

# **AGENDA**

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

**Monday, September 25, 2006**

**Pioneer Community Center, upper level  
615 5<sup>th</sup> Street, Oregon City**

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

1. Call to order
2. Approval of minutes – July 24, 2006 meeting
3. Citizen comments on issues and items not on the agenda
4. General business
  - a. Parks & Recreation Master Plan Update
  - b. Review of PRAC by-laws
  - c. PRAC membership
    1. Vacancy
    2. Student/school representative
  - d. Richard Bloom Tots' Park Dedication (formerly Senior Citizens Park)
  - e. Rivercrest Park project update
  - f. Other general business
5. PRAC member reports
6. Director's report
  - a. Monthly reports and statistics
    1. Summer recreation attendance summary
  - b. NRPA annual congress/conference Seattle, WA
  - c. Recreation report
    1. Annual pool maintenance shutdown complete
    2. Update on energy audit measures implementation
  - d. Parks maintenance update
  - e. Other
7. Next meeting – October 23, 2006
8. Adjournment

**City of Oregon City  
Parks & Recreation Advisory Committee  
Meeting Minutes of July 24, 2006**

**REGULAR PRAC MEETING**

**Attendance**

**PRAC members:** Martha Sumption, Dan Kromer, Lisa Wright-Wilson, Havan Jones, Doug Neeley, Shawn Dachtler

**Excused absences:** Ted Schumaker

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

**Guests:** Marty Birsch

1. Chair Lisa Wright-Wilson called the regular meeting to order at 7:05 P.M.
2. Minutes of the June 26, 2006 meeting were approved as written.
3. No citizen comments were submitted.
4. General Business
  - a. Project updates: Scott Archer provided a project update report.
  - b. Wesley Lynn Park dedication/ grand opening: The Park dedication will be held July 26.
  - c. Parks and Recreation Master Plan Update: Project consultants Greenplay, LLC are moving forward on the project. They are scheduled to do a project pre-planning visit to Oregon City on July 27. PRAC representatives to the project should be appointed. The representative/s are welcome to join staff and GreenPlay for the meeting, though it is not essential. PRAC appointed Dan Kromer, Lisa Wright-Wilson, and Shawn Dachtler to be its representatives for the project. A series of public meetings will be scheduled for sometime in September.
  - d. Metro Natural Areas bond measure update: Scott Archer and Dan Kromer provided an update on the Metro bond measure to be placed on the November 7 election ballot. Archer distributed an informational brochure provided by Metro.
  - e. YMCA potential partnership: Scott Archer provided an update on the status of this subject. The tour of the Sherwood YMCA with members of PRAC and the City Commission went well. This potential partnership idea will be folded in with the Parks and Recreation Master Plan Update project, to get a sense of level of public support.
  - f. Review of PRAC by-laws: PRAC continued the discussion of its by-laws from the June meeting. Staff drafted changes to the document based on the input from

the June meeting. PRAC members discussed the potential changes and amendments to the document. Further suggested changes were made. PRAC agreed to continue this subject at its next meeting. Staff will again bring back a revision of the document with suggested changes.

- g. PRAC vacancy: Staff is working on posting advertising and recruiting for the vacant board position, created by Beth Park's resignation. The student position vacancy will be addressed in the possible revision of PRAC by-laws.
- h. Lisa Wright-Wilson and Shawn Dachtler proposed a standing agenda item be placed on future PRAC agendas to encourage board members to bring forward reports on various parks, facilities and other observations. Staff will include this as a standing item on future agendas.
- i. Doug Neeley suggested that staff consider including Hispanic musicians as part of the live music line-up at the annual July 4<sup>th</sup> event at Clackamette Park in future years. Also related to the July 4<sup>th</sup> event, Shawn Dachtler related concerns about the extra cars which park at the RV Park during the fireworks display. He asked what our extra car parking policy was for reserved RV spaces and suggested we consider monitoring this more closely at this event in the future.

