

CITY OF OREGON CITY
PARKS AND RECREATION ADVISORY COMMITTEE
Meeting Minutes
Virtual Meeting
Thursday, December 01, 2022 at 7:00 PM

CALL TO ORDER

Meeting called to order at 7:00pm.

INTRODUCTIONS

Members: Steve Williams, Andy Crump, Ken Worcester, Timothy Lainhart, Brent Haverkamp, Emily Lisborg, Tim Wuest, Troy Bolinger

Absent: Joseph Knauf

Staff: Kendall Reid, Parks and Recreation Director; Denise Conrad, Assistant Parks and Recreation Director; Jonathan Waverly, Parks and Cemetery Maintenance; Kathy Wiseman, Senior Center Manager; Melissa Sebastian, Aquatic and Recreation Manager; Kyle Christoph, Facilities Maintenance Manager

Guests: Lilian Duey, Project Manager, Cumming Group; Gerry Mulrooney, Cumming Group; Jason Elissalde, Next Practice Partners

APPROVAL OF MINUTES

1. Approval of October 27, 2022 Meeting Minutes
Ken Worcester motioned to approve the minutes for the November meeting. Andy Crump seconded the motion. Steve Williams clarified that the meeting was in October. Ken agreed that the minutes were for the October meeting. Motion passed 8-0.

All Approved: Steve Williams, Ken Worcester, Timothy Lainhart, Brent Haverkamp, Andy Crump, Troy Bolinger, Emily Lisborg, Tim Wuest

All Opposed: none

PUBLIC COMMENT

There were no public comments.

PRESENTATIONS

There were no presentations on the agenda.

GENERAL BUSINESS

2. Parks Master Plan Update
Kendall Reid said that the presenting consultant was not available and asked to move on to the next item on the agenda. After agenda item #3 was

completed, Troy Bolinger moved back to this item. Kendall Reid turned the meeting over to Jason Elissalde, Next Practice Partners, to provide the update. Jason Elissalde shared a presentation, Parks Master Plan Findings, which included information on demographics and trends, survey questions and results, priorities investment ratings and what is next. The presentation highlighted the community survey results and noted that future investment priorities based on survey results include trails, both paved and unpaved and a Farmers Market, which Jason Elissalde noted surprised people. He concluded with next steps, which include compiling technical reports, holding staff visioning meetings in January, creating an action and implementation plan, drafting a report to be shared with PRAC and the City Commission, then issuing the final report. He then asked for questions. Brent Haverkamp pointed out a survey result for community priorities ranked the need for water access highly but noted that the Oregon City area has a lot of water access and he was wondering if there is a way to specify what the community is looking for. Jason Elissalde replied that yes they can ask for more specific information in a follow-up questionnaire, but noted that public awareness could be part of the result. Tim Wuest noted his concern over the finding that the biggest barrier to using parks & rec facilities and programs was that people didn't know what was offered. He asked what the gold standard is nationally for marketing. Jason Elissalde replied that having a marketing budget of at least 3% seems to be working nationally. Tim Lainhart asked if there was feedback from the Happifeet app mentioned in the presentation. Jason Elissalde replied that the app has not been launched publicly yet, but they will do promotions when it is ready and that data will be sent to Kendall Reid and any other necessary staff members. Emily Lisborg asked what went into the priority investment rating equation. Jason Elissalde answered that it is three parts (Is this important? Do you have a need for this? If you do, what percentage of your needs are being met?) and the combination of those three things creates the ranking. Emily Lisborg replied by asking what the difference is between what is important and what is the need, stating that those seem to be the same. Jason Elissalde replied that it would be based off interpretation of the respondent.

3. WES Good Neighbor Project Update

Denise Conrad began by explaining that, due to staffing constraints, they had contracted with Cumming Group for the WES Good Neighbor program, and introduced Lilian Duey, Project Manager, Cumming Group. Denise Conrad noted that there were some edits done to the presentation provided with the agenda packet and that she could send the updated agenda to members. She added that Gerry Mulrooney, Cumming Group was also in attendance to assist with the presentation. While the presentation was brought up on screen, Denise Conrad shared a bit more information about the program

including the purpose, the funding amount received and how it was to be distributed. Lilian Duey shared the Oregon City River Access Trail Project Update presentation with the group, that included a project overview, schedule, financials, potential parallel parking addition and photos. Lilian Duey discussed project accomplishments including hazardous pruning, pedestrian path and parking lot improvements. She stated that preliminary work began December 2021 and completed June 2022, and construction began in August 2022 and finished in November 2022. While discussing the financials, Lilian Duey stated that of the \$588,000 budget, there is a remaining balance of \$281,000 to be allocated to future projects. She shared before and after photos of the improvements and then opened the floor to questions.

