

# AGENDA

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

**Monday, March 26, 2007**

**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 – February 26, 2007 regular meeting and March 1, 2007 special meeting
3. Citizen comments on issues and items not on the agenda
4. General business
  - a. Oregon City High School Construction Corps project proposal – update
  - b. McLoughlin Blvd project tree removal issue - update
  - c. 4<sup>th</sup> of July Celebration - fireworks display issues
  - d. RV Park funding
  - e. Other general business
5. PRAC member reports
6. Director's report
  - a. Monthly reports and statistics
  - b. Projects update
  - c. April 2 City Commission study session topics
    1. O.C. Pool Facility Assessment
    2. Sportcraft License Agreement
  - d. Assistant Parks & Rec. Director recruitment
  - e. Parks maintenance update
  - f. Other
7. Next meeting date: April 23 , 2007
8. Adjournment



**City of Oregon City  
Parks & Recreation Advisory Committee  
Meeting Minutes of February 26, 2007**

**Attendance**

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

**Excused absences:** Lisa Wright-Wilson

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

**Guests:** Diane McKnight, Patty Brown, Lesley Krueger, Erlyn Krueger, Jeff Smith, Nick Worthington, Jamie Zilverberg

**REGULAR MEETING**

1. Vice-chair Ted Schumaker called the regular meeting to order at 7:00 P.M.
2. Newly appointed PRAC member Karen Andrews was introduced.
3. Minutes of the January 22, 2007 meeting were approved as written.
4. Citizen comments on issues not on the agenda
  - a. Jamie Silverberg of the Bailey Estates homeowners association proposed that the City of Oregon City consider taking ownership and responsibility for a privately owned small parcel of land in their neighborhood, which serves as a park/open space. The neighborhood association received it from the developer, and they feel they are not in a position to maintain the property appropriately. They believe it serves park purposes beyond their neighborhood association residents.

Scott Archer indicated he has spoken with Ms. Silverberg regarding this request a number of times. He is not in favor of having the City receive this as park property for a number of reasons:

1. It is smaller than the size of property the city would typically want to acquire for neighborhood park uses.
2. This is in the City's top priority area to acquire a large parcel for parks/open space, and we should focus our energy and resources on finding an appropriate/adequate parcel for future park use.
3. There are other privately owned, developer-built parks, such as this one, throughout the city. These are problematic for the city because of a lack of maintenance by the owners after the developer turns them over. As a result, the City is no longer requiring that developers set aside park/open space to be turned over to future owners. If the City were to take on the responsibility for this particular parcel, we would be setting a precedent and may have to absorb other similar properties as well.
4. The park was developed well below city standards for parks use, and would require demolition and reconstruction of the site to be suitable as a city park.
5. Small "pocket parks" such as this one in City ownership have become problematic because of the limited service they provide and their maintenance requirements. The City has established an informal policy of not acquiring any



parcels for parks use less than about 2-3 acres, except for special use parks (such as Jon Storm Park). We have attempted without success to sell off these types of existing parks within our inventory in the past.

PRAC requested that staff bring back a list of all of these properties throughout the city, along with a list of City parks considered sub-standard (pocket parks) to discuss at the April meeting.

5. Jon Storm Park – Willamette River Trail project update: Kurt Lango, Lango Hansen Landscape Architects, the City's lead consultant on the project, provided an overview/update on the project. Entering the construction phase, we have encountered a number of permitting and site issues that have slowed down the project significantly. A project construction timeline was provided.
6. Oregon City High School Construction Corps project proposal update: Larry Potter provided an update on the research that has taken place since the last PRAC meeting on the potential sites for the proposed project. He met with the Rivercrest Neighborhood Association (RNA) to discuss the possibility of locating the project in Rivercrest Park. Hillendale Park was also assessed for locating the sand volleyball court.

Diane McNight, and other RNA members present at this meeting, presented a written statement opposing placement of the sand volleyball court at Rivercrest Park. RNA members and PRAC members discussed their concerns.

Dan Kromer made a motion and Karen Andrews seconded, that PRAC recommends staff work with the Oregon City High School Construction Corps to develop an appropriate location at Hillendale Park to construct the sand volleyball court. Motion was passed 6-1 with Shawn Dachtler voting no.

