

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, January 28, 2008

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

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

1. Call to order
2. Introduction of new committee members
3. Annual election of officers (Chair and Vice-chair)
4. Approval of minutes – November 26, 2007 regular meeting
5. Citizen comments on issues and items not on the agenda
6. General business:
 - a. City pocket parks and private/HOA parks discussion (follow-up item)
 - b. Parks & Recreation Master Plan Update – adoption process (update)
 - c. Oregon City High School construction class Wesley Lynn Park project (update)
 - d. RV Park future planning
 - e. PRAC by-laws – proposed modifications
 - f. Metro Parks bond measure local share distribution priorities
 - g. Carnegie Center operations
 - h. Other general business
7. PRAC member reports
8. Director's report:
 - a. Jon Storm Park & Debris Boom project status
 - b. Filbert Run Park property purchase
 - c. Canemah Metro property fence update
 - d. Recreation Services update
 - e. Parks maintenance update
 - f. Other
9. Next meeting date – February 25, 2008
10. Adjournment

Meeting Minutes

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, November 26, 2007

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

Attendance

PRAC members: Lisa Wright-Wilson, Shawn Dachtler, Ted Schumaker, Karen Andrews, Martha Sumption, Marty Bertsch, Dan Kromer

Staff: Scott Archer, Community Services Director; Larry Potter, Parks & Cemetery Manager;

Guests: Steve McAdoo, PRAC applicant; Oregon City High School Construction Class – Instructor: Britt Tucker; Students: Tom Grant, Jeanette Nichols, Joe Kaxberg, Tim Vanderwerf, Adrian Carson, Tye Hickman

Regular Meeting

1. **Call to order:** Chair Lisa Wright-Wilson called the regular meeting to order at 7:00 PM.
2. **Approval of minutes – October 22, 2007 regular meeting:** Approved as amended.
3. **Citizen comments on issues and items not on the agenda:** None
4. **General business**
 - a. **Old business and follow-up**
 1. **City pocket parks and private/HOA parks discussion:** Shawn Dachtler and Ted Schumaker are still working on contacting Bailey Estates HOA to discuss the proposed solutions. They will follow up at next meeting.
 2. **Parks & Recreation Master Plan Update – adoption process:** Scott Archer reminded the Committee that the public hearing and adoption process is scheduled as follows:
 - Monday, December 10, 7:00 PM – Planning Commission hearing
 - Tuesday, December 11, 5:00 PM – City Commission study session presentation
 - Wednesday, January 2, 7:00 PM – City Commission regular meeting (adoption hearing)
 3. **Newell Creek Canyon designation request:** PRAC reviewed the request made by Sha Spady at the last meeting asking that the City consider giving a “Nature Park” designation to all of the City-owned land in Newell Creek Canyon. Staff presented a map designating property ownership in and around the Newell Creek Canyon area. An e-mail from Metro was read that indicated they (Metro) refer to undeveloped

properties acquired for natural resources protection as “natural areas”, reserving the “nature parks” designation to those developed for public access. The e-mail encouraged Oregon City to refer to the property as a “natural area” until Newell Creek canyon has a developed trail system with trailhead and safe parking. Scott Archer indicated that the City does not have a “natural area” designation for parks, and refers to undeveloped areas as “open spaces”.

PRAC questioned why the designation is necessary given the limited amount of city-owned property in the Newell Creek canyon. They requested that staff contact Ms. Spady and invite her back to a future meeting to discuss the proposal further to understand the significance of the request.

4. **RV Park & Buena Vista Club House rates increase:** As follow-up to this discussion at the last meeting, Scott Archer indicated that effective January 1, 2008 RV Park spaces will be increased to \$18/\$22 (up from \$15/\$18) and the Buena Vista Club House rental will be increased to \$125 per day (up from \$75 per day). Staff discussed the RV Park rate increases with the City Commission at the last study session. They (Commission) were supportive of the increase, and felt the rates could be raised even further. Scott Archer recommended we wait for a year to make further incremental steps since this is the first time the fees have been increased in over seven years.