Brent Haverkamp asked what types of projects would be covered with the \$281,000 balance. Denise Conrad replied that they would have to scope that out with the next biennium budget, but projects would have to fall within the specific area covered by the WES agreement. Andy Crump asked what the usage is of the parking lot that was improved, noting that he usually uses the larger Cove parking lot. Denise Conrad replied that it is seasonal, but when they were working on the lot it was always full. Andy Crump asked if there were plans to improve the Cove parking lot, to which Denise Conrad deferred stating that it was Urban Renewal property. Steve Williams asked if there was foot access to the Clackamas River. Denise Conrad answered that there are several goat trails leading to the river. Steve Williams followed up by asking if improvements could be made to those trails. Denise Conrad replied that they could pursue opportunities, but extensive permitting is required in the ordinary high-water areas. Emily Lisborg asked why \$25,000 budgeted to the Parks Master Plan was not used. Kendall Reid clarified that no WES funds were allocated to the Parks Master Plan, rather the funding has been approved by WES to be used for the Clackamette Park Master Plan. Emily Lisborg then asked if they were exploring improving water quality in the area. Kendall Reid replied that Urban Development under James Graham was currently going through that process. Emily Lisborg asked how the project came in \$281,000 under budget. Denise Conrad explained that the project was funded for three years and the funds will roll over to the next biennium. Emily Lisborg followed up with asking if the balance could be used for maintenance projects in the specific area covered. Denise Conrad replied that maintenance was not the intent of the agreement. Ken Worcester asked if there were time constraints for using the funds and if they were ok with the timeline. Denise Conrad answered that they have two years to spend one years' worth of funds and that they were ahead of where they thought they would be. She noted that covid and natural disasters caused delays, but they are planning on how to spend two years' funding in the next year. Ken Worcester then asked for confirmation that planning and permitting were

acceptable expenditures. Denise Conrad confirmed they were. Troy Bolinger then moved back to Agenda item #2, Parks Master Plan Update.

4. PRAC Member Appointment Recommendations

Troy Bolinger explained that they had interviewed three applicants that were all eligible to be recommended. Troy Bolinger requested a discussion to get everyone's thoughts on the applicants and, after the discussion, their options would be to recommend to the mayor all three, none, one, or two applicants. Tim Wuest recommended all three applicants interviewed be accepted to PRAC, based on their interest, concern about PRAC and wanting to take it in a good direction. Steve Williams concurred and noted that each are capable and have a different set of tools to bring to the table. Brent Haverkamp agreed that all three candidates showed enthusiasm, pointing out his appreciation of Tim Lainhart's experience working with other parks & recreation systems throughout the state, Joyce's community and neighborhood focus, and Seth's advocacy for the community and for doing his due diligence. Emily Lisborg concurred with everyone's comments, noting that it was cool to see three very different applicants; Tim brings excellent knowledge and experience working with parks and community organizations, Seth has experience that may not be well represented currently, Joyce was very community oriented and as a substitute teacher has some knowledge of what young people are looking for. Emily Lisborg supported the recommendation for all three to become members. Ken Worcester asked about the fourth applicant, David, who was unable to participate in that evening's interviews, adding that he would be interested in hearing from David if there is an opportunity to interview later and thought that as a park host, he would have a unique perspective. Troy Bolinger noted that they do have time as the appointments typically start January 1, adding that they could recommend two members and wait on the third until they are able to interview the fourth applicant and then choose between the two remaining, or they could recommend all three interviewed and send their thoughts and comments to the Mayor and let the Mayor decide. Tim Lainhart asked about the terms that they are appointing and also as an applicant, if he has a voice to vote. Kendall Reid replied that the three vacancies would get a full term moving forward, noting that there will be a fourth vacancy with the resignation of Troy Bolinger that would be up at the end of next year and that members could decide with the recommendation where to put people. Brent Haverkamp emphasized Ken Worcester's point that they should interview David. Troy Bolinger clarified that Ken Worcester's comment was not a motion but rather a suggestion. Troy Bolinger then shared his concerns about Seth's disconnect from the Oregon City community, adding that Seth was a solid candidate with lots of experience. Troy Bolinger suggested moving forward with recommending Tim and Joyce, but not yet recommend