7. McLoughlin Blvd project tree removal issue follow-up: Shawn Dachtler provided an update on this, as the PRAC representative to the project advisory committee (PAC). The Natural Resources Committee recommendations were jointly supported by PRAC and forwarded in the process.
8. 4<sup>th</sup> of July Celebration – fireworks display issues: Scott Archer reported that there are some potential issues developing with the City's partnership on this program with the City of Gladstone. Gladstone is considering not participating in the event any longer, beginning this summer due to some concerns about liability. Since Gladstone's portion of the partnership is hosting/supervising the launching of the display in Meldrum Bar Park, if they discontinue this it will likely cause significant challenges to Oregon City in a number of ways. Gladstone is to make a final decision on this in the next few weeks. Pending the outcome of their decision, Archer would like to explore this further with PRAC to consider our options and whether to continue offering the event, or modifying it. PRAC requested a follow-up report on this item and further discussion on next month's agenda.
9. W-L Park developer proposal: Scott Archer reported that local residential developer Tom Gentry approached the department recently to propose a cooperative opportunity related to undeveloped Wesley Lynn Park property. The proposal is that the City would provide a right-of-way easement on the undeveloped property in the northwest portion of W-L



Park in exchange for Gentry developing a street which provides necessary access to future development in this portion of the property. The street would be built to access a small proposed development adjacent to City property off of Leland Rd. The proposal also includes extending an asphalt pedestrian pathway from the end of the road to connect to the existing pathways on the northwesterly portion of the developed park site. This pedestrian connection would be an immediate benefit for the high amounts of newer and under construction residential dwellings across and near Leland Rd. on this side of the park. The proposal is subject to the residential development property being annexed in to the City and meeting planning department approvals. The annexation would require voter approval. If all necessary approvals are received, it would likely be end of 2007 or early 2008 before the project could move forward.

Staff requests PRAC's support and/or input on the proposal. PRAC was generally supportive of the proposal, with a few comments/questions:

- Make sure the pedestrian path connection to the park is the same width as the existing pathway in the park.
- Does the proposed detention pond need to be on park property? If so, can it be moved to another location within the property?
- Would it be possible to create a vehicle turnaround at the end of the street?
- Signage indicating access to the park should be placed on the new street.
- Would it be possible to make an agreement to have the developer build the parking lot off of the new street for that side of the park?

Staff will explore these issues and bring back an update report at a future meeting.

10. PRAC member reports:

- a. Shawn Dachtler raised issues related to revenues and funding for the RV Park. Would like to have the issue placed on the next agenda for further discussion.

11. Director's Report

- a. Rivercrest Park Spraypark – Finish work still being completed, but will be done as anticipated for grand opening to occur on Friday, June 1. Grand opening will feature a BBQ hosted by Rivercrest NA.
- b. Assistant Parks and Recreation Director recruitment: an interview panel will be assembled for the selection process. Scott would like to have a representative or two from PRAC on the panel if possible. Further input will be sought from members once the date is set for interviews and more information is available.
- c. Recreation report and Parks maintenance updates were postponed due to length of the meeting.
- d. Land and Water Conservation Fund annual report to congress: Our Wesley Lynn Park project was one of the projects highlighted by the National Parks Service in their 2006 report on the grant program. A copy of the report was distributed.
- e. The 3<sup>rd</sup> annual Daddy Daughter Dinner Dance event was held on February 10. Participation continues to grow each year – this year we had around 160 participants.

12. Next meeting date: *Special meeting*, March 1, 2007 at *City Hall* for presentation of draft parks & recreation master plan – next regular meeting, March 26, 2007.





13. The meeting was adjourned at 9:40 P.M.

Minutes submitted by,  
Scott Archer, Community Services Director



Minutes of the City of Oregon City  
Parks and Recreation Advisory Committee Meeting  
Thursday, March 1, 2007

**Attendance**

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

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

**Guests:** Pat O'Toole and Karen Grannan, consultants with GreenPlay, LLC

Call to order: Chair Lisa Wright-Wilson called the meeting to order at 7:00 PM.

**1. Oregon City Parks and Recreation Master Plan Update Findings Presentation**

Pat O'Toole and Karen Grannan from GreenPlay, LLC narrated a PowerPoint presentation of approximately 50 slides illustrating the findings of the draft Master Plan. Following the presentation, discussion and input on the findings, key issues, priorities, and potential recommendations were solicited. An outline of the PowerPoint presentation is presented below.