Staff also discussed the potential to reinvest some of the additional revenue generated back into the RV Park. The issue of the Waterfront Master Plan (2002) was raised, which recommends the RV Park be removed at some point in the future, and the area be restored for general park uses. PRAC would like to take up this conversation further at a future meeting. Staff will bring copies of the Waterfront Master Plan to the next meeting.

5. **Other old business:** None

b. New business

1. **Oregon City High School construction class project proposal:** The instructor and presenting students were introduced. The high school construction program has provided a number of volunteer projects within city parks since 2004. The class presented a proposed project idea for improvements to Wesley Lynn Park to take place over the next two years. Scale models of the park and proposed facilities (created by the students) were utilized to support the proposal. The proposed improvements are consistent with the approved Wesley Lynn Park master plan. The project will be developed in two phases. Phase 1 (first year) consists of:

- Seeking required Planning & Building permits
- Building asphalt walkway and pergola structures
- If money and time allows: convene architectural & engineering services for picnic shelter (covered area)

Phase 2 (second year) consists of:

- Architectural plans and engineering of picnic shelter (if not completed in Phase 1)
- Building permits
- Covered area foundation
- Construction of the covered area (picnic shelter)

Project timelines and budgets were presented. The students are responsible for soliciting all materials and services through funds available and donations.

PRAC members and staff commended the instructor and students for a well-presented project proposal. Following discussion, the committee suggested several recommendations:

1. Complete the pathway connection from the shelter to the parking lot.
2. Prefer the pitched roof design for pergola structures, unless it becomes a budgetary issue (then flat roofs OK).
3. Spacing between pergolas, not one continuous long structure.
4. Have class come back to present a final design for the picnic shelter structure (Phase 2) before going forward.
5. Support staff recommendation to expend up to \$5,000 of budgeted funds from current Parks Development (SDC) budget to assist in completing walkway connection or other components of the project.

Staff will work with the class to make sure the project follows the recommendations and the approved master plan for the park.

2. **PRAC by-laws – neighborhood association designations:** PRAC discussed potential changes to its by-laws, based on allowing for new members to be appointed without residency restrictions (neighborhood association area). This was an issue with one of the recommended new members recently. Members had varying opinions regarding whether the by-laws need to be changed to accommodate this. After much discussion, the recommendation was to not change any existing language, but to consider adding language which allows for flexibility to make exceptions within the by-laws for unique circumstances as they may arise. Lisa Wright-Wilson offered to draft language and distribute to the committee for consideration. This issue will be revisited at a future meeting for further consideration.

3. **Other new business:**

1. **Existing member terms:** Lisa will not be seeking re-appointment; this is her last meeting. Havan's term expires end of this year. Has he contacted staff regarding desire to seek re-appointment? Staff have not heard from him regarding this or attendance issues in recent months. PRAC requests that staff send Havan a letter thanking him for his service on the committee.

5. **PRAC member reports:**

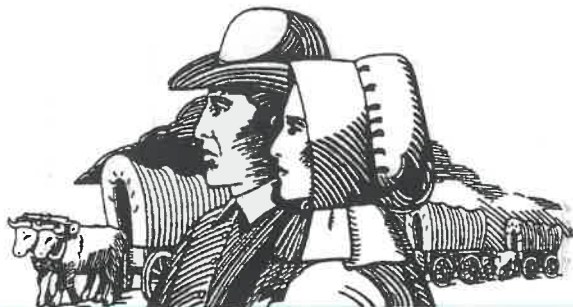
- a. Lisa Wright-Wilson: Reminder that the Family Focus Forum event will be held on February 2, 2008.
- b. Marty Bertsch: Oregon City Youth Sports would like to discuss with the Parks Department installing pitcher's mounds on certain City baseball fields. Scott Archer and Larry Potter will meet with Marty in near future to discuss this idea.