Seth until they can hear from David and then make the choice between them. Emily Lisborg agreed that they need to give David the opportunity to interview if there is time and, while she did like Seth, she thought it was only fair to give both applicants the chance to interview. Tim Wuest agreed that interviewing David would be appropriate but wanted to make sure they didn't discount Seth as he offered tremendous value to PRAC and is committed to Oregon City. Brent Haverkamp disagreed with Troy Bolinger's comments, pointing out that Seth would be a great asset to Oregon City, he has clearly done his due diligence, taken part in community activities and has a passion for the City and all of those make him a viable candidate for a PRAC position. Troy Bolinger asked Kendall Reid if they needed a motion and a vote or could just proceed with a consensus in agreement. Kendall Reid replied that they just needed a consensus in agreement. Troy restated that the consensus was to recommend Tim and Joyce for a three-year term, not recommend Seth, hear from David, then decide on a recommendation for that position. Brent Haverkamp proposed defining "that position" to mean the out of City position. Kendall Reid confirmed that David was technically out of City as was vetted by the City Recorder. Troy Bolinger confirmed that he was referring to the out of city position. Steve Williams was prepared to support Troy's recommendation to support Joyce and Tim but wanted to ensure that whoever responds to Seth will let him know that their decision was not a reflection on him, but because of the situation that arose with a candidate being unable to interview that evening. Troy Bolinger stated that they had an understanding and asked Kendall if he had what was needed to draft a letter of recommendation to the Mayor now with the two candidates, and would then communicate with Seth. Kendall Reid answered yes.

STAFF REPORTS

Kendall Reid announced that they did have a public engagement meeting scheduled for next Monday at 6pm at the Robert Libke building, but due to some unforeseen scheduling issues with the consultant, they need to reschedule, likely to sometime during the week of January 16th. He reported that the department strategic visioning with staff will be rescheduled as well. He added that they have sent out social media notifications about this change but wanted members to be aware and will have updates as they move forward. Kendall Reid provided an update on the Clackamette Park Master Plan; they are working with Lango Hansen and getting notes back from the Planning Department and reviewing information prepared by consultants; they are moving toward getting final adoption of that master plan. Kendall Reid reported that they are still working on the Sportcraft license agreement and should have more information soon and to keep fingers crossed.

Jonathan Waverly reported that the Parks staff has been very busy with the late leaf drop this season, keeping pathways clear and mulching. He noted that they have been working with Greater Oregon City Watershed Council at Singer Creek Park, working on invasive plant removal and replanting plan, which will include native plantings. Clean ups will take place at the park site on Saturdays until December 16 if anyone wants to get involved. The large American Elm trees surrounding Library Park have been in decline for several year and despite attempts to prolong their loss, it has been recommended by Bartlett Tree Experts that five of them be removed. The remaining four trees will receive injections to slow down the spread of Dutch Elm disease, which is the reason these trees are in decline, in addition to heavy damage due to the ice storm and heat dome stresses. They are working to order and install the Veterans flagpole at Mountain View Cemetery and Denise Conrad has been working hard to finalize permits to proceed with the restroom replacement. They will be planting 20 new trees as part of the Cove Trail project and will be doing other tree work throughout the City, including getting permits to remove dead, dying or diseased trees and then replanting new healthy trees. The RV Park has gone to online reservations, as of November 1. They are working with Oregon City Youth Sports to get new turf installed on Field #2 at Wesley Lynn, all materials have been delivered and will be installed when they have had two dry days.

Kathy Wiseman began her report by talking about the Thanksgiving meals they served to about 25 seniors in-house, which included a full turkey meal and the sides. They had 12 turkeys delivered into the community and also received extra turkeys from a community partner. They are preparing for a catered Christmas meal on December 23, about 100 people will come to the event which will include gifts, Santa, live music, gift cards and poinsettia giveaