

AGENDA

City of Oregon City Parks and Recreation Advisory Committee Meeting

Monday, October 23, 2006

**Pioneer Community Center, upper level
615 5th Street, Oregon City**

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

1. Call to order
2. Approval of minutes – September 25, 2006 meeting
3. Citizen comments on issues and items not on the agenda
4. General business
 - a. Parks & Recreation Master Plan Update
 - b. Final PRAC by-law revisions recommendations
 - c. PRAC vacancies
 - d. Richard Bloom Tots' Park Dedication
 - e. Rivercrest Park project update
 - f. Update on recommendation from PRAC to City Commission regarding city-owned property near parks or open spaces
 - g. Pool schedule changes
 - h. Other general business
5. PRAC member reports
6. Director's report
 - a. Monthly reports and statistics
 - b. Recreation report
 - c. Parks maintenance update
 - d. Other
7. Next meeting – November 27, 2006
8. Adjournment

**City of Oregon City
Parks & Recreation Advisory Committee
Meeting Minutes of September 25, 2006**

REGULAR PRAC MEETING

Attendance

PRAC members: Dan Kromer, Lisa Wright-Wilson, Doug Neeley, Shawn Dachtler, Ted Schumaker

Excused absences: Martha Sumption Havan Jones

Staff: Scott Archer, Community Services Director; Jim Row, Recreation Services Manager

Guests: Marty Birsch

1. Chair Lisa Wright-Wilson called the regular meeting to order at 7:05 P.M.
2. Minutes of the July 24, 2006 meeting were approved as written.
3. No citizen comments were submitted.
4. General Business
 - a. Parks and Recreation Master Plan Update: Consultant GreenPlay spent most of the week of September 11-14 in Oregon City facilitating a series of public meetings, collecting inventory data, touring the community, and meeting with staff and others. The workweek with GreenPlay went very well; the master plan update project is on schedule per the contract. The next major step in the process will be the statistically valid survey to Oregon City households in October. Following this, all of the data will be compiled and presented in a preliminary findings report. It is expected that this will be presented in early December. Scott Archer would like to give PRAC the opportunity to take part in this presentation. To accommodate this Scott will try to set up a special meeting for those PRAC members interested to receive this information from the consultant.
 - b. Review of PRAC by-laws: PRAC continued the discussion of its by-laws from the July meeting. Staff drafted changes to the document based on the input from PRAC. No further changes were recommended. A motion was made, and passed unanimously, to recommend revision of the by-laws as drafted to the City Commission.
 - c. PRAC membership: Staff is working recruiting applicants for the now two vacant board positions. Since PRAC has recommended changing the designated student position to an at-large position, there was discussion about how best to reach out to the youth and student populations for input. It was suggested that PRAC could reach out to this population through the student government organizations at the junior highs. Lisa Wright-Wilson indicated she could help facilitate this through her involvement with the school district. Specifically, PRAC wanted to have the same questionnaires/surveys being utilized for the parks and rec. mater plan

update project distributed to the students. Though these responses may not become part of the official data utilized in the master plan, PRAC felt the information would be helpful in a number of ways to understand what this segment of the community has to say about parks and recreation opportunities. Scott would work with Lisa to try to make this happen.

- d. Richard Bloom Tots' Park renaming dedication: The renaming of Senior Citizens Park to Richard Bloom Tots' Park becomes official on October 12. The department is planning a renaming dedication ceremony on Thursday, October 19 (since staff will be out of town the week of October 12). The time of the ceremony will either be at Noon or 4 PM, dependent on the availability of Bloom family members and other feedback. The majority of PRAC members were in favor of the later time. PRAC members will be notified of the event details when confirmed. Scott asked whether PRAC wanted to have a representative make any remarks at the ceremony – they decided to not do so. Scott also shared a rendering of the design to be placed on the park identification sign, which will actually be a natural monument stone instead of the standard wood park sign.
- e. Rivercrest Park project update: Jim Row provided an update on the spraypark portion of the Rivercrest Park improvements. The contractor is performing the installation of the spraypark at this time. It will be a few more weeks before the project is complete. The grand opening for the spraypark will be in the spring/summer of 2007. Shawn Dachtler asked if he and other members of PRAC could be informed of when the system will be tested this fall to see it in operation.
- f. Other general business: Doug Neeley put forward a suggestion that PRAC requests to be notified when any undeveloped city-owned property adjacent to a park or having open space or natural area potential is to be recommended for sale by the City. This proposal stemmed from a specific right of way property vacation and sale adjacent to Atkinson Park that was approved the past week by the City Commission. A motion was made, and passed unanimously, that PRAC recommends that the City Commission adopt a policy as follows: Any sale or disposal of public (city) property adjacent to park property or open space be presented to PRAC for review and recommendation prior to final action being taken.

PRAC requested that staff present this recommendation to the City Commission at the earliest time possible.

5. PRAC member reports

- a. Shawn Dachtler: 1. He and his family have visited the new spraypark in Wilsonville on multiple occasions. It is a very nice facility and utilized well by the community. Looking forward to the spraypark feature at Rivercrest Park being completed and opened. 2. Consideration of turning some of the RV spaces at the RV Park into tent camping spaces. Further consideration of this may occur via the parks and recreation master plan process. 3. Reminder about the Metro open spaces bond measure information meetings coming up – specifics on this has

been distributed to members via e-mail. Contact Shawn or Scott if need details on the meeting/s.

- b. Lisa Wright-Wilson: 1. She visited and walked Singer Creek Park. Biggest observation was lack of adequate parking available. Didn't realize how extensive the park is until walking the pathways. 2. Visited Abernethy Creek Park. Observation was lack of picnic tables at the site, and lack of creek access.
- c. Doug Neeley: Reported on the fire that occurred last month on the Oregon City side of the Clackamas River pedestrian bridge, which connects to Clack River Trail (cove area). This caused the bridge access to be closed. Trail is heavily used by community.
- d. Ted Schumaker: Walked the Clack. River Trail around cove. Observed the number of tents and people living on the north side between cove and Clack. River. Doug commented this has been an issue for many years and is common in many places around Oregon City.

6. Director's Report

- a. Monthly report and statistics as presented.
 - 1. Jim Row discussed the summer attendance summary.
- b. The National Recreation and Parks Association annual congress/conference will be held in Seattle this October. Parks and Recreation staff members will be able to attend because of its proximity.
- c. Recreation report:
 - 1. Review of the annual pool maintenance shutdown
 - 2. Update on energy audit measures implementation
- d. Parks maintenance update: Larry Potter was not in attendance to provide the update. Scott reported that we have had a turnover of one of our full-time parks maintenance positions. We are in the process of recruiting to fill this job.
- e. Sportcraft Landing license agreement update: a second extension of the existing license agreement is being placed on the City Commission agenda for October 4. The current license agreement extension between the City and Sportcraft expires on October 14, 2006. The City and Sportcraft wish to extend the current agreement for an additional 120 days in order to resolve several issues related to negotiation of a possible new license agreement. Staff recently received the appraisal report on the property. This process took several months -- most of the current six month extension- due to its complexity. The appraisal is necessary to help determine the next license fee. Staff will keep PRAC notified as negotiations move forward, assuming the second license extension is approved by City Commission.

Lisa Wright-Wilson disclosed a personal conflict with any future discussion and recommendations related to the license agreement. She will need to recuse herself from these discussions due to her relationship with the owners of Sportcraft.

- f. Potential property donation: staff have been approached by the owner of a parcel near Singer Creek Park who wants to potentially donate it to the City for use as park property. Staff will be meeting with the owner and investigating the site and its possible park value. Staff will be bringing back information to PRAC related to this at a future date.

7. The next PRAC meeting is scheduled for October 23, 2006.

8. The meeting was adjourned at 9:25 P.M.

Minutes submitted by,
Scott Archer, Community Services Director

Oregon City Parks and Recreation Master Plan Update

GreenPlay, LLC

Monthly Progress Report

Date: October 15, 2006

What was accomplished in the last month:

- Scope and Fees Determined
- Contract Signed
- Start Up Meeting Completed
- Contact List Completed
- Material Request Achieved
- GIS mapping contact established and process started
- Set up Focus Groups and Public Forum
- Public Input Process scheduled for September 12-14
- Focus Group Questions finalized
- GRASP questionnaires filled out
- Conducted Focus Groups and Public Forum
- Focus Group Summary and PowerPoint
- Inventory of Park and Facilities Components
- Inventory, Facility Conditions, and Classify Needs Completed

What will be accomplished this month:

- Demographics and Trends Analysis
- SWOT Analysis
- Citizen Survey Draft approved and administered
- Sign-Off on Inventory
- Level of Service Mapping

Scope changes/Value added to date:

- **Scope Change:**
- **Value added:**

Budget status/Percent complete:

- Budget on target
- 45% completion

Schedule Status/Deliverable Status:

- On schedule

Input needed from City of Oregon City or others:

- Inventory signed-off on
- Draft Survey reviewed and approved in timely manner

Other issues/Concerns:

- None at this time

OREGON CITY PARKS & RECREATION ADVISORY COMMITTEE

BY-LAWS

Amended October 2006

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 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 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 eight (8) members-at-large and one (1) designated member representing the Pioneer Center. 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 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.
3. The terms will be structured so that no more than three member's terms expire during any one-year.
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, 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.

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**Oregon City Swimming Pool
Proposed Schedule Changes
October 23, 2006**

Current Saturday Schedule

12:00-1:00pm Adult Swim, Public Swimming Lessons
1:00-2:00pm Lap Swim, Private Swimming Lessons
2:00-3:30pm Recreational Swim
3:30-7:30pm Rentals

Proposed Saturday Schedule (effective January 1, 2007)

11:00-12:30pm Adult Swim, Lap Swim, Private Swimming Lessons
12:30-2:00pm Recreational Swim
2:00-6:00 or 7:00pm Rentals