6. **Director's report**

- a. New member appointment recommendation update: Per PRAC's recommendations, new membership applications from Sarah Eubanks and Steve McAdoo were forwarded to the Mayor for consideration, and will be placed on the

December 5th City Commission agenda for appointment. If appointed, these applicants will fill two vacant terms, each running from January 1, 2008 through December 31, 2010. The issue pertaining to by-law membership residency restrictions was addressed under New Business earlier in the meeting.

- b. Canemah Metro property fence update: Follow-up from last meeting on the proposal that the City received from Metro Parks to place a fence along the edge of our Canemah Park and their Canemah Bluffs property. The proposed fence will be reviewed by the Historic Review Board at their meeting tomorrow night.
 - c. Parks maintenance update: Larry Potter provided a brief update on maintenance issues.
 - d. Recreation Services update: Denise Kai was not able to attend tonight's meeting. She will forward written recreation reports to PRAC.
 - e. Other: Scott Archer would like to express his appreciation to Lisa Wright-Wilson for her service as a member of the Parks and Recreation Advisory Committee. Lisa has been a valuable and productive member of the committee and staff enjoyed working with her. Cake will be served immediately following the meeting in Lisa's honor.
7. **Next meeting date:** No December meeting will be held. The next meeting will be January 28, 2008. Chair and Vice-chair elections will be scheduled for the next meeting agenda.
8. **Adjournment:** The meeting was adjourned at 9:20 PM.



OREGON CITY PARKS & RECREATION

Activity Report

Program: Recreation Division

Month of: December

Highlights of the past month:

Aquatics

- Evening Swimming Lessons: added a level 5 and a level 1 for Winter Evening 2 session, this helps accommodate the people on the waiting list.
- Evening Lessons also added 9 private lessons in Dec. and through March. They are filling quickly.
- Winter shutdown was completed in Dec. Accomplished tasks:
 - Painted the hallways, it is now more esthetically pleasing.
 - Asbestos abatement completed in compromised area.
 - Contracted out to fix leak in roof. There has been an improvement but still leaks. We are currently working on getting it further repaired in hopes of solving the leaky roof issue.
 - Replaced all laterals in the sand filters, and replaced old sand in filters.
 - Pressured wash all locker rooms and pool deck
 - Currently looking at replacing ADA stairs for the pool.
 - Replaced old lights
 - Checked all the reinforced windows for the pool curtain wall
- Dec. 10th was the first day of registration for the winter swimming lessons and programs. Estimated: 30% online registration, 40% walk in registrations and 30% phone registrations.
- School Lessons are as successful as ever for the year 08. We added Alliance Charter Academy (home school program)
- Facility rentals are on track in regard to revenue. We have purchased new tables and chairs that will help increase the professionalism of our facility and rentals.
- Taught a Lifeguard class in Dec. trained 10 more lifeguards. This has helped with the staffing crunch aquatic facilities are experiencing.
- Working on increasing volunteer opportunities for swimming lessons. I have taught a Water Safety Aide class that enables 12-14 years olds to volunteer to assist with swimming lessons.
- The new pool hours are working great. I heard positive feedback from the community about the added lap swim times. On average starting at 4:30p we see 4-5 people participating. I have seen a slight increase in membership sales due to the increased lap swim times.

- Master Swim meet on a Sunday went very well. We had an Olympic swimming competing and there were several world records set for the Masters Swim Club at our facility. The new swim meet coordinator is great to work with, and the meets are going more smoothly than last year. Which, the meets last year went great, but now it's even a better business partnership.
- Recreation quick overview:
 - Concert in the park is booked and contracts are being sent out
 - The City will fund 75% as compared to last years 63%. I am grateful that we will receive funds this year; it was up in the air as to whether outdoor concerts were going to receive any funding from the Musicians Union Local 99. The Union will assist with approximately 25% of the concert series funding through providing a grant.
 - Keep the union funds in mind, I booked quality bands but was able to book for \$1000 less than we did last year. Saving us funds to use towards the additional costs for the union increase.
 - Food Vendors are almost scheduled.
- Teen Scene has increased its attendance to an average of 150 participants. We are breaking even depending on numbers and on occasional Fridays we make around \$150-\$300. We are still holding teen scene one Friday a month, and this is working great; supply and demand.