- **Master Planning Process** – Brief Review
- **Demographics** – Population, Age Distribution, Household Income, Population Comparison
- **Survey Methodology and Results**
- **Inventory Map**
- **Level of Service GRASP® Maps** (Large Wall Sized Versions also) – Changes to the maps will be solicited and can be sent to the consultants after review is complete.
  - Analysis Areas
  - Walkable Access to All Components
  - Access to Indoor Components
  - Access to Outdoor Components
  - Access to Passive Components
  - Access to Active Components
- **Level of Service Capacities** – lists number of additional components or amenities needed by 2011 to maintain a desired level of service for the citizens of Oregon City.
- **Key Issues** for discussion
  - Funding and Pricing
  - Operational Resources
  - Walking/Biking Trails
  - New Parks
  - Open Space/Natural Areas
  - Large Picnic Areas/Shelters
  - Nature Trails/Nature Center
  - Swimming Pool
  - Playgrounds
  - Indoor Program Facilities

- **Next Steps**

- Findings Compilation Sign-Off
- Recommendations
  - PRAC and Staff Input
- Implementation/Action Plan
  - Priorities
- Draft Report - 04/07
- Final Report – 05/07
- Final Presentation - TBA

Adjournment: 9:00 PM

Minutes submitted by,  
Scott Archer  
Community Services Director

## MEMORANDUM

Date: March 26, 2007 (PRAC meeting)

To: Members of the Oregon City Parks and Recreation Advisory Committee

From: Scott Archer, Community Services Director

Subject: Update on proposed new Sportcraft License Agreement

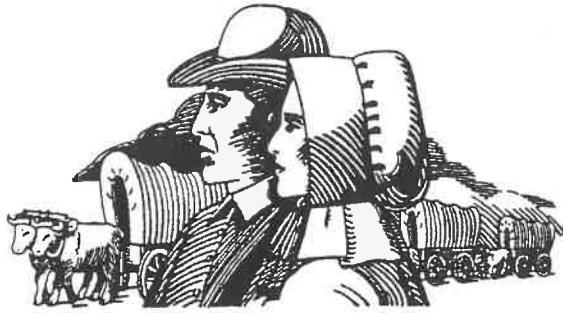
Provided as a follow-up to previous discussion and City Commission work sessions on this matter, a draft of the new license agreement has been prepared and presented to Sportcraft Landing, Inc. for their consideration. Pending agreement from Sportcraft Landing, Inc. this agreement will be placed on a regular City Commission agenda for approval. This draft agreement is the culmination of numerous discussions with Sportcraft Landing Inc., the City Commission, and the Parks and Recreation Advisory Committee on this matter over approximately the past year and a half. It represents terms that I believe reflect City Commission and PRAC input and recommendations.

The most significant highlights of the new agreement (compared with the existing agreement) include the following:

- License term: We again have proposed a length of five years, however there is an added clause for automatically "rolling" three-year extensions if agreed to by both parties. This is the maximum length I feel the City is willing to offer.
- License fee: Based on the recommendations of our appraisal report by *Real Property Consultants* received August 11, 2006, the effective "base rate" of the license fee is increased to \$11,000. Although the appraisal recommends this as a first year license rate, we are proposing to phase in the increase over three years to allow Sportcraft an adjustment period. Once the base rate has been reached, the fee is adjusted annually thereafter based on a CPI rate.
- Reimbursement of DSL Lease fees: We have corrected the oversight in our existing agreement for having Sportcraft reimburse the City for both of the City's DSL waterway leases sub-leased to you in this license. The current agreement only addresses reimbursement of one of the two City DSL leases.
- Restroom construction: Under the new license, Sportcraft is required to construct and maintain a restroom enclosure for portable toilets (photo examples will be provided) rather than build a permanent restroom facility (the unmet requirement in the existing license). We believe this is a very fair compromise in fulfilling this part of the existing agreement. This will allow the need to be met at a reasonable cost to Sportcraft, and should ultimately create a more easily maintained facility than a permanent restroom. This new clause will require that Sportcraft continue to provide portable restrooms and cleaning service, in a more aesthetically pleasing manner than we are doing now. This is due to be completed no later than the end of September 2007. The timeliness to complete this is of the utmost

importance, due to the fact that Sportcraft has not fulfilled this obligation under the current agreement.

