

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, April 23, 2007

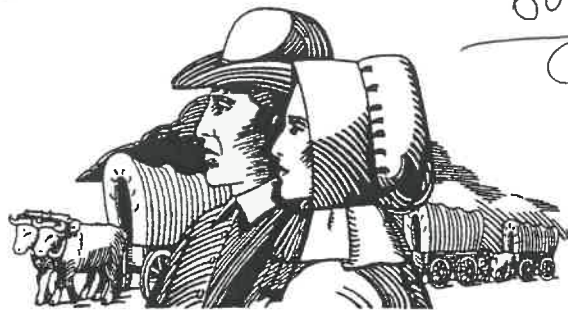
Pioneer Community Center
615 5th Street, Oregon City, OR 97045

Regular Meeting
7:00 P.M.

1. Call to order
2. Approval of minutes – March 26, 2007 regular meeting
3. Citizen comments on issues and items not on the agenda
4. General business
 - a. Old business
 1. Oregon City High School Construction Corps project proposal – update, staff: *Larry Potter*
 2. 4th of July Celebration fireworks display issues – cont'd
 3. Sportcraft license agreement – update, staff: *Scott Archer*
 4. Other old business
 - b. New business
 1. Other new business
5. PRAC member reports
6. Director's report
 - a. Assistant Parks & Rec. Director hire
 - b. Monthly reports and statistics
 - c. Projects update
 - d. Parks maintenance update, Larry Potter
 - e. Other
7. Next meeting date: falls on Memorial Day - to be determined.
8. Adjournment

ATTENDANCE

4/23/07



GUESTS: JAMIE
CRAIG Silverberg
Stall

OREGON CITY COMMUNITY SERVICES DEPARTMENT

Parks & Recreation Advisory Committee

(Updated 2/07)

Terms Expire 12/31/07

Lisa Wright-Wilson (Chair)

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(non-resident)

Havan Jones

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503-672-9569 x223 (W)
Havan.Jones@oya.state.or.us
(Hazel Grove-WF N.A.)

Vacant

~~EXCUSED~~
~~ABSENT~~

Terms to Expire 12/31/08

Shawn P. Dachtler

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Karen Andrews

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(McLoughlin N.A.)

Terms Expire 12/31/09

Martha Sumption

Pioneer Comm. Center position
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James "Marty" Bertsch

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Dan Kromer

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(McLoughlin N.A.)

Staff: Scott Archer
Community Services Director
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sarcher@ci.oregon-city.or.us

Larry Potter
Parks Manager
503-496-1460 (office)
lpotter@ci.oregon-city.or.us

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

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7:00 P.M.

1. Call to order 7:29
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HOLD OFF UP TO
NEXT mtg.
Bailey Estates
ISSUES

REMEMBER, SPRAY PARK - JUNE 1
Grand Opening
P & R MP
CENT. PT. / FILBERT RUN
update

JUNE 25
does city want

LISA:
Family for our Day
to participate

9:25 Ad

City of Oregon City
Parks & Recreation Advisory Committee
Pioneer Community Center
Regular Meeting 7:00 P.M.
Minutes

March 26, 2007

Attendance:

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

Excused absence: Havan Jones

Staff: Larry Potter, Parks & Cemetery Operations Manager

Guests: None

1. CALL TO ORDER

Chair Lisa Wright-Wilson called the meeting to order at 7:01 P.M.

2. APPROVAL OF MINUTES

The February 26, 2007 minutes were approved as written with Lisa Wright-Wilson abstaining. The March 1, 2007 special master plan meeting minutes were approved as written.

3. PUBLIC COMMENT ON ITEMS NOT LISTED ON AGENDA

There was none.