Up Coming Events/ Dates of note:

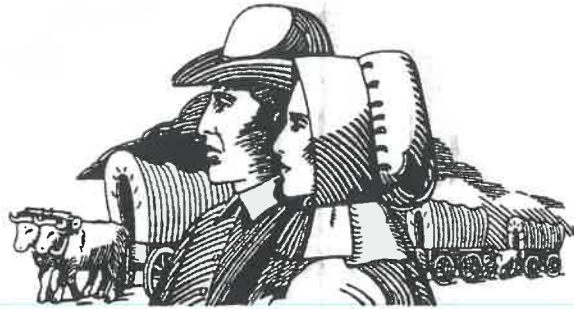
Aquatics

- Lifeguard class over spring break and also a class in May
- Family Focus Forum on Feb. 2nd through the school district.
- March 10 is the first day for Spring Registration
- DDDD is Feb. 9
- Mom and Son Bowling March 8th
- Feb. 28th, I'm taking my key employees to training in regard to angry patrons. This should be very helpful in light of what we are experiencing this year with the DDDD being full.

Concerns and Challenges:

Aquatics

- Dealing with a staffing shortage. All aquatic facilities are having issues with staff retention. I am trying a plethora of tactics to see why the retention issues. I have and will continue employee incentives. Part of the challenge is training all the staff to teach swimming lessons and also lifeguard. The training is very time consuming.
- The pool is also very stretched for staff in regard to what the pool is responsible for. We are the only facility that takes registrations. Therefore, I am also trying to train customer service skills. The staff does a fantastic job for all the hats they are required to wear.
- Our recreation and swim lesson programs are limited due to staffing and also space and time. Our waiting lists continue to climb, currently the DDDD has 28 and our swimming lessons have around 15. The city is growing and there is a need for more recreation and swimming programs and due to the above listed we are unable to accommodate those wishes.



OREGON CITY PARKS & RECREATION

Activity Report

Program: Pioneer

Month of December 2007

New information / highlights:

4 trips provided this month: 1 for Pioneer center + 2 trips for Rose Linn Care Center + 1 for West Linn senior center

6 dine outs (4 for Oregon city, 1 for West Linn, 1 for Rose Linn Care Center)

Donations: \$668.40 for the pioneer donation fund, and \$250 for meals on wheels. Spent \$214.00 from general donation fund for wreath fundraiser and \$536.98 from MOW fund for emergency meals and Xmas gifts for MOW clients.

Supplied pet food to 37 pets for the Animeals program for low income / home bound pets 2 times this month.

Building rentals included Church – every Sunday, Wednesday and Friday evenings. In addition, there were 5 rentals in the ballroom, 4 rentals in the basement

165 Filled stockings delivered for fill a stocking/fill a heart.

77 households received holiday meal boxes

New classes coming in January – Tai Chi for arthritis

Tour of Lake Oswego holiday market-Gathering ideas for an OC market

Order placed for DDDD mat boards and small gifts

Car donated – to be placed on Ebay after the holidays

Sent each MOW client an individual Xmas gift and sent emergency meal packs out in case of bad weather.

Up Coming Events/ Dates of note:

2 Pioneer trip planned next month: Spirit Mountain, Sake tour

Rose Linn care center – 2 local trips

8 Dine outs to various OC locations

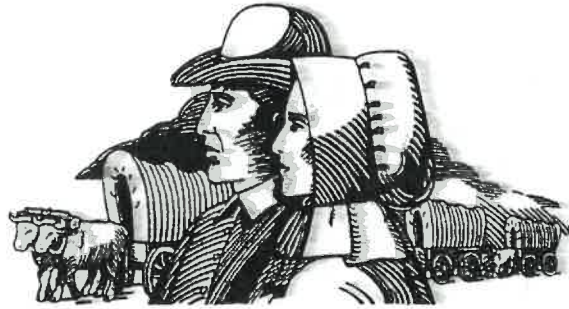
Center closed for Martin Luther King Jr. Day.