- Reservation of access for McLoughlin Blvd project construction: To ensure the City and all of its agents, contractors, etc. have appropriate access throughout the project.
- Licensee improvements: We are proposing an incentive for City-approved tenant improvements to the Sportcraft Landing, Inc marina facilities.



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

Month of February 2007

**New information / highlights:**

Participated in the Daddy Daughter dinner

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: \$1298.86 for the pioneer donation fund, and \$6812.44 for meals on wheels.

Spent \$ 1499 from general donation fund for new exercise bike, and \$200 from MOW fund on sign for drivers.

Supplied pet food to 42 pets for the Animeals program for low income / home bound pets 2 times this month.

Participated in pie sale at the museum for art show.

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

Tax appointments Continue Tuesdays/Fridays

Attended FIDO dinner

Hosted Chamber meeting

Hosted Birthday party for Oregon – Heritage group

Kitchen drains repaired to prevent over flow in the future

**Up Coming Events/ Dates of note:**

Trips planned next month: Aviation museum, Fort Vancouver

Rose Linn care center – 1 local trip

Dine outs to various OC locations

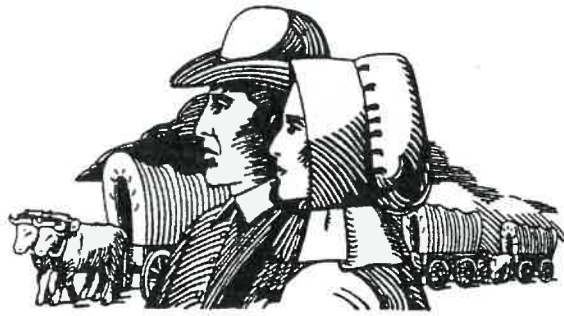
**Concerns and Challenges:**

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

**Building maintenance:**

Plumbing issues remain a concern

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

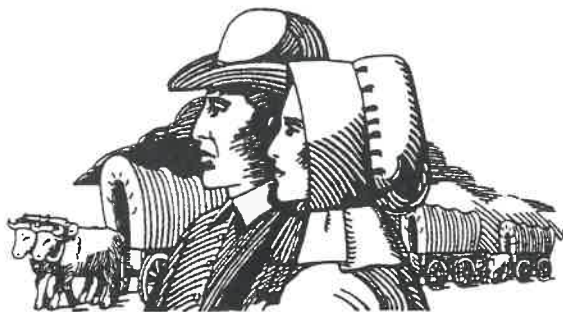


**OREGON CITY PARKS & RECREATION**  
**Activity Report**  
**Program: Pioneer community center**

**Month of: February 2007**

<b>Category</b>	<b>Number of Participants</b>
Home delivered meals	1907
Congregate Meals	530
Transportation	840
Outreach services	683
Trips	149
Recreation	894
Classes	646
Meetings	520
In house services	338
Community use (rentals)	500





## **OREGON CITY PARKS & RECREATION**

### **Activity Report**

### **Program: Recreation Division**

**Month of: January/February**

#### **Highlights of the past month:**

##### **Aquatics and Recreation**

- Mailed out Concert in the Parks Sponsorship tri-folds. I have already received numerous response 3-band sponsors and 1 contributing sponsor. I have also followed up with all previous sponsors to thank them for contributing last year, and also hoping they would want to contribute again this year. I am hoping south ridge community center will be a presenting sponsor again this year. I have left a message with last years contact to confirm they have received the tri-fold. No response as of yet. ??
- The majority of food vendors have been scheduled for the concert in the park! We have many returning vendors, with the Abernathy as a new food vendor. I am also checking with Black Point to see if they would be interested.
- Teen Scene had a formal dance. Attendance was 174. We offered Polaroid pictures for \$2 a piece and admission was free if they were in formal attire. It was a success and we heard positive feed back from the kids.
- We hired new security officers for Teen Scene. They are working out great! Unfortunately we experienced difficulty from the last ones we hired. This group is great, and if the city ever need a great security company, I would highly recommend Pro Star Security.
- Mayor Norris gave her state of the city and presented some of the information the pool had provided her about our energy upgrade. This information and report can be e-mailed if requested.
- We got a new participant from Easter Seals. Roger Weigel has a very well rounded resume and I am utilizing his previous experience writing policy and procedural manuals to help update our specifically for Aquatics and the summer camps
- I have started to hand out information to patrons about becoming American Red Cross swim lessons this summer. The response has been good. People are excited. I am currently working with Erica Clower to revamp pre-comp so we can work better together and not double program each other. Along with the swim lesson change, I have tested out using the tot docks for swim lessons These are docks that go in the water that allow smaller shorted children to touch the bottom of the pool. This will also allow us to bring in more kids for lessons and in turn more revenue.

