3. Acquire properties for future parks in the "south end" and "high school" areas, per the Parks and Recreation Master Plan recommendations. #2
4. Seek funding and begin new park development projects per completed master plans for Canemah Children's Neighborhood Park and Chapin Park. #6
5. Explore public-private community center concept. #5
6. Explore acquisition of parkland in "park place" area. #7
7. Begin Master Planning process for the Filbert Run property (near Central Point Rd.) #8
8. Determine future plans for RV park. #4

**METRO**

May 21, 2008

Canemah neighbors and interested parties:

Thank you again for taking the time to meet with Metro parks staff and Metro Councilor Carlotta Collette May 8 to talk about the restoration project at Canemah Bluff natural area. We appreciate the candid feedback that you provided and are looking forward to a distinctly more collaborative working relationship going forward. As I mentioned during the tour and at the meeting on May 8, the restoration project was very much in line with the environmental and ecological stewardship of the Canemah Bluff natural area but Metro staff did not do a good job of communicating the process, listening to the community and taking your feedback into consideration. As the director of Metro's Parks and Greenspaces Department, I take full responsibility for ensuring that we will do better in the future.

As the first step toward better communication, I want to summarize the main points that I heard at the meeting and make sure that we are in agreement as to next steps:

- **Slash piles** – Metro will remove the remaining piles of debris, currently covered by plastic tarps. The project will begin June 12 and is expected to be completed by June 15.
- **Repair the cemetery road** – Metro will continue work restoring the cemetery road to its condition prior to the logging activity. We will seek direction and input from interested neighbors and stakeholders, including David Hedges.
- **Stewardship** – Metro's volunteer services manager, John Sheehan, will work with neighborhood volunteers on developing a Park Watch group and, if there is interest, a stewardship program for site restoration activities. For more information on these volunteer opportunities, call John at 503-797-1733 or send e-mail to [john.sheehan@oregonmetro.gov](mailto:john.sheehan@oregonmetro.gov).
- **Surveillance** – Metro will find out the cost of providing surveillance cameras at key points in the natural area. We will come back to the neighborhood association with this information for further discussion on the desirability and feasibility of this proposal. We are hopeful that the site steward volunteer effort may lead to increased eyes and ears that will make the installation of expensive equipment seem less necessary.
- **National Historic Register** – Metro will support the efforts of the neighborhood association in seeking to place Canemah Bluff on the National Register of Historic Places.
- **National Register Bulletin: "Guidelines for Evaluating and Documenting Traditional Cultural Properties"** – Metro will seek to adhere to the standards and guidelines detailed in this bulletin when making plans for stewardship of public lands.



To facilitate this process, we have assigned a parks planning staff member to manage a six-month project. Jane Hart will work with the Canemah neighborhood to ensure effective communication with Metro, establish a process for working through issues regarding use of the site (including trails, signs, rules, etc.) and to the furthest extent possible within this time frame, set up a process and establish a team to work with interested community members to document cultural and historic designation of the site. Jane can be reached at 503-797-1585 or send e-mail to [jane.hart@oregonmetro.gov](mailto:jane.hart@oregonmetro.gov).

On behalf of Metro, please accept my sincere apology for not being a better partner in this process. Our actions were well-intentioned and drawn from the highest standards of ecological stewardship science, but we failed to fully include the community in the process of determining what is best for the site.

I look forward to an improved relationship in the future and to working together as partners to protect this area, which has such cultural, historical and ecological value. I fully intend to regain the trust of the neighborhood and community members in Metro's ability to be good stewards of this land and other natural areas throughout the region.

Please contact me at 503-797-1914 or email me at [jim.desmond@oregonmetro.gov](mailto:jim.desmond@oregonmetro.gov) if you have questions or concerns or if you feel that I didn't fully capture the next steps summarized above. Thank you again.

Best regards,

A handwritten signature in dark ink, appearing to read "Jim Desmond", written over a horizontal line.

Jim Desmond, Director  
Metro Regional Parks and Greenspaces



**Scott Archer**

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**From:** Bertsch, Marty [MBertsch@pccstructurals.com]  
**Sent:** Monday, June 23, 2008 5:59 AM  
**To:** Scott Archer; Dan Kromer (home); Dan Kromer (work); Karen Andrews; Marty Bertsch; Sarah Eubanks; Shawn Dachtler - home; Steve McAdoo; Ted Schumaker  
**Cc:** Denise Kai; Larry Potter  
**Subject:** RE: PRAC mtg agenda for Monday 6/23

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Scott,

It appears I will miss another meeting. I will be out of town at the start of the meeting and it appears I will get into Oregon City until 9 pm tonight. I will do my best to speed up and make it back in time. With the gas prices killing my budget I'd hate to add a ticket to my financial problems. Please let me know if you need any information from me, I will be checking my e-mail 2 more times today.

Sorry and thanks all,

*Marty Bertsch*

Training Dept.  
PCC Structurals  
Direct Line: 503-788-6530

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**From:** Scott Archer [mailto:sarcher@ci.oregon-city.or.us]  
**Sent:** Friday, June 20, 2008 4:41 PM  
**To:** Dan Kromer (home); Dan Kromer (work); Karen Andrews; Marty Bertsch; Bertsch, Marty; Sarah Eubanks; Shawn Dachtler - home; Steve McAdoo; Ted Schumaker  
**Cc:** Denise Kai; Larry Potter  
**Subject:** PRAC mtg agenda for Monday 6/23

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Scott Archer

6/23/2008