#### 5. Director's Report

- a. Monthly report and statistics as presented.
  - b. Recreation Manager Jim Row was not in attendance to provide the monthly recreation update. Scott will have Jim prepare and present a summer recreation summary report for the next meeting.
  - c. Parks maintenance update: Larry Potter provided an update on the further loss of trees at the Carnegie Center due to Dutch Elm disease. Staff will continue to be proactive in preventing further loss as possible, but it is likely more of the elms will succumb to the disease due to the way in which it is transmitted through the root system. Appropriate replacement trees will be planted in the fall. There was some discussion among PRAC members regarding the Carnegie Center landscaping plan that was done as part of the 2001 building renovation. PRAC members asked whether the Fine Art Starts banner that was placed on the existing Carnegie Center sign could be moved. Scott will look into this as soon as possible.
  - d. Scott reported to PRAC that he attended the initial meeting for the Willamette River Water Trail Phase 3 project. This is the final phase that will pass through Oregon City and continue to end of the Willamette at the Columbia River. This planning and implementation process is being facilitated by Oregon State Parks, and will be ongoing for approximately the next year.
  - e. Kathy Wiseman, Pioneer Center Supervisor, asked Scott to find out if any PRAC members are willing or know anyone willing to be ghosts for the Spirit of Oregon City annual event. The event is growing more popular each year, and we are in need of additional volunteers to play "roles" in the event.
6. PRAC will not hold its monthly meeting in August. Next PRAC meeting is scheduled for September 25, 2006.

7. The meeting was adjourned at 9:00 P.M.

Minutes submitted by,  
Scott Archer, Community Services Director

**Focus Group Questions****1. How long have you been a resident of Oregon City?**

- 1 <5 years
- 3 5-9 years
- 2 10-19 years
- 7 20+ years
- 2 Not a resident but use programs / facilities

**2. What are the strengths of the Department that should be continued over the next several years?****~GROUP 1~**

- Consistent service
- Good job with limited funds
- Good job with maintenance
- Advance planning - planning for the future
- Good partnerships even with other communities
- Fitness facilities at the senior center

**~GROUP 2~**

- Increased communication through trail news - increased
- Online registration
- Parks are better maintained now than in previous years
- Improvements to playground equipment
- Connectivity with the river (new dock, parking, access to Clackamette Cove)
- High quality of staff
- Park host program has increased security

**~PUBLIC MEETING~**

- OC's history and natural resources (Oregon Trail, wetlands, etc.)

**3. Conversely, what are the major weaknesses that need to be addressed through the Master Plan?****~GROUP 1~**

- Need more money - lack of funding
- Not enough community connections - need more partnerships and opportunities for the community to come together
- Need more shared use facilities
- Lack of parking at the pool
- Hard to build consensus in the community
- Lack of coordination between community groups
- Unwillingness to fund projects
- Some residents feel that no improvement is needed

- “Old Guard” is unwilling to change
- Not enough involvement from “new” residents and families

**~GROUP 2~**

- Lack of funding
- Lack of parks in Park Place concept plan area
- Underutilization of Buena Vista house and park – hidden gem
- Lack of parking at Chapin Park and Rivercrest
- Need for picnic tables at Carnegie Library Park
- Lack of camping area (pitch a tent, showers, basic facilities) for hikers on the regional trails
- Need to draw on Heritage Tourism trend – connect with history in the parks and trails
- Lack of advertising and marketing of parks and programs – need a separate page in Trail News

**~PUBLIC MEETING~**

- Distrust of Government

4. How satisfied are you with the quality of current programs offered? Why?  
(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

**~GROUP 1~**

1=0  
2=3  
3=2  
4=1  
5=0

**~GROUP 2~**

1=0  
2=2  
3=4  
4=0  
5=0

5. What additional programs or activities do you feel the Department should offer that are currently not available?

**~GROUP 1~**

- Sports programs
- Teen programs
- More yoga/pilates
- Tennis lesson
- Sports and skills lessons
- Fitness and weights classes

- Sports tournaments

**~GROUP 2~**

- Adult education programs (computers, etc.)
- Hard to provide programs without having adequate facilities
- Youth sports programs are not at the level that they could be – no club soccer, baseball, football, softball, lacrosse, basketball/volleyball, and swimming programs (primarily recreation leagues and a few extreme competition leagues, need something in between)

6. How satisfied are you with the quality of the existing parks and recreation facilities provided by the Oregon City Community Services Department?  
(List Facilities) Why? (1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

**~GROUP 1~**

1=0  
2=1  
3=5  
4=1  
5=0

**~GROUP 2~**

1=0  
2=3  
3=4  
4=1  
5=0

7. How would you rate the overall level of maintenance at the facilities owned or operated by the Department in #6? Please identify the location and specifics of any maintenance concerns.  
(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

**~GROUP 1~**

1=0  
2=2  
3=5  
4=0  
5=0

**~GROUP 2~**

1=0  
2=4  
3=4  
4=0

5=0

**8. What, if anything, needs to be done with the Oregon City Municipal Swimming Pool?****~GROUP 1~**

- Needs to be replaced
- Location is not ideal - maybe on top on the hill
- Pool needs area for small children current wading pool is very popular
- Other facilities - North Clackamas Aquatic Facility - more like an indoor water park. Not used for competitive swimming.
- Newer facilities are more of a draw to the community
- New would like 25 yd or 50m pool - for competitions
- Currently host 2 meets a year- the high school would host several a year if they had the facility
- Indoor a preference for competitive and year-round swim lessons, due to climate
- Pool is more feasible if paired with other facilities
- Staff is long-term and a part of the community
- Pool pass program is convenient - could be expanded to other recreation programs and facilities
- Pool should prepare kids to compete at the collegiate level
- Pool should last 50 years and be something that the community is proud of
- Community value of pool is important

**~GROUP 2~**

- Want 25 yards vs. 25 meter pool
- Lack of area for sufficient programming
- Do away with it - not enough parking, not adequate for needs
- New location, closer to the high school or a recreation center
- Some believe that if maintained, it would serve well.
- Some want to add a 2<sup>nd</sup> pool for more recreational use, have the second for competitive pool. (2 needs for 2 pools)
- Concern that a new pool would lose money like the Clackamas pool
- One bigger pool that can meet both needs is suggested

**~PUBLIC MEETING~**

- New showers and lockers
- Solar heating

**9. What improvements are needed in existing parks or facilities? Where are these improvements needed?****~GROUP 1~**

- More free play areas for pick-up games
- More physical fitness opportunity - fitness course



- Off-leash dog areas

**~GROUP 2~**

- A children's museum or indoor play area for kids
- Picnic tables at Carnegie Library Park and Park Place
- Irrigation of school sports fields
- Lighting of sports fields
- Add parking at some of the parks and facilities
- Multi-purpose athletic fields, possibly Astro turf
- More efficient materials for turf, playgrounds, courts – less maintenance
- Parks need to be graded so that they are flatter and can be used
- Accessibility to Singer Creek park – b/c of lack of parking
- Atkinson Park has lighting and security issues (where Buena Vista house is)

**~PUBLIC MEETING~**

- More security lighting at Old Canima Park

10. Are there any portions of the community that are underserved? Please explain (i.e., where and what type of amenities are needed, what market segment needs more attention, etc.).

**~GROUP 1~**

- Teens
- Caufield area near the community college
- Beaver creek road (south)

**~GROUP 2~**

- Singer Creek area – underutilized b/c of accessibility
- Play space for toddlers
- Elementary school kids – don't have basketball courts
- Accessibility for handicapped
- Need for trails
- Active seniors are not provided for (stigma with senior centers)

**~PUBLIC MEETING~**

- Adults (18-55)
- Middle school and high school youth – need social programs like teen scene

11. What new parks or recreation facilities would you like to see provided (i.e. community center, spray parks, off-leash dog park, ball fields, etc.)?

**~GROUP 1~**

- Fitness and weights
- \*More fields – community sports complex
- Facilities for sports tournaments

- Multi-use recreational facilities – indoor
- Need more land
- Gym space
- \*New aquatics center
- \*Dog park
- Covered basketball facility
- Natural areas
- Natural trail like stone creek golf course
- Soft surface trails esp for running
- BMX park - interest in both dirt and concrete
- Natural slope outdoor amphitheater
- Areas that can be leased to concessionaires/food vendors
- Indoor walking track
- \*Health and fitness facilities

**~GROUP 2~**

- Trails
- Restrooms
- Children's museum
- Indoor playground
- Water fountains (drinking)
- Turf fields
- Electrical outlets and sink facilities at parks for camping kitchens and picnics (at Rivercrest Park)

**~PUBIC MEETING~**

- Community gardens
- Disc golf course

**12. Would you support the City building and owning an Aquatic & Recreation Center that is operated by (and as) a YMCA similar to what Sherwood, OR has done?**

**~GROUP 1~**

- Has a similar partnership been looked into at the community college?
- Maybe a scary question for the public?
- Otherwise response was very uncertain
- Private health club professionals believe that there is a market for a health club in Oregon City
- What would happen to the existing pool?