Concerns and Challenges:

Building maintenance completed as time allows.

Building maintenance:

Refrigerator (walk in) may need upgrading at some point this year



OREGON CITY PARKS & RECREATION
Activity Report
Program: Pioneer community center

Month of: December 2007

Category	Number of Participants
Home delivered meals	2050
Congregate Meals	507
Transportation	927
Outreach services	844
Trips	135
Recreation	578
Classes	159
Meetings	279
In house services	131
Community use (rentals)	859

MONTHLY REPORT			
December 2007		TOTAL USE	RECEIPTS
FACILITY USAGE			
	Usage		
BUENA VISTA HOUSE		55	
PARK SHELTERS			
Chapin	0		
Clackamette General	0		
Clackamette Horseshoe	0		
Hillendale	0		
Rivercrest	0		
BALLFIELDS		0	
PARK RESERVATION RECEIPTS			500.00
CLACKAMETTE RV PARK			
RV RECEIPTS			1,809.00
OCCUPANCY RATE **	10%		
RV DUMP STATION RECEIPTS			199.44
TOTAL CLACKAMETTE RV RECEIPTS			2,008.44
CEMETERY STATISTICS			
FULL BODY	3		
CREMAINS	1		
TOTAL REVENUE - CEMETERY			17,945.45

January 2006
Betty Joe Armstrong

** Amount of Cash Taken In divided by 18360.

Scott Archer

From: Paul Edgar [pauloedgar@qwest.net]
Sent: Monday, January 28, 2008 4:18 PM
To: Scott Archer
Cc: Daphne Wuest; Damon Mabee; Howard Post
Subject: FW: Pictures for you (Pictures of Old Canemah Park with adjoining property that can be purchased with Coffee Creek Running through It)

These pictures are of the property that is contiguous with Old Canemah Park and Old Canemah Park the oldest Park west of the Mississippi River. Can you print these to where they can be shown to the Oregon City Parks & Rec Committee tonight. I will be there. The first picture is of Coffee Creek from 5th Avenue of a meadow with the creek running through it. I also go down into Old Canemah Park entering into the park on 4th Avenue. I display the entrance sign and within approximately 20-feet of this sign is where this property starts. I take you up the right trail and all along this trail it is this property. I follow it up to where the trail bends to left and from there or the next high point I can create simple connections to the meadow of this property. I take you down the left rail into the old park and you see the need of repairs. I show you where natural connections can run to the existing Oregon City Trail network.

Please allow me enough time to explain to the Park & Rec members what these pictures represent.

Paul Edgar

Get Kodak prints of this picture, and all your other favorites, at www.kodakgallery.com!