- I had 3 water safety aides participate in the last 3 sessions. They were very well received and the last session, we had about 20 people on the waiting list, so I opened up 2 more sports in each level to accommodate the people on the waiting list. With the help of the aides, I was able to allow more in the classes.
- The spring trail news is still being completed. Due to Jim's absence it was going to be difficult to keep most spring programs available to the public! Fortunately we were able to pull together to offer the majority of the programs. This is great news for the public.
- The OC pool has switched over the CO2 for it's PH regulator. We tested it in Feb. and are scheduled to have a 400lb tank installed in the near future. It was a successful test, proving to be VERY easy to use and the safety factor is huge! It is more user friendly than our previous form of Muratic Acid!
- Robert and myself have received training for the new heating and cooling system. It is all computer based and very useful. It has already proved to be well worth the work and investment.
- Our new arthritis class is slowly growing with 5 regular participants and word of mouth is consistently getting us new and interested people.
- The summer camp tri-fold was completed in Feb. and approved by the school district administration. I am making 2000 copies to go out to the schools in March.
- We are eliminating the pneumatic actuators in the front mechanical room. This will allow the pool to update all it's actuators to electric. This will eliminate the air compressor in the basement boiler room. Due to this upgrade it will lesson the maintenance needed for the air compressor.
- The DDDD was a success. We had a total of 160 daddy/daughters.

### **Up Coming Events/ Dates of note:**

#### **Aquatics and recreation**

- Lifeguard training is being conducted over spring break.
- The train news is scheduled to be mailed out on March 19-24<sup>th</sup>.
- First day of spring Registration is March 12<sup>th</sup>.

### **Concerns and Challenges:**

#### **Aquatics**

- Transitioning from our current swim lessons to American Red Cross Swim Lessons. The challenge will be making sure the public is aware of the transition, and also making it as smooth of a transition as possible. I am working on flyers and publications to be distributed during our evening lessons and also added to the trail news.
- Working out the small issues that will arise with the new energy upgrade
- Working with the Swim club to get the details of Pre-comp organized.

# PARKS & CEMETERY

MONTHLY REPORT February 2007		TOTAL USE	RECEIPTS
<b>FACILITY USAGE</b>			
	Usage		
BUENA VISTA HOUSE	48	48	
PARK SHELTERS		0	
Chapin	0		
Clackamette General	0		
Clackamette Horseshoe	0		
Hillendale	0		
Rivercrest	0		
BALLFIELDS		10	
<b>PARK RESERVATION RECEIPTS</b>			\$960
<b>CLACKAMETTE RV PARK</b>			
RV RECEIPTS			\$0.00
OCCUPANCY RATE **		0%	
RV DUMP STATION RECEIPTS			\$137.81
<b>TOTAL CLACKAMETTE RV RECEIPTS</b>			\$137.81
<b>CEMETERY STATISTICS</b>			
FULL BODY	5		
CREMAINS	5		
<b>TOTAL REVENUE - CEMETERY</b>			\$23,956.00

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.



## Scott Archer

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**To:** Dan Kromer (home); Dan Kromer (work); Havan Jones; Karen Andrews; Lisa Wright-Wilson; Marty Bertsch; Shawn Dachtler - home; Ted Schumaker  
**Cc:** Larry Potter; Rochelle Parsch  
**Subject:** P & R Master Plan Update follow-up

**Attachments:** RobertsonSherwood Pool Assessment Report.doc



RobertsonSherwood  
Pool Assessment...

