

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, April 28, 2008

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

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

1. Call to order
2. Approval of minutes – March 31, 2008 regular meeting
3. Citizen comments on issues and items not on the agenda
4. General business:
 - a. Singer Creek Park sewer line project proposal
 - b. Parks & Recreation Master Plan Update – adoption process (update)
 - c. Skate Park art project proposal (follow-up)
 - d. Cemetery project proposal (follow-up)
 - e. RV Park future planning
 - g. PRAC 2008 goal setting
 - h. Other general business
5. PRAC member reports
6. Director's report:
 - a. Projects update
 1. Jon Storm Park/Willamette Trail bid award
 2. Debris Boom
 3. Chapin Park snack shack project completion and dedication date
 4. Wesley Lynn improvements (OCHS const. class)
 - b. Recreation Services update
 - c. Parks maintenance update
 - d. Other
7. Next meeting date (reschedule due to Memorial Day)
8. Adjournment

Meeting Minutes

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, March 31, 2008

Pioneer Community Center
615 5th St., Oregon City

Attendance

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

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

Guests: Phil Yates

Regular Meeting

1. **Call to order:** Ted Schumaker called the regular meeting to order at 7:00 PM.
2. **Approval of minutes – February 25, 2008 regular meeting:** Approved as written.
3. **Citizen comments on issues and items not on the agenda:**
 - a. Phil Yates presented a proposal called the Oregon City Star Business Model. This is a volunteer idea to support and supplement parks maintenance and projects, as follows: ads are sold in the OC Star publications – door hanger and on-line news. Volunteers deliver ads door to door. Landscapers win contracts from OC Star to do projects in parks. Citizens receive benefits of sustainability projects and OC Star Publications. Citizens and landscapers spend money at merchants in response to OC Star's efforts.

Mr. Yates will pursue this further and come back to PRAC next month to give an update on where this idea stands.

4. General business

- a. **Parks & Recreation Master Plan Update – adoption process update:** Scott Archer presented a summary/review of the adoption process. As previously reported, the final draft of the Parks and Recreation Master Plan Update 5-Year Vision Implementation Plan to the City Commission on February 20. The Commission and the Park Place Neighborhood Association raised a number of questions and issues. The City Commission has continued the adoption to a later date to be determined (April 16), to allow time to address these concerns/questions and for additional citizen's input. This issue was briefly discussed at the March City Commission work session. Shawn Dachtler and Martha Sumption attended this work session on behalf of PRAC. In response to the Commission direction for additional public input opportunity, staff sent out a widespread notification announcing that the public hearing has been continued and public input is welcome.
- b. **Cemetery project proposal and Skate Park art proposal follow-up:** Both of these project proposals were presented at last month's meeting. PRAC unanimously recommended support of both projects. They will be presented to the City Commission on the April 8 work session for continuation of the approval process.

- c. **Carnegie Center operations update:** Staff was previously pursuing the potential of moving the Parks and Recreation administrative offices and the Oregon City Chamber of Commerce offices into the Carnegie Center at the expiration of the Fine Art Starts agreement. At the March City Commission work session the City Manager and Scott Archer recommended that this proposal no longer be pursued. The reasons for this recommendation were that the proposal had become too controversial and time consuming to continue to negotiate. The City has indicated to the Chamber of Commerce that if it still wishes to pursue this use they may make a proposal.
- d. **PRAC by-laws – proposed modifications:** Staff presented the proposed by-laws language addition, as follows: “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”.

M/S PRAC recommends amending by-laws as proposed. Approved unanimously.