#1











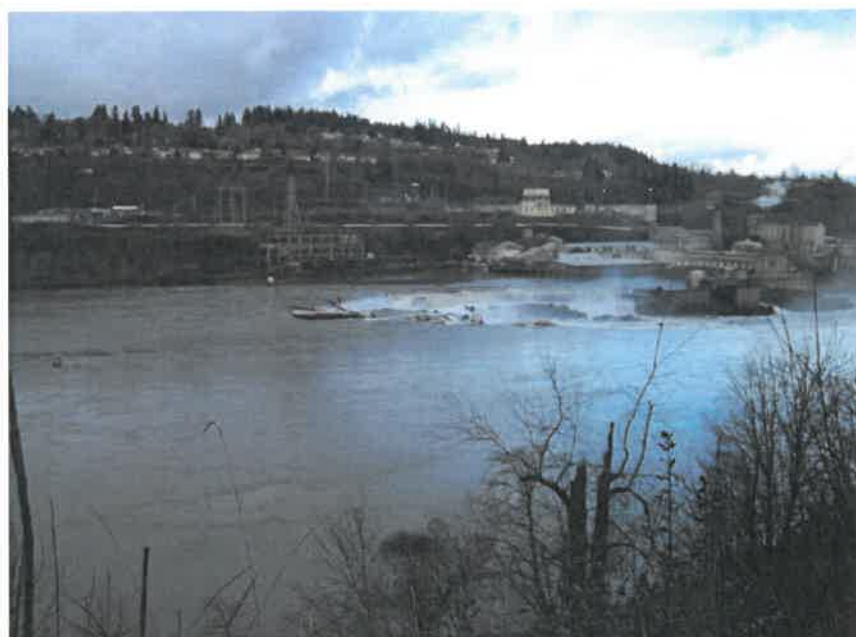






















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MEMO

**To: Chair Norris and Members of the Urban Renewal Commission
Chair Powell and Members of the Planning Commission**
From: Larry Patterson, City Manager
Re: Parks Maintenance
Date: January 26, 2009

One of the points of concern that has been raised concerning the Cove is the City's ability to maintain the additional parkland and open space proposed with this development. Additionally Commissioner Neeley asked for more information regarding the parks maintenance issue. This memo is provided to both the Planning Commission and Urban Renewal Agency to address the concern and provide background information regarding the parks maintenance issue.

As the City Commission will remember, the City's parks maintenance operation is one of the most understaffed departments in the northwest if not in the nation. This was one of the findings of Green Play LLC, who performed our recent parks master plan. The City has a deferred maintenance backlog of over \$500k not including facility upgrades such as the swimming pool, which is in need of over \$2.5m in investment to modernize that facility or the Ermatinger House, which needs major renovations according to a 2002 study.

The national average Green Play LLC reported for parks maintenance workers per maintained acres of parks is 1 full time equivalent employee (FTE) for every 7 to 10 developed acres. We currently have 8 FTEs, including Larry Potter and seasonal help, to maintain approximately 254 acres of developed parkland. The City's current ratio is 1 FTE per 32 acres of developed parkland. The City would have to add approximately 17 FTEs to meet the national standards mentioned above. However, national averages as we have discussed can be overstated. Somewhere between where we are and this average is the correct number for Oregon City's maintenance efforts. Our Parks Master Plan recommends 16 FTEs. We also have a parks maintenance budget of \$904k. This includes parks maintenance, cemetery operations, ground and facility maintenance at the pool, Carnegie, Ermatinger House, Pioneer Center, and other median areas.

Our underfunding of Parks maintenance operation is not an issue caused by growth. That is not to say that growth does not have an impact, which I will address in a moment. Philosophically, a community should not require new development (new residents) to pay to increase their parks maintenance standards. The City historically has chosen to under staff this department and others. Now due to other more pressing priorities and the limitations of financing local government today, we struggle to upgrade services levels in most of our city departments.

This issue was seriously discussed in the Fire Annexation campaign. The Commission for valid reasons decided not to increase this portion of the budget beyond current maintenance standards due to the necessity to successfully pass the fire annexation issue. The City's fire annexation plan included a program to maintain its parks maintenance operation at today's standard. This means the city will continue to add maintenance staff and budget resources to the department to maintain today's staffing and maintenance levels within the budgetary constraints imposed by the fire annexation pledge. Given the anticipated parkland development at the time of the plan, it called for the addition of one additional parks maintenance worker in the five-year planning period. **The Cove parklands were anticipated in this plan.** When the plan was put together we did not plan for the development of the High School area or Filbert Run Parks. Additionally there are other areas of landscaping such as the new City Hall that the Parks Department maintains.