### Parks and Recreation Advisory Committee:

Thank you to all who attended the GreenPlay presentation of the draft Parks and Recreation Master Plan update meeting last night. I thought it was a very good, productive meeting and feel like we are well on our way to completion of what will end up being a very good final master plan for our community. Your attention to and participation in this is key to the project - I greatly appreciate your ongoing time and efforts in this matter!

Attached is the Oregon City Pool assessment we discussed last night that has been completed and will be a component of the final master plan document, though it was not in the draft report you've received thus far. In hindsight I should have distributed this to you sooner, but forgot to do so. However, there has been no public discussion of the document to this point, so we are all caught up together. This study was completed by the team of Robertson Sherwood Architects and Seagraves Consulting; architectural and consulting firms specializing in design, construction and programming of aquatic facilities. The report is a fairly lengthy and detailed read. I recommend you try to absorb as much of this as possible, but if you want to "cut to the chase" you can start with the summary recommendations beginning on page 20. As we discussed last night, this assessment component of the master plan will be reviewed with the City Commission at their **work session on April 2nd**. These work sessions typically begin at **5:30 PM, and take place in the City Commission chambers**. I would strongly encourage you to attend if at all possible, as I think this will be an important conversation in beginning to consider how to address the future of our pool facility.

Again, thanks for all of your time in reviewing and so much information on this project. Please don't hesitate to let me know if you have any questions.

Scott Archer  
Community Services Director  
City of Oregon City  
Phone: (503) 496-1546  
Fax: (503) 657-6629  
sarcher@ci.oregon-city.or.us  
P.O. Box 3040  
Oregon City, OR 97045



# AGENDA

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

**Thursday, March 1, 2007**

**City Hall  
City Commission Chambers  
320 Warner Milne Road, Oregon City, OR 97045**

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

1. Parks and Recreation Master Plan Update Findings Presentation (Pat O'Toole, GreenPlay, LLC)





## Oregon City Parks and Recreation Master Plan Update Findings Presentation - March 1, 2007 Outline / Overview

Pat O'Toole and Karen Grannan from GreenPlay, LLC will narrate a PowerPoint presentation of approximately 50 slides illustrating the findings of the draft Master Plan. The presentation will be casual and interactive soliciting any questions and/or comments at any point. Following the presentation, discussion and input on the findings, key issues, priorities, and potential recommendations will be solicited. The draft plan will be available electronically a week prior to the findings presentation. An outline of the PowerPoint presentation is presented below. *It will be very beneficial for the PRAC members to review the draft report with the survey results prior to the presentation, in order to have a better understanding of the Master Plan Update.*

- **Master Planning Process** – Brief Review
- **Demographics** – Population, Age Distribution, Household Income, Population Comparison
- **Survey Methodology and Results**
- **Inventory Map**
- **Level of Service GRASP® Maps** (Large Wall Sized Versions also) – Changes to the maps will be solicited and can be sent to the consultants after review is complete.
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  - Recommendations
    - PRAC and Staff Input
  - Implementation/ Action Plan
    - Priorities
  - Draft Report - 04/07
  - Final Report – 05/07
  - Final Presentation - TBA



## Scott Archer

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To: PRAC  
Cc: Larry Potter  
Subject: 2 PRAC mtg agendas for next week

Parks and Recreation Advisory Committee:

Attached are the agendas for your two (2) meetings next week: 1. Your regular meeting on Monday, 2/26 and 2. the Special Meeting we scheduled on Thursday, 3/1 for the Parks & Rec Master Plan findings presentation by our consultant GreenPlay. Note that **Thursday's special meeting is in the Commission Chambers at City Hall!** Also a reminder that your attendance at the special meeting on Thursday is **VERY IMPORTANT**, as the consultant is making a special trip here just to make this presentation to you. This is a critical step in the feedback process in working towards a final master plan document. Attendance from the entire committee would be great.

Monday's meeting is in the normal location.

Please let me know if you have any questions or feedback.