- e. **RV Park future planning:** Oregon City Waterfront Master Plan has been previously distributed, as it pertains to this issue. PRAC should develop a recommendation regarding whether the City should consider keeping the RV Park or not to help staff in determining whether to pursue this issue. PRAC members agreed to review the Waterfront Master Plan and try to visit the site before the next meeting. Discussion to be continued at April meeting.
- f. **PRAC 2008 goal setting:** Scott Archer distributed copies of the 2008-09 proposed budget narratives for the department to summarize the working goals for the budget year. PRAC can utilize these as a starting point for discussion of their committee goals. It was decided that members would review the information, and bring forward ideas for discussion at the next meeting with the intent of establishing five goals for the year.
- g. **Chapin Park snack shack project completion and dedication date:** The volunteer project, done by the Oregon City Youth Sports organization, is substantially completed. The dedication will be held at 3:00 PM on Saturday May 3rd – the same day as the season opening jamboree for OCYS.
- h. **Other business:**
 - 1. The City of Oregon City budget process for the 2008-09 budget season is moving forward. The Parks and Recreation preliminary budget has been submitted. Budget hearings will be held in mid-April.
 - 2. Larry Potter reported that we will be closing the Clackamas River Trail for a few days for a planned removal of hazardous trees. A hazardous tree report was done by both our staff arborist and a private arborist to identify trees that pose a significant hazard to trail users along the section that borders Tri-Cities Water Treatment Plant. This is a joint effort between Tri-Cities, Oregon City Parks Department and the arborist. This has been part of an ongoing project to remove hazard trees in this section after a near-miss happened last year on The First City Cleanup of 2007. A local Boy Scout Troop has volunteered to replant native trees as mitigation along this section of stream corridor.
 - 3. Scott Archer provided an update on the Gentry Homes proposed development (known as Parker Knoll) adjacent to Wesley Lynn Park. Suggestions from PRAC included having bollards at the end of the road (entry to the park) instead of barricades and having traffic calming measures/road safety issues implemented.

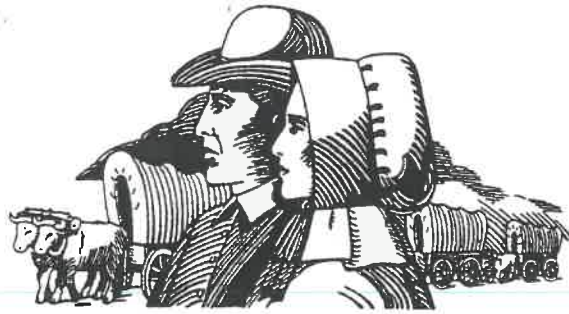
- 5. **PRAC member reports:** There were no committee member reports.

6. Director's report

- a. The Jon Storm Park and Willamette Trail (Clackamette to Jon Storm) project bid opening occurred on March 4. A bid summary list was distributed. Eleven bids were received, with the low bid being submitted by CivilWorks NW, Inc. We are taking a recommended bid award and construction contract in the amount of \$945,200 to the City Commission on April 2.
- b. We are continuing to work with Oregon State Marine Board on preparing the Debris Boom project for bidding in the near future. This project will likely be done later this year.
- c. The pathway improvements being done by the Oregon City High School construction class are progressing.
- d. Spraypark operating system enhancements/modifications are in process.
- e. Most of the Pool maintenance related items have been completed.
- f. New accordion doors will be installed in the Pioneer Center classrooms.
- g. Recreation update was deferred since Denise Kai was not in attendance.
- h. Parks maintenance update: Larry Potter reported on the following items:
 1. The newly acquired Filbert Run park property was being cleaned up by County corrections crews and other volunteer groups.
 2. The Abernethy Creek improvement project would begin soon.
 3. Annual First City Clean-up event will take place April 19. Approximately 400 volunteers are expected. Several parks areas will be included in the clean-up.
- i. The department's National Recreation and Parks Association membership has been renewed. All PRAC members are included in the membership and will receive publications and other information from NRPA on a regular basis.