**~GROUP 2~**

- If it could be priced like a city facility
- Would this drive out and compete with Easton?? (try to avoid duplication of services)
- Could it be an organization that is different than the YMCA?

- Would support partnership, but want city to receive the revenue.
- Another umbrella group that could coordinate?

~PUBLIC MEETING~

- May be other models to use – (Astoria, North Clackamas Recreation District)

**13. Are there any programs or facilities currently available that should be eliminated? If so, which ones and why?**

~GROUP 1~

- Some people in the community feel the pool should be eliminated

~GROUP 2~

- Many would want the current pool replaced

**14. How would you rate the quality of customer service provided by the parks and recreation staff? Please elaborate.**  
(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

~GROUP 1~

1=1  
2=3  
3=0  
4=0  
5=0

~GROUP 2~

1=0  
2=1  
3=4  
4=1  
5=0

**15. How effective is the Department in seeking feedback from the community and users on improving its performance? (1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)**

~GROUP 1~

1=0  
2=3  
3=0  
4=0  
5=0

~GROUP 2~

1=0

2=0

3=5

4=1

5=0

- Immensely improved from historical efforts

16. How do you believe the Oregon City parks and recreation facilities & services should be financially supported? Should they be self-supported through user fees, completely through taxes, alternative funding or a combination of each? Please elaborate.

~GROUP 1~

- Everyone is in favor of combo tax and user fees

~GROUP 2~

- Combination - of all

17. Do you think residents would be supportive of a tax increase or bond issue, if it is found that there are insufficient funds to properly operate and maintain parks, facilities, and programs to the standards desired by the community? What other ways should be explored to fund your vision?

~GROUP 1~

- Accountability is very important in the community
- Community needs to be educated and prepared - something to look forward to

~GROUP 2~

- 4 said the community would NOT support bond referendum

~PUBLIC MEETING~

- Need to educate the public in a POSITIVE manner
- Threats do not work (i.e. - closing pool, etc.)
- Past experiences with city campaigns has been negative

18. Who are the key partners and stakeholders we need to speak with regarding this plan?

~GROUP 1~

- YMCA
- Schools - need to coordinate fields, drive policy to work with community groups
- Community College
- City of Oregon City
- Jennifer Harding - owns East Side Athletic club, add new private athletic club
- Pole vault facility

- Private track club
- Oregon City Soccer
- Private Wrestling
- Nelson's health club the only one in town
- Local Arts commission

**~GROUP 2~**

- Schools – need to coordinate fields, drive policy to work with community groups
- Potential to establish a sports commission with rep's from a wide variety of associations, city, nonprofits, schools, etc.
- Tie in with public art groups at Carnegie Center
- Clackamas County Tourism – help promote programs at parks
- Local businesses

**~PUBLIC MEETING~**

- Boys and Girls Club
- Metro Planning District
- North Clackamas County Recreation District

**19. What are the key issues and values in the Oregon City community that need to be considered while developing this Master Plan?****~GROUP 1~**

- Uncertainty of community values – rapidly changing demographics
- Lack of funding and resources
- \*\*Old residents vs. new residents
- Need to provide adequate amenities for people to moving into town
- New residents are not property owners old residents are worried that residents will vote for something that they have to pay for
- Look at Ashland for an example for applying sales tax to meals in restaurants and dedicate to parks – may not be a good idea for OC

**~GROUP 2~**

- Everything is political in OC
- Disposable money will affect willingness to pay (income levels)
- Amount of non-taxable land in the city – approximately 20% (nonprofits, schools, city, churches, etc.) - \$30,000 to 60,000

**~PUBLIC MEETING~**

- Find out where residents are spending their discretionary income for recreation on survey?
- Find out whether people would support joining or creating a regional recreation district?