4. GENERAL BUSINESS

- **Oregon City High School Construction Corps project proposal update: Larry Potter**
 - * The Construction Corps is moving forward with the bridge project (Hillendale Park).
 - The covered picnic area will be updated and the sports strut steel poles will be bricked up to 42 inches high and then encased in cedar at the top.
 - Six privacy walls will be built using cedar panels to provide separation and will also be painted.
 - Everything should be completed within the next month and a half.
 - * A new volleyball court location was sited on Clairmont Street; four stakes signify where the corners of the court will be located.
 - One dilemma is that the court sits only 23 feet off the street. Donations will be sought or the City will finance a three-foot fence to keep the ball from entering the street.
 - The location seems ideal since people already play there and restrooms, picnic shelter and play equipment are near.
 - * Students are gathering artists to paint murals on the restrooms at Hillendale Park.
- **McLoughlin Blvd. Project, tree removal issue: Shawn Dachtler**
 - * He represented the PRAC at the City Commission meeting to present the two-page bulleted list. No changes were made since the last PRAC meeting.
 - * The Natural Resources Committee still had disagreements, especially how mitigated trees were counted. The Commission intended to direct Staff on how to proceed, which was to use the higher of two tables provided.

- * The tree removal project is still scheduled for fall 2007. Core sampling was originally going to be done, but now sampling would be done differently.
- **4th of July Fireworks Celebration-fireworks display issue: Larry Potter**
 - * Gladstone withdrew their participation in the fireworks display event and Meldrum Bar Park will close the entire day of July 4, 2007, drastically limiting Oregon City in providing the annual event for the public.
 - * The PRAC was asked to make a recommendation about what the City might consider doing, especially regarding security and safety.
- Several suggestions and concerns about hosting the event were discussed, including:
 - * Event ideas: maintain current funding levels while minimizing the City's liability.
 - Pursue alternative locations or hold displays at several different locations.
 - Host a day only event with bands and fun activities but no fireworks at Clackamette Park, which accommodated the crowd, families with picnics, etc.
 - Close the park and stop the bands at 8 p.m. Parks usually close at dusk. The last band could announce no fireworks as they shut down.
 - Stopping at 8 p.m. gives the crowd time to go see other displays, which usually start about 10:00 p.m. People won't stick around if there is no fireworks display and it is getting dark.
 - If the event is held elsewhere, the park could be ignored, no security, closure, etc. Boaters would be out and needed access to boat launch, trailers, etc.
 - Move event to Clackamas Community College if an agreement could be reached.
 - College has security and parking.
 - Check with the college, may be unrealistic this late in the game.
 - Closing Clackamette Park was considered, but more security, traffic management, etc. would be needed.
 - * Substantial advertising is needed to announce no fireworks.
 - Post signs that fireworks are prohibited on park premises.
 - Notify the public about the alternative, City hosted program, especially with so many outside the City attending. Since Gladstone is closing all of Meldrum Bar many people might be coming to Oregon City.
 - Explain why the traditional display was discontinued.
 - Inform the City Commission; the PRAC may need to address the matter at a meeting to explain the decision.
 - * Security/Funding
 - Security issues involved with closing the park were discussed. The gates were usually left open all night; boaters needed to leave.
 - Having officers at the boat launches was a consideration.
 - Money might be well spent to vacate people from the premises rather than for patrolling.
 - A smaller security force was necessary for a day only event with no fireworks
 - The City pays for the fireworks each year; about \$8500 was spent last year.
- **RV Park funding: Larry Potter, Shawn Dachtler**
 - * The RV Park needed to resemble State parks to increase revenues and remove it as an eye sore in the City. Improvements would include asphalt, curbing, landscaping, trees, picnic tables, and increasing ampage to the sites.
 - * The park is normally at 22-25% occupancy year round, generating about \$64,000 in 2006. If occupancy were boosted to 50% through advertising, \$100,000-\$120,000 could be realized each year with a rate increase from \$18 to \$20 or \$22.

- Rates typically range from \$35-\$40 per night for private RV parks and \$30-\$33 at State parks.