7. Next meeting date: The next meeting will be April 28, 2008.

8. Adjournment: The meeting was adjourned at 9:30 PM.



OREGON CITY PARKS & RECREATION
Activity Report

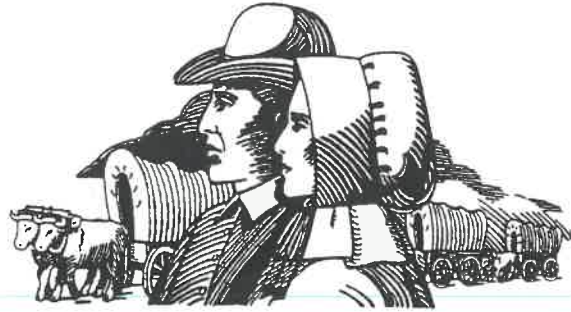
Program: Recreation Division

Month of: March

Highlights of the past month:

Aquatics & DDDD/ Camps/ Concerts in the Park/ Mom and Son Bowling/ SkyHawks

- Finalized Skyhawks dates and times and also reserved the fields. I am having them print enough flyers to distribute to the schools.
- I conducted a Lifeguard course over spring break. The class was very successful with 17 students participating. I am currently interviewing 6 to be hired for summer staff.
- Budget overlook:
 - Membership – we are at 75% of projected. I believe due to the increase in lap swim times and also the added arthritis classes on Tue/Th.
 - The OC pool is also at 104% of anticipated pool/room rentals. This may be attributed to more advertisement; posters, flyers and we also purchased new tables and chairs specifically for pool/room rentals.
 - Expenditures: Our line item 363 is over. This is due to funds waiting to be transferred out of the contingency funds for safety issues being addressed.
- Numbers overview:
 - Winter Evening 1 – we added a level 3 we had 87 spots filled out of 96 total. Classes that had a few spots open...water babies and level 2.
 - Spring Evening 1 – 81 out of 86 total spots filled. Once again water babies had 2 spots available as well as Level 3.
 - Lap Swim: the OC pool had 625 lap swimmers visit in March, compared to March 07 OC pool had 615
 - Total Monthly attendance – 5667
- Oregon City Swim Club Cancelled their BC meet. It was suppose to be held on March 8/9. According to Rob Whiting (Board President) they didn't have enough participants, but the club still abided by their contract requirements.
- The Oregon City Swimming Pool has continued its safety upgrades. We have been working on fixing the leak in the natatorium ceiling. This is an on going challenge; we are having trouble identifying the cause of the leak or where it originates.
 - Gary Emmons has installed a panic button that is located at the front desk. This is incase there is a fire or emergency the button can be pushed and fire will be dispatched. We are waiting for the flashing lights and a bell to announce to the public the pool should be evacuated.



OREGON CITY PARKS & RECREATION

Activity Report

Program: Pioneer

Month of March 2008

New information / highlights:

4 trips provided this month: 2 for Pioneer Center + 2 trips for Rose Linn Care Center + 10 dine outs (5 for Oregon City, 3 for West Linn, 2 for Rose Linn Care Center)

Donations: \$692.79 for the Pioneer Donation Fund, and \$0 for Meals on Wheels. Spent \$0 from general donation fund. \$0 from MOW fund.

Supplied pet food to 39 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 6 rentals in the ballroom, 4 rentals in the basement

Tax services extended due to increased request for services Tuesdays/Fridays until April 22.

Up Coming Events/ Dates of note:

2 Pioneer trip planned next month: Spirit Mountain, Cannon Beach

Rose Linn Care Center – 2 local trips

Dine outs to various OC locations

Civil War Conference second weekend in April

Concerns and Challenges:

Building maintenance completed as time allows.

Disabled/confused seniors needing additional assistance by staff

Homeless population needing services/increased requests

Denying ride requests due to bus schedule being full

Building maintenance:

Refrigerator (walk in) to have repairs early April

New laminate countertops in men's & women's room

New sinks in both restrooms

Accordion doors in Ballroom to be replaced in May

Laminate in serving area to be replaced in early June

| | | | |
|--------------------------------------|-------|------------------|--------------------|
| MONTHLY REPORT | | | |
| March 2008 | | TOTAL USE | RECEIPTS |
| FACILITY USAGE | | | |
| | Usage | | |
| BUENA VISTA HOUSE | 55 | | |
| PARK SHELTERS | | | |
| Chapin | 1 | | |
| Clackamette General | 0 | | |
| Clackamette Horseshoe | 0 | | |
| Hillendale | 0 | | |
| Rivercrest | 2* | | |
| Rivercrest SprayPark | 1* | | |
| BALLFIELDS | 243 | | |
| PARK RESERVATION RECEIPTS | | 302 | \$3,200.00 |
| CLACKAMETTE RV PARK | | | |
| RV RECEIPTS | | | \$ 2,615.75 |
| OCCUPANCY RATE ** | 13% | | |
| RV DUMP STATION RECEIPTS | | | \$ 251.99 |
| TOTAL CLACKAMETTE RV RECEIPTS | | | \$ 2,867.74 |
| CEMETERY STATISTICS | | | |
| FULL BODY | 5 | | |
| CREMAINS | 4 | | |
| TOTAL REVENUE - CEMETERY | | | \$22,163.69 |

Two of the Rivercrest reservations (1 regular, 1 SprayPark) were for the city Easter Egg Hunt.

January 2006/Betty Joe Armstrong

** Use Receipts divided by 20,100 to get occupancy rate.

Scott Archer

From: Dan Kromer [kromerd@metro.dst.or.us]
ent: Thursday, April 24, 2008 2:34 PM
To: Plpk914@aol.com; Scott Archer; karenmandrews@comcast.net; McSteve64@comcast.net; shawn@dachtlerfamily.com; sarah@hillvalleyfinancial.com; martybertsch@msn.com; teds@p-r-c.com; MBertsch@pccstructurals.com
Subject: Re: 2008 PRAC goals

and I would add:

1. Determine Carnegie Center occupancy/use options

>>> On 4/23/2008 at 9:40 AM, "shawn@dachtlerfamily.com" <dachman1@gmail.com> wrote:

Hi Everyone,

As I replied to ALL.... I removed all the City Staff except for Scott Archer since I believe this discussion is sort of between just us for now. :)

To throw more things into the mix, I dug up the last set of goals out of our Jan 23, 2006 minutes.

2006 PRAC goal setting: PRAC adopted unanimously the following goals for 2006 (in priority order):

1. Complete the Parks and Recreation Master Plan Update
2. Identify funding for phase 2 and complete development of Wesley Lynn Park.
3. Acquire properties for future parks in the "south end" and "high school" areas, per the Parks and Recreation Master Plan recommendations.
4. Seek funding and begin new park development projects per completed master plans for Canemah Children's Neighborhood Park and Chapin Park.
5. Explore public-private community center concept.
6. Explore acquisition of parkland in "park place" area.

My opinion is that our number 1 and 2 priorities are as listed below. I feel it is VERY important to finish something we start (referring to #2). Then I've added a couple others for thought.

1. High School area property acquisition.
2. Identify funding for phase 2 and complete development of Wesley Lynn Park
3. Begin Master Planning process for the Filbert Run property (near Central Point Rd.)
4. Seek funding and begin new park development projects per completed master plans for Canemah Children's Neighborhood Park and Chapin Park.

-Shawn Dachtler

On Wed, Apr 23, 2008 at 9:19 AM, Ted Schumaker <teds@p-r-c.com> wrote:

PRAC members, at our last meeting we passed up the topic of setting goals for our committee in 2008 based on Dan's suggestion to discuss online as a starting point.

Scott, or PRAC members, can you throw out a list of highpoints for us to kick around prior to next weeks meeting?

Priorities that come to my mind are:

- Resolve park deficiency in Beavercreek area (Saunders property purchase)
- Approval of new Park and Rec Master plan
- Recommendation for the future of the RV Park.

Also, if you haven't had a chance to visit the RV park at Clackamette, please do so before the next meeting to allow for a well informed discussion.

Thank you,

Ted

--
Shawn
www.dachtlerfamily.com