**20. During the next ten years, what are the top parks and recreation priorities for the Community Services Department?**

**~GROUP 1~**

- Address the needs of the young families to keep residents here
- Meet the needs and draw families to OC
- Major developments should be requires to dedicate land
- Facilities that the community can use for sports facilities to develop world class teams
- Funding maintenance and operations
- Finding partnerships

**~GROUP 2~**

- Address development land requirements, SDCs, etc. (SDCs don't provide for maintenance money)
- Potential for maintenance utility fee - need for operations and maintenance funding (need to make political argument for protecting property values)

**Focus Group Questions****1. How long have you been a resident of Oregon City?**

7% &lt;5 years

20% 5-9 years

13% 10-19 years

47% 20+ years

13% Not a resident but use programs / facilities

**2. What are the strengths of the Department that should be continued over the next several years?**

- Dedicated Staff
- Provide a lot with limited funds
- Partnerships and volunteers
- Upgrades and maintenance of parks
- OC's history and natural resources

**3. Conversely, what are the major weaknesses that need to be addressed through the Master Plan?**

- Lack of department resources
  - funding, staff, and facilities
- Need to increase collaborative efforts
- Lack of community willingness to change
- Distrust of government
- Lack of parking at parks and recreation facilities

**4. How satisfied are you with the quality of current programs offered? Why?**  
(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

Average - 2.6

**5. What additional programs or activities do you feel the Department should offer that are currently not available?**

- Competitive youth sports
- Youth sports tournaments
- Teen activities
- Health, fitness, and wellness
- Active older adult programs
- Adult continuing education

**6. How satisfied are you with the quality of the existing parks and recreation facilities provided by the Oregon City Community Services Department?**  
(List Facilities) Why? (1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

Average - 2.7

7. How would you rate the overall level of maintenance at the facilities owned or operated by the Department in #6? Please identify the location and specifics of any maintenance concerns.

(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

Average - 2.6

8. What, if anything, needs to be done with the Oregon City Municipal Swimming Pool?

- Build aquatic center at new location
- Build as a partnership with community organization or schools
- Have a location near recreation center and/or high school
- Include amenities such as...
  - 25 yard competitive pool
  - Therapeutic pool
  - Slides, spray pads, wading pool
  - Zero depth
  - New showers and lockers
  - Solar heating

9. What improvements are needed in existing parks or facilities? Where are these improvements needed?

- Increase security and lighting at parks
- Irrigation and lighting of sports fields
- Elevator at Pioneer Center
- Infrastructure replacement (restrooms, pathways, parking, playgrounds, tennis courts, picnic tables)
- Artificial turf for athletic fields

10. Are there any portions of the community that are underserved? Please explain (i.e., where and what type of amenities are needed, what market segment needs more attention, etc.).

- Teens and preteens
- Toddlers
- Active older adults
- Adults
- Growth areas
  - Singer Creek, Caufield, Park Place, and Beaver Creek

11. What new parks or recreation facilities would you like to see provided (i.e. community center, spray parks, off-leash dog park, ball fields, etc.)?



- Indoor aquatic center
- Community sports complex
- Trails
- Multi-purpose recreation center
  - gymnasium, fitness area, indoor track, multi-purpose space, indoor playground
- Off-leash dog park
- Outdoor amphitheater
- Natural areas
- Outdoor covered basketball court
- Disc golf course

**12. Would you support the City building and owning an Aquatic & Recreation Center that is operated by (and as) a YMCA similar to what Sherwood, OR has done?**

- Public perception of YMCA memberships
- Maybe similar set up with another organization (community college, school districts, private fitness organization, Boys and Girls Club)
- Would need to be priced like a public facility
- Concern about competition with current providers
- Concern with city missing out on revenue opportunity
- May be other models to use – (Astoria, North Clackamas Recreation District)

**13. Are there any programs or facilities currently available that should be eliminated? If so, which ones and why?**

- Some people in the community feel the pool should be eliminated
- Many would want the current pool replaced

**14. How would you rate the quality of customer service provided by the parks and recreation staff? Please elaborate.**

(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

Average – 2.5

**15. How effective is the Department in seeking feedback from the community and users on improving its performance?**

(1=Excellent, 2=Very Good, 3=Good, 4=Fair, 5=Poor)

Average – 2.8

- Immensely improved from historical efforts

**16. How do you believe the Oregon City parks and recreation facilities & services should be financially supported? Should they be self-supported through user fees,**

completely through taxes, alternative funding or a combination of each? Please elaborate.