Discussion points included:

- * The park is a very strong asset for the City and attracts many people, local visitors and world travelers alike.
- * Large pools of money are available for county RV Parks, but not City parks.
 - State law requires that RV registration fees be allocated to the State, who uses 60% for State parks and gives 40% to county parks.
 - That county money funds a County Opportunity Grant that county parks can apply for to do campground improvements. A direct pass through is also received based on the number of campsites and the population per county.
 - The Clackamas County RV Park is a good revenue generator, receiving \$350,000 per year for a pass through from the State.
- * The RV Park has been discussed for years, but no master plan exists that calls for investing in a campground. Though no master plan called for a volleyball court at Hillendale Park, either.
- * As the greatest revenue generator in the department, the City should be considering how to expand or make the RV Park better.
- * With \$64,000 in revenue a year, a minimal investment would make the park presentable.
 - The most expensive infrastructure is present, electrical and plumbing. Painting and beautification items are much less expensive. Water [supply lines] would stay the same, but asphalt and plumbing upgrades were needed.
 - Another major expense would be moving and upgrading the electric RV panel hookups from within the flood zone up to the 100-year flood line to avoid having to remove them each season.
 - Flooding did not significantly impact the RV Park; the electrical is currently removed and silt is scraped off as necessary, then everything is plugged back in.
 - The park could be expanded by an additional 15 sites.
 - These expenses could be absorbed within a few short years by increasing park fees with a beautified park area. SDC funds might also be used toward expenses.
 - No park charges \$18 to camp anymore; \$25 was not unreasonable, especially since the park has a beautiful waterfront setting on the Willamette River. Improvements should be considered when determining nightly rates.
 - With estimated improvement costs of \$200,000, the park could be a pure revenue generator in 2 years.
 - Advertising would do a lot to increase year round occupancy. The park has dump site, the only one in the Metro area.
 - Teepees or tent camping with a maximum stay period could be provided for a fee off the water, an added bonus for those using the Willamette River Trail, while eliminating any transient issues.
- * Other considerations for the property included parking for a restaurant to be located across the street. Covering the area with grass and putting up a portable pavilion was discussed, which purported to make as much money.
 - The committee wanted to keep the area for camping. The Natural Resources Committee would like the RV park area restored to more of a natural habitat.

The PRAC consented to move forward in investigating RV Park improvements, though it would cost Staff time and money. Direction to Staff might include:

- How would upgrading the park fit the City's Master Plan/Parks & Recreation system?
- Could SDCs be used?
- Compare small low budget improvements like adding gravel and plantings to the more substantial upgrades discussed; the PRAC could then review the details.

- * The City must make a commitment to the RV Park. The potential of generating twice the revenue with some improvements could pique interest and justify invested funds.
- * Should the City Commission be approached informally or with a cost analysis study?
 - Informally, the Commission might offer more ideas; or already have other plans, ending the project.
 - A complete market cost analysis/study could research park improvement and advertising costs, validating anticipated returns. A credible study might help the Commission make a positive decision. PRAC can propose making a commitment to the RV Park and see if the City has any objections.
- * Mr. Archer would be contacted to determine the best strategy to approach the City Commission about RV Park funding.

- **Other general business:** There was none.

5. PRAC MEMBER REPORTS

- The first, full-time soccer field opened in Oregon City last week, now complete with installed permanent goal posts, but no nets because of vandalism concerns. Possible solutions were discussed.

6. DIRECTOR'S REPORT, Larry Potter

- Monthly reports and statistics were distributed.
- Projects update
 - * The Rivercrest Spray Park was still under construction; a lot of concrete was removed.
 - The roof over the picnic area should be finished next week. Site restoration would begin the following week, but probably not completed before the Easter egg hunt.
 - * The sewer line collapsed at Richard Bloom. It took about two months to find a contractor to work on the problem.
- April 2, 2007 City Commission study session topics
 - * O.C. Pool Facility Assessment: Detailed copies were distributed; renovation of existing pool would cost up to \$2.8 million. \$8 million to build a new pool facility.
 - * Sportcraft Landing, Inc. License Agreement:
 - Scheduled for the April 2, 2007 City Commission meeting. The Dye family had not made any objections as of last week.
 - Scott Archer's memo dated March 26, 2007 was distributed and pictures of proposed restroom facility examples were circulated, Mr. Potter preferred the one on the last page. Two porta-potties were required, one being handicapped.