As mentioned above, growth does have an impact on our maintenance abilities. The update of the Master Plan generated considerable debate when it did not specifically call out new park developments but instead focused on the backlog of maintenance issues. The plan did connect back to the parks development concepts of the old Master Plan adopted in 1999. The debate on the plan wanted to insure that the planning for new parks acquisition and development be incorporated in the plan in spite of our maintenance backlog and no defined plan to catch up. In the past 4 years we have added Wesley Lynn Park, Jon Storm Park, Filbert Run Park, and the High School Park. The latter two are not developed or maintained acres at the present time. The Cove will provide an additional 28.5 acres of parkland to be maintained.*

In fairness and for the sake of consistency, nowhere in the planning and support for the development of Wesley Lynn, Jon Storm, High School Park, Filbert Run Parks or the desire to insure future parks development was there the same concern voiced about the City's inability to maintain new parks. The parklands and open space proposed here are desired community amenities, which we should accept as we figure out how we will improve our maintenance operations. We must continue to acquire and develop our parkland opportunities as they arise. If not valuable opportunities will be lost and those areas of opportunity will be developed in other ways. These lost opportunities will preclude our ability to add new parks and open space in needed areas as the city grows. We will have to figure the maintenance puzzle out along the way.

Perhaps more importantly the Urban Renewal Commission should take note of how we arrived at this park acreage. The Cove plan as first presented did not have as much open space and parkland. It was more product intensive, featuring approximately 400 condo units, additional apartments, and even floating homes off of the peninsula. Needless to say this level of product made the project easier to finance and reduced the dollars needed from the Urban Renewal agency to make the project happen. After several public meetings and based on the desires of those who attended those meetings, the developers reduced the intensity of the development and add more parkland and open space. While satisfying the public demand, this made the financing more difficult and increased the cost to the Urban Renewal Agency.

This expressed desire for more parkland and open space at the Cove followed an extensive public discussion between 2003 and 2006 of the budget issues of the city and the parks maintenance resources. If parkland and open space is a desired community amenity we must be willing to bear the burden of its maintenance. The City has the ability within its current permanent tax rate to improve this operation. The City also has other financing tools that can be considered to improve these operations. However, such a decision is a difficult one and it does increase cost.

* The parks and open space maintenance for the Cove consist of:

North park: 212,940 square feet or approximately 4.8 acres

Riparian planting: 313,470 sq ft or approximately 7.2 acres

Erosion control seed areas between Agnes and the esplanade: 492,198 sq ft or approximately 11.3 acres

Invasive removal/re vegetation on the Peninsula: 227,051 sq ft or approximately 5.2 acres

The erosion control seed areas and the invasive removal/re vegetation on the peninsula should be low maintenance areas. The Plaza, while open to the public, is intended to be owned by the association of unit owners, and would be maintained by the association after the first phase of condos is completed. The area from the waterside of the esplanade to the water's edge is a public parcel. This area is designed to be a native riparian restoration area, and because it's all natives, it should not need much attention, other than annual pruning, and regular trash pickup. Hopefully once it is established, the storm water runoff dispersion system will minimize irrigation requirements.

The north park will be a standard public park, with a fair amount of turf, and will require greater maintenance.

Scott Archer

From: Philip Yates [phil@philipyates.com]
nt: Tuesday, January 20, 2009 9:40 PM
To: Scott Archer
Cc: Bpsmommy@aol.com
Subject: Re: Jan 09 PRAC agenda

Hi Scott

Thanks for the email. I'm going to be out of town (on the Blues Cruise) next Monday, so I won't be able to attend. I met with Bill Daniels on Monday and we talked about that meeting. He's agreed to go to the meeting and open discussions with the PRAC on behalf of the Neighborhood Assn about a memorial (and some other ideas we have about the Promenade).

Phil

Scott Archer wrote:

Phil,

A while back you indicated you might want to attend the January PRAC meeting to discuss the Keith Wright memorial project. The meeting is this coming Monday, January 26th, 7 PM at the Pioneer Center. Please let me know if you are ready to discuss at this meeting or if you'd like to come to a future meeting. We will get you time under the General Business portion of this agenda if you are still planning to attend.

Thanks,

Scott Archer
Community Services Director
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Philip Yates

1/21/2009