- Unanimous favor of combo tax and user fees

17. Do you think residents would be supportive of a tax increase or bond issue, if it is found that there are insufficient funds to properly operate and maintain parks, facilities, and programs to the standards desired by the community? What other ways should be explored to fund your vision?

- Most said the community would NOT support bond referendum
- Accountability is very important in the community
- Community needs to be educated and prepared – must be a POSITIVE message.
- In the future need to mobilize younger, new residents

18. Who are the key partners and stakeholders we need to speak with regarding this plan?

- YMCA
- Boys and Girls Club
- School Districts
- Clackamas Community College
- Private sports and fitness groups
- Local Arts commission
- Clackamas County Tourism Development Council
- Local businesses and corporate sponsors

19. What are the key issues and values in the Oregon City community that need to be considered while developing this Master Plan?

- Changing demographics – younger population
- Old residents vs. new residents
- Difficulties getting funding for operations and maintenance (SDCs, urban growth areas, etc.)
- Need to provide amenities to attract new residents
- Everything is political in OC – historically conservative resident base
- High percent of non-taxable land
- Educating the public about parks and recreation funding

20. During the next ten years, what are the top parks and recreation priorities for the Community Services Department?

- Address the needs of the young families to attract and keep residents

- Funding additional staff and O&M
  - Potential for maintenance utility fee
- Establishing more partnerships to stretch funding
- Address development land requirements
  - Change SDC use requirements
- Take action to renovate or build a pool
- Upgrade infrastructure of parks and facilities
- Provide for accessibility and walkability of the community
- Provide broad range of facilities and activities
- Need for a multi-purpose sports complex
- Potential to create or join a special recreation district

# OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE

## BY-LAWS

(Amended February 2004)

### I. CREATION

The Oregon City Parks and Recreation Advisory Committee was established by the City Commission of Oregon City to advocate for recreational opportunities for the City, and to oversee the implementation of the Oregon City Park and Recreation Master Plan.

### II. NAME

Title name of this organization is the Oregon City Parks and Recreation Advisory Committee, hereinafter referred to as the PRAC.

### III. PURPOSE

The PRAC exists to aid the City of Oregon City in providing ample and diverse recreational opportunities for City residents, in part by advising the City Commission, through the ~~Director of Parks and Recreation~~ Community Services Director, on the implementation of the Park and Recreation Master Plan. The following partially lists the objectives and responsibilities relative to the purpose; objectives may be added to or deleted as necessary:

1. Maintain active communications with the ~~Director of Parks & Recreation~~ Community Services Director and other relevant City staff.
2. Provide recommendations to the City Commission relative to parks and recreation.
3. Solicit citizen opinions relative to parks and recreation.
4. Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.

5. Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.
6. Provide public meeting time for citizen input.

#### IV. ORGANIZATION

1. There shall be ~~six (6)~~ **eight (8)** members-at-large and ~~three (3)~~ **one (1)** designated member representing the Pioneer Center. ~~Carnegie Center and a student from a school located in Oregon City. A student representative for one of the at-large positions is encouraged.~~ Members may reside outside the city limits of Oregon City; however, there shall not be more than two (2) non-residents. Members shall represent a broad range of interests and experience necessary to achieve the goals and objectives of the Committee.
2. There will be Chair and Vice-Chair positions for the PRAC. Each position will be for a one-year term. The PRAC will select members as Chair and Vice-Chair each January with a nomination and voice vote process.
3. The Chairperson is responsible for identification of subcommittees and subsequent member selection.
4. ~~The Director of Oregon City Parks & Recreation~~ **Community Services Director** or designee shall attend all meetings. Their purpose is to aid the PRAC through information, initiation of projects, perspective, referrals, and other customary staff support services.
5. The PRAC encourages citizen participation and will, from time to time, request specific or general citizen/expert input.

#### V. MEMBER ELIGIBILITY

1. Appointment to the PRAC shall be made by the Mayor of Oregon City.
2. The terms for the PRAC will be three (3) years. ~~except for the term of the Student Member, which shall be for two (2) years.~~
3. The terms will be structured so that no more than three member's terms expire during any one-year. ~~except when the student member term expires when there may be four (4) terms expiring~~
4. No committee member shall serve more than two consecutive terms.