Comments included:

- PRAC had recommended modifications regarding aesthetics and the restroom.
 - Happily, the restroom contract requirements are very strict and must be completed by September 2007. Otherwise, the City will contract and construct the facility at the City's expense.
- The recommended \$11,000 license fee would be phased in over three years, since the fee was double what Sportcraft had been paying, to reduce sticker shock.
 - Another perspective was that Sportcraft had gotten a great deal for many years.
 - Forcing Sportcraft out of business was not desired; they provide a very good service and are a big asset to Oregon City.
 - License fees would be \$6,000 in 2007; \$8,500 in 2008 and \$11,000 by April 12, 2009, enabling Sportcraft to adjust their rates potentially.
- The three year contract extension would be a change to the existing contract. [Sportcraft] wanted a 20-year minimum; the City wanted five, so the three year extension was a compromise.

- As a 'rolling' three year extension, three years are automatically added at the end of every contract term unless other negotiations take place
 - For every \$10,000 of City-approved tenant improvements made to the facility, the City had the option of extending the contract one year.
 - * For example, if Sportcraft made improvements of \$20,000, Scott Archer could extend the contract two more years because of the added infrastructure.
 - * It was a very proactive approach regarding the site. Sportcraft was concerned about putting money into the facility without a longer contract.
 - Having a PRAC representative attend the April 2nd and 4th City Commission meeting might be helpful.
- Assistant Parks & Rec. Director Recruitment:
 - * Ten applicants were interviewed Friday, March 23rd, with four returning for second interviews. There were very good candidates.
 - Parks maintenance update:
 - * The next month or two would be spent catching up on repairs such as three broken drinking fountains, getting restrooms operational, irrigation, etc. while doing daily landscape maintenance.
 - Other Business:
 - * Baseball started and fields are expected to be full. Spring soccer also began and some of Chapin Park, as well as the new permanent field, will be used.
 - * A brick mason offered to build the [snack shack] for \$8,500, but would donate his time to oversee the project if the community came together to put it up. The goal is to have it completed by May 1, 2007.
 - * No follow-up information was available about the proposed street on the Wesley Lynn Park property. The meeting minutes stated it would need to go to the City, since it had to be voted on for annexation. The PRAC would have input on that.
 - * Had a beautification "Park Day" been held in Oregon City where volunteers could assist with parks' maintenance? What projects could volunteers assist with?
 - Mr. Potter responded that while no official "Park Day" had been held, many volunteers from various groups helped with a variety of park maintenance issues throughout the city year round. Some volunteer groups exist; such as Jerry Herman's group from natural resources.
 - A list of parks needing help is compiled yearly, such as for litter clean up, stream restoration, etc.
 - Cemetery spring and fall cleanups are held each year involving 60 to 70 adults and high school students, keeping cemeteries in good shape. Work was based on a volunteer's age and ranged from raking lawns and scraping moss off the Pioneer section to weed eating and removing ivy.
 - A grave restoration program also helped restore 500 graves over the past three years, making the areas safer and easier for maintenance.
 - North Clackamas Christian students identified every Veteran's grave at the cemetery, so all the names are now data base. The Boy Scouts call every year asking to place flags on the veterans' graves, but no list was available previously.
 - Various park maintenance projects throughout the City were reviewed; removing ivy was a priority to keep forests from falling down.
 - * Challenges arise when new parks are built but cities cannot fund maintenance staff for them.

- * The Blue Ribbon Task Force inspected the City's financial records and found, among other things, that Oregon City pays the lowest taxes of any city in the Metro area, resulting in fewer services received. Other cities are better able to maintain streets and parks.
 - Tax dollars received by the City do not cover minimum infrastructure expenses, even with all the new development.
- * It was hard to understand that with infrastructure placing a certain burden on the fund that more annexations continue to be added. Is the increased tax base just chasing that burden?
- * The Wesley Lynn Park property would create a new burden on City Staff, like the new fire station placed more of a burden on the fire department. Though new facilities, the City still cannot fund them any better.

7. Next meeting date: April 23, 2007

8. ADJOURNMENT

Meeting adjourned at 8:40 p.m.

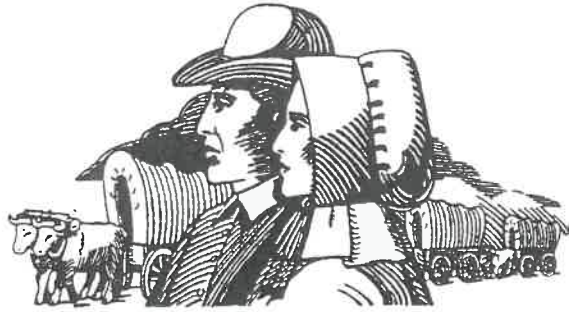
Respectfully Submitted,

By Paula Pinyerd, ABC Transcription for
Scott Archer, Community Services Director

MONTHLY REPORT March 2007 - BJA		TOTAL USE	RECEIPTS
FACILITY USAGE			
	Usage		
BUENA VISTA HOUSE	55		
PARK SHELTERS			
Chapin	0		
Clackamette General	2		
Clackamette Horseshoe	0		
Hillendale	1		
Rivercrest	0		
BALLFIELDS	28		
PARK RESERVATION RECEIPTS		86	1020.00
CLACKAMETTE RV PARK			
RV RECEIPTS			2639.00
OCCUPANCY RATE **		16%	
RV DUMP STATION RECEIPTS			301.55
TOTAL CLACKAMETTE RV RECEIPTS			2940.55
CEMETERY STATISTICS			
FULL BODY	2		
CREMAINS	7		
TOTAL REVENUE - CEMETERY			5531.50

January 2006
Betty Joe Armstrong

** Months OCT-MAY use Amount of Cash Taken In divided by 16740.
Months MAY-SEP use Amount of Cash Taken In divided by 18360.



OREGON CITY PARKS & RECREATION

Activity Report

Program: Pioneer

Month of March 2007

New information / highlights:

Focal point nutrition meeting. No corrections or concerns noted (annual inspection for continued county contracted funds)

2 trips provided this month for Pioneer center + 2 trips for Rose Linn care center.

8 dine outs (4 for Oregon city, 2 for Westlinn 2 for Rose Linn care center)

Donations: \$1407.91 for the pioneer donation fund, and \$0 for meals on wheels.

Spent \$ 0 from general donation fund, and \$4836.59 from MOW fund on sealing machines and food containers.

Supplied pet food to 40 pets for the Animeals program for low income / home bound pets 2 times this month.

Art is now displayed in the building from artists who are taking classes here

Building rentals included Church – every Sunday and Wednesday and 2 additional rentals in the ballroom. 2 additional rentals in the basement.

Tax appointments Continue Tuesdays/Fridays

Review of bus specifications/new van ordered through Ride Connection.

Hosted Chamber meeting

Up Coming Events/ Dates of note:

Trips planned next month: Lady Di tea room, Mission Mill museum

Rose Linn care center – 2 local trip

Dine outs to various OC locations

Volunteer appreciation April 30

Concerns and Challenges:

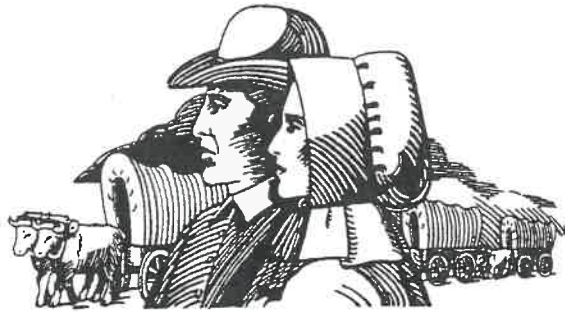
Reception area volunteers – No new people are offering to volunteer on a regular basis.

Building maintenance:

Plumbing issues remain a concern – new leaks in kitchen/basement

Kitchen appliances in need of repair

Minor maintenance continues to be done, as maintenance man is available.



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

Month of: March 2007

Category	Number of Participants
Home delivered meals	2349
Congregate Meals	575
Transportation	948
Outreach services	763
Trips	192
Recreation	896
Classes	682
Meetings	483
In house services	387
Community use (rentals)	425