Thanks,

Scott Archer  
Community Services Director  
City of Oregon City  
Phone: (503) 496-1546  
Fax: (503) 657-6629  
sarcher@ci.oregon-city.or.us  
P.O. Box 3040  
Oregon City, OR 97045



## Scott Archer

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**From:** Scott Archer  
**Sent:** Monday, February 05, 2007 4:37 PM  
**To:** 'Dan Kromer (home)'; 'Dan Kromer (work)'; 'Havan Jones'; 'Lisa Wright-Wilson'; 'Marty Bertsch'; 'Shawn Dachtler - home'; 'Ted Schumaker'  
**Cc:** Larry Potter; Rochelle Parsch; Kathy Wiseman  
**Subject:** Important Notice - Special PRAC meeting for Parks & Rec Master Plan Update Findings and Draft Report presentation

Parks and Recreation Advisory Committee:

Having polled the committee and heard back from most members regarding a preferred date for the special PRAC meeting for the presentation from GreenPlay (we discussed this at the January meeting), I have scheduled the date of **Thursday, March 1, 7:00 P.M., City Commission Chambers, City Hall**. This is the Thursday of the same week as your next monthly meeting. Please mark your calendars early. *This is a very important meeting*, and it is imperative that we have as many of the Committee members present as possible. Our consultants, GreenPlay, will be here to present the findings thus far and seeking your feedback as the advisory group to the project before moving forward on creating the recommendations and action plan.

***Also, please note the location - it is at City Hall - not at the Pioneer Center where we normally meet.*** I will send out an official agenda notice to you as we get closer.

Thanks,

Scott Archer  
Community Services Director  
City of Oregon City  
Phone: (503) 496-1546  
Fax: (503) 657-6629  
sarcher@ci.oregon-city.or.us  
P.O. Box 3040  
Oregon City, OR 97045



## Scott Archer

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**From:** Pat O'Toole [oats@sunflower.com]  
**Sent:** Monday, February 05, 2007 9:04 AM  
**To:** Scott Archer  
**Subject:** RE: Findings and Draft Report presentation

Hi Scott,

Karen and I will be able to make the March 1st 7:00 pm PRAC meeting for the findings presentation. Please confirm and we will make our travel arrangements.

Thanks, Pat

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**From:** Scott Archer [mailto:sarcher@ci.oregon-city.or.us]  
**Sent:** Friday, February 02, 2007 6:11 PM  
**To:** Pat O'Toole; Pat O'Toole; kareng@greenplayllc.com  
**Cc:** Scott Archer  
**Subject:** Findings and Draft Report presentation

Pat/Karen:

Having polled our Parks and Recreation Advisory Committee (PRAC) on the preferred date to hold the presentation meeting, it appears March 1st is the choice. I am tentatively planning that date, at 7:00 PM pending your confirmation.

Thanks,

Scott Archer  
Community Services Director  
City of Oregon City  
Phone: (503) 496-1546  
Fax: (503) 657-6629  
sarcher@ci.oregon-city.or.us  
P.O. Box 3040  
Oregon City, OR 97045

2/5/2007





## Scott Archer

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**From:** Scott Archer  
**Sent:** Friday, January 26, 2007 5:42 PM  
**To:** 'Dan Kromer (home)'; 'Dan Kromer (work)'; 'Havan Jones'; 'Lisa Wright-Wilson'; 'Marty Bertsch'; 'Shawn Dachtler - home'; 'Ted Schumaker'  
**Cc:** Larry Potter; Scott Archer  
**Subject:** Special meeting for GreenPlay Master Plan presentation

Parks and Recreation Advisory Committee:

At the PRAC meeting earlier this week we discussed the fact the GreenPlay, our Parks and Rec Master Plan consultant, was prepared to present the preliminary findings and first draft of the plan to you at your February 26 (next) meeting. You decided that your preference would be to hold a separate special meeting for this item due to the time necessary to dedicate to this presentation. At your request I contacted GreenPlay to seek some potential special meeting dates, and poll PRAC members' availability to determine the best option.

The two proposed dates I have that were near the February meeting, which our consultants are available to be here and make this presentation are:

**Thursday, March 1 and Thursday, March 8**

The time would be 7PM - same as our regular meeting times. I assume we will do this at the Pioneer Center, but need to confirm availability and schedule that meeting.

By way of this e-mail will you please respond with your availability and preference for either of these dates. This presentation/meeting will be a very important step in the final phase of working towards completing the plan, and your (PRAC) feedback and direction at this meeting will be vital to the project. Once we seem to have a preferred date, I will confirm with all of you and the consultant.

Thanks,

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