5. No more than two (2) members shall reside within the same Neighborhood Association.
6. Member resignations will be filed with the Chairperson as soon as possible after the member has decided to resign. The newly appointed member shall assume the remainder of the existing term.
7. After two (2) consecutive unexcused absences, the Chairperson will contact the committee member. The remainder of the committee shall then determine continued membership.

## VI. MEETINGS

1. A minimum of 9 regular meetings shall be schedule annually, at a time and place agreed upon by the committee. The meetings shall ordinarily begin at 7:00 PM and end no later than 9:30 PM.
2. The Chairperson, ~~Park and Recreation Director~~ Community Services Director, or the City Commission may call special meetings, as needed. A minimum notice of 48 hours must be provided for any called special meeting.
3. A quorum shall exist when half plus one (1) of the appointed membership is present.
4. Parks and Recreation Staff shall be responsible for recording minutes for all meetings.
5. Voting will be by voice vote. No voting by proxy.
6. Formal agenda items must be submitted to the Staff Representative 5 working days prior to the meeting date.
7. Citizens may introduce future agenda items at the beginning of each meeting (limited to 5 minutes).
8. Meeting Procedure: The parliamentary procedure for meeting and operations of the Committee shall be the responsibility of and within the authority of the Chairperson. In the event there is a disagreement or objection to the procedures pursued by the Chairperson, Roberts Rules of Order, Newly Revised, shall constitute the authority.

## VII. AMENDMENTS

1. Modification of these By-Laws must be approved by the City Commission before they become effective.
2. The procedure to recommend modification of these By-Laws to the City Commission shall be:
  - a. All recommended modifications are to be presented and discussed at a regularly scheduled PRAC meeting; recommendation to the City Commission may be made at the same meeting if consensus is reached.
  - b. A majority vote of the PRAC membership present is necessary to recommend a change in the By-Laws.

\* \* \* \* \*

PRAC Approval 3/2/04



## Scott Archer

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**From:** Scott Archer  
**Sent:** Monday, August 21, 2006 5:15 PM  
**To:** Dan Kromer (home); Dan Kromer (work); Doug Neeley; Havan Jones; Lisa Wright-Wilson; Shawn Dachtler - home; Ted Schumaker  
**Cc:** Jim Row; Larry Potter; Kathy Wiseman; Rochelle Parsch  
**Subject:** Monthly report and updates

**Attachments:** July 2006.doc; Program Attendance July 06.xls; PARKS & CEM MONTHLY REPORT JULY 2006.doc

### Parks and Recreation Advisory Committee:

Greetings! I hope this finds you all well. Since there will be no August PRAC meeting held, I am sending you the attached monthly reports you would normally receive during the meeting, to keep you informed. Enjoy the reading.....

Also, I wanted to specifically bring you up to speed on our Parks & Recreation Master Plan process. There are some important events occurring between now and your September meeting that I want to call to your attention. As you will see in the attached report, we have scheduled our first series of public input meetings at various times from **September 12-14**. GreenPlay (consultant) staff will be here for several days to facilitate this process. These meetings will consist primarily of our small invitation only "focus group" sessions, concluded by an open **public forum on the 14th from 7-9 PM**. These focus group sessions are an important part of the information and data gathering process. The open public forum will be widely publicized throughout the community for anyone who wants to attend and participate or simply observe the process. A summary of the focus group sessions data will be presented at this public forum.

All PRAC members will be included in the invitation list for the focus group meetings and the public forum meeting. We are asking that each group send only 1-2 representatives to one of the available meeting slots. In your case you have 3 members who were selected at your last meeting to represent PRAC throughout the Master Plan process (Dan, Lisa, Shawn). If all 3 of you want to attend, that is fine but not necessary. Ideally, it would be nice if all PRAC members are able to attend at least the public forum to receive a summary of the focus group sessions and get a flavor of the project process. If you are not able to attend at least one of these meetings, and you are interested in at least completing the questionnaire which will be distributed and collected at these meetings, let me know. Following this series of meetings and data collection in September, the next major task in the project will be the community survey to be done in October.

As a reminder the next regular PRAC meeting is scheduled for **September 25**. Please feel free to get in touch with me if you have any questions or input regarding this information. Until then, enjoy what is left of our summer and see you in September.

Thanks,

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July 2006.doc (115 KB)



Program Attendance July 06.xls



PARKS & CEM MONTHLY REPORT J