

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

**Pioneer Community Center
615 5th Street, Oregon City, OR 97045**

**Monday, May 18, 2009
7:00 P.M.**

- 1) Call to order
- 2) Approval of minutes – April 27, 2009 regular meeting
- 3) Citizen comments on issues and items not on the agenda
- 4) General business
 - (1) New business
 - (a) Interview PRAC applicants
 - (b) Web streaming of meetings and possible regular meeting day change
 - (c) Other new business
 - (2) Old business/follow-up items
 - (a) Carnegie Center utilization decision process timeline
 - (b) McLoughlin Promenade project - update
 - (c) Cove dredging project - update
 - (d) Skate Park art project proposal - update
 - (e) OC 150 Sesquicentennial celebration – tree planting event update
 - (f) RV Park improvements - update
 - (g) PRAC position vacancies – consider applicants
 - (h) Other old business
- 5) PRAC member reports
- 6) Director/staff reports
 - (a) Sportcraft boat ramp
 - (b) Recreation Services update
 - (i) Swimming pool roof & HVAC unit replacements
 - (c) Parks maintenance update
 - (d) Other
- 7) Next meeting date – June 22
- 8) Adjournment

Meeting Minutes
City of Oregon City
Parks and Recreation Advisory Committee Meeting
Pioneer Community Center
Monday, April 27, 2009

Attendance

Members: Martha Sumption, Marty Bertsch, Dan Kromer, Steve McAdoo, Bryan Watt, Ted Schumaker

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

Guests: None

Regular Meeting

- 1) Call to order: Chair Steve McAdoo called the meeting to order at 7:00 PM.
- 2) Approval of minutes – March 30, 2009 regular meeting: Approved as written.
- 3) Citizen comments on issues and items not on the agenda: None.
- 4) General business
 - (1) New business
 - (a) Fiscal year 2009-10 budget process: Scott Archer provided an update on the budget process. The proposed budget was approved by the budget committee recently, and is subject to final adoption by the City Commission. Highlights included: no reductions, maintenance of all current services. One additional full-time parks maintenance worker is in the proposed budget. First new full-time maintenance staff addition in a few decades. Parks SDC budget (development) revenues are way down due to slow new housing growth, and expenditures on several major projects and acquisitions the past couple of years have drawn this budget down. We will be in a holding pattern on major projects or acquisitions until the SDC account revenues accumulate.
 - (b) Other new business: The Oregon City Youth Sports group has requested to place a temporary shed at Wesley Lynn Park to store equipment and maintenance items. Staff has recommended placement on the asphalt between the two diamond backstops. It will be movable if necessary, and will be wood, not metal, materials. PRAC discussed this, and does not have any issue with letting the group place it.
 - (2) Old business/follow-up items
 - (a) McLoughlin Promenade project – update: The restoration project is continuing to move forward.
 - (b) Cove dredging project – update: Project is still awaiting permitting approval. Some concerns were raised by the Oregon State Marine Board during the comment period. Staff is working on a response to these concerns.

- (c) Skate Park art project – proposal: The artist came before the City Commission recently. The Commission was looking at forming a committee to review this as a public art project.
- (d) OC 150 Sesquicentennial celebration – tree planting event update: At last month's meeting Ted Schumaker reported that Shawn Dachtler will not be available to chair this committee. Scott communicated this with Mayor Norris, and she is looking into finding a replacement to chair the committee. Will follow-up as more is known.
- (e) PRAC position vacancies – review applications and discuss process: PRAC asked staff to invite applicants Richard Andrews, Patricia Andrews, and Rachel Gordon to the next meeting for interviews.

The committee discussed Sarah Eubanks' attendance. PRAC requests that staff contact her to see if she plans to resign, so the committee can fill this position.

- (f) Eagle Scout project at Rivercrest Park – update: The tennis practice backboard project has been complete at essentially no cost to the city.

- (g) Other old business: None.

5) PRAC member reports:

- a) Marty Bertsch: Has visited many of the parks and they look good.
- b) Martha Sumption: Reminder that the Teddy Bear Parade is on May 9th.
- c) Dan Kromer: Clackamette Park looks nice.
- d) Bryan Watt: Has applied for a Metro Enhancement grant for the starting blocks project. The Oregon City Swim Team has put up the matching funds for the grant.
- e) Ted Schumaker: Recently walked the Promenade.
- f) Steve McAdoo: 1. Was recently appointed to a State committee for his job, is on-call for this beginning June 1. Will keep PRAC posted if there are any conflicts with his attendance during this time. 2. Was involved with the Oregon City/SOLV clean-up day recently. It went well.

6) Director/staff reports were given on the following:

- (a) Sportcraft boat ramp: OR State Marine Board grant application has been submitted. Still working on final permitting issues.
- (b) Recreation Services update:
 - (i) Pioneer Center furniture on order to finalize recent interior improvements.
 - (ii) Swimming pool roof & HVAC unit replacements project contract was approved at the April 15 City Commission meeting.
 - (iii) Long time Pioneer Center employee Julie Miguel is retiring.
 - (iv) Advertising for spray park seasonal staffing.
- (c) Parks maintenance update: May 8th is annual Cemetery volunteer clean-up.
- (d) Cemetery Memorial Day event: Reminder of this important annual event at the Cemetery.

(e) Other: Staff understands that C.H.P. has raised funds and plans to re-open the End of the Oregon Trail Interpretive Center on May 1st.

7) Next meeting date: Rescheduled from May 25 to May 18 because of Memorial Day.

8) Adjournment: 8:52 PM.



OREGON CITY PARKS & RECREATION
Activity Report
Program: Recreation Division

Month of: April 09

Highlights of the past month:

Aquatics:

- 4/1/09-5/8/09
 - Swim Lesson Participants: 120 | total revenue: \$4,598.50
 - Total approximate swim lesson visits = 3,450 per month
 - Facility Rentals: 54 | total revenue: \$2,209.45
- Approximate pool visits in April: 5,931
- All of our swim lessons are full for the spring term, and waiting lists have been started.
- Family Recreation Swims on Tuesday nights are up by an average of 20 participants an evening
- Our Lap and Adult swim attendance has been up by an average of 10-15 daily. This credit should go to the morning staff. They are friendly and welcoming. The morning staff has all participants name memorized.
- Dawn Grunwald is the pools NEW Aquatic Exercise Certified instructor.
- Pool Employee of the Month (April. 09)
 - Matt Wymore. Matt Wymore has worked for the pool for 2 years. He was just recently promoted to Head Guard. Matt works hard and sets a good example for the staff he leads.
- Our water exercise numbers have increased by an average of 10 a week. This is due to the new Deep Water Exercise class offered from 8-9am Monday through Fridays. We will have a total of 2-4 water exercise classes a day or 14 classes a week. Over the last two years we have gone from 1-2 classes a day or 7 classes a week to our current 14 classes a week. **As of March 1st, we have had an average of 20 participants a class. This will increase of revenue in regard to punch cards and memberships.
- Pool projects
 - The new roof and HVAC units have been approved for the pool. Thank you for everyone who supported this much-needed upgrade. STARTED replacement 5/14
 - The replacement fence for the wading pool has been completed. It looks wonderful.

- The Pools new security cameras have been a wonderful addition. It has allowed us to monitor staff, patrons and programs. It has also enabled us to watch rescues the guards have made.

Up Coming Events/ Dates of note:

Aquatics

- Water Safety Update planned for Jan. 2009.
- May 18th - First day of registration for summer swimming lessons. We are anticipating a huge day. We have received an amazing amount of phone calls about our summer swim lessons.
- June 1st, 2009 – All admission fees will increase 3%. This is done every three years.
- We have started scheduling for the 2010-2011 school lesson programs.

Recreation:

- Summer Concert dates have been set: July 9 – August 27. The food vendors are booked and the bands have been tentatively scheduled. I have been working soliciting sponsorships. So far, we have 4 band sponsors and 2 presenting sponsor with additional sponsorships equaling a total of = \$6,350. This year has been very tricky in receiving sponsorships. I have had to spend a significant amount of time soliciting sponsorships due to the economic climate. **Concert Posters will be out within the next month
- Summer programs such as: Karate, Summer Rec Swim Team, Tennis, Fencing, Skyhakws have been finalized and will appear in this summers Trail News.
- July 4th Celebration is well into the planning phase. We are meeting with Security and other City employees to finalize details and fireworks. The bands have been scheduled.

Concerns and Challenges:

Aquatics

- We will be facing hurdles with our School Lesson Program due to the School District budget cuts. We are starting conversations, working with the School District to see how and what we can do.
- Our facility continues to battle the lack of space and time to accommodate all the communities' needs in regard to the swim club, swimming lessons, recreation swims, lap/adult swims, water exercise classes.
- Our swimming lessons are currently full. Due to the amount of time training staff and limited pool space, I am under a constraints to meet the needs of the community in regard to swimming lessons. If I had the pool space and staff available I could easily offer 2-3 more swim lesson classes.
- Updating the facility and its employees to the new Red Cross WSI materials.



OREGON CITY PARKS & RECREATION
Activity Report
Program: **Pioneer**

Month of April 2009

New information / highlights:

4 regular trips provided this month: 2 for Pioneer center + 2 trips for Rose Linn Care Center.
5 dine outs - 2 dine outs for West Linn, 1 for Rose Linn Care Center, 2 Pioneer Center.
Donations: \$1219 for the pioneer donation fund, and \$553.00 for meals on wheels. Spent \$0 general donation fund, spent \$0 from MOW fund.
Supplied pet food 2 x to 86 pets. Animeals program for low income / home bound pets.
Building rentals included Church – 4 Sundays, 4 Wednesday evenings. In addition, there was 3 rentals in the ballroom, 5 rentals in the basement
Paper drop picked up. Waiting for check for the Meal program
Attended Senior Day at the Capitol. Drove 6 seniors to the program
Furniture ordered and should arrive in June
Fill a stocking fund raiser held at Center (Center assisted) Raised \$2000 for program
Buy a bear - buy a meal for meals on wheels (\$38.00 raised)
New rental ad placed in the newspaper
Center hosted HeART or Oregon art faire
Distributed Emergency Preparedness supplies to 200 seniors
Julie Miguel retired after 10 years, and new hire in process-interviews Monday, May 18
Newsletter re-formatted and printed/mailed
Hosted 2 budget meetings, one OCCIT meeting
Met with Clackamas Credit Union to review free furniture – took one office chair
Fire inspection completed: 5/13/09
OCPD & Tri-County agencies K-9 Units utilized Center for training

Up Coming Events/ Dates of note:

2 Pioneer trips planned next month: Lincoln City and Mystery Trip.
Rose Linn Care Center – 2 local trips.
Dine outs for West Linn to various locations
12 dine outs for Pioneer Center.

Concerns and Challenges:

Disabled/confused seniors needing additional assistance by staff
Staffing issues remain, due to illness and vacations. Little coverage available.

Building maintenance:

Regular maintenance completed quickly by City staff

Issues: Electrical issue with lights on stage: Anne looking into.

Estimates for steamer replacement in process.

Researching restriping of accessible parking (1 per 25 spots) Updating signage.

Scott Archer

From: sarah4oregonloans@gmail.com
Sent: Friday, May 01, 2009 2:40 PM
To: Scott Archer
Subject: Re: PRAC position
Attachments: Picture (Device Independent Bitmap)

Scott,

I regret to inform you that I was planning to resign. My intention was to participate until we moved. That being said, between my work, my sons baseball, my daughters dance, & building a new home, it has become impossible to juggle this position. I wish each member of this board all of the best and send my apologies that I will be unable to continue.

Kindest Regards,
Sarah

Sent via BlackBerry from T-Mobile

From: "Scott Archer"
Date: Fri, 1 May 2009 14:11:36 -0700
To: Sarah Eubanks<sarah@hillvalleyfinancial.com>
Subject: PRAC position

Hello Sarah,

At the PRAC meeting earlier this week, the committee asked me to contact you regarding your membership. They are concerned with the lack of attendance, and ask that you resign your position if you are not going to be able to be at the meetings regularly. You had also indicated recently that you may be moving, and would eventually need to leave this position anyway. Doing so now will allow the committee to move forward in filling the position, so there is maximum participation at the meetings.

Please let me know your response to this as soon as possible.

Thank you,

Scott Archer

sarcher@ci.oregon-city.or.us

Community Services Director

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Website: www.oregoncity.org

Scott Archer

From: Nancy Ide
Sent: Monday, May 04, 2009 10:50 AM
To: Scott Archer
Subject: FW: Urban Renewal Commission Agenda

Scott,

I thought I'd forward this e-mail trail to you concerning web streaming of city meetings. Have you ever considered streaming PRAC and Library Board meetings? It is possible to do outside of the Chambers. I'd eventually like to see all boards & committees streamed, if the board so desires. It would help our city to be open and transparent in its business and increase communications between city and citizens.

Nancy

From: Nancy Ide
Sent: Monday, May 04, 2009 10:45 AM
To: Kathy Griffin
Cc: Nancy Kraushaar; Aleta Froman-Goodrich
Subject: RE: Urban Renewal Commission Agenda

There is no additional cost to web stream another meeting group. However, if you wish to use the AV tech to operate the cameras in the Chambers, you'd need to pay him. If you wanted to set the cameras yourself to take one shot during the whole meeting (this is acceptable), you would not need the AV tech and there would be no additional cost. You would need someone on staff to know the basics of the sound and cameras (this is possible). There is also some easy upfront Granicus training, and then you could post your meetings via the Web site on this page: http://oregon-city.granicus.com/ViewPublisher.php?view_id=2

The new Web site will be displaying all Granicus meetings on the same page. It will be user friendly and easy to find agendas/minutes/videos of all web streamed meetings. I personally wish all boards and committees could be streamed.

Every meeting group we've asked has responded positively to being web streamed.

If TAC is not able to change nights, we own the "mobile encoder" and a camera where the meeting in the GIS conference room could be set up to videotape and post for on-demand viewing through Granicus.

Whatever you want concerning web streaming, we can do.



Nancy Ide, CMC

City Recorder

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PUBLIC RECORDS LAW DISCLOSURE: This e-mail is subject to the State Retention Schedule and may be made available to the public.

Carnegie Center Utilization Decision Process Projected Timeline

June – July

Advertisement and selection process for facilitation consultant.

August – September

Information gathering, back grounding & research with staff and facilitator/consultant.

October – November

Public input and meetings (# of meetings to be determined) process.

December- January

Develop recommendations and present to City Commission for direction.

February

Begin process of implementing Commission decision/direction. Implementation timeline and details dependent on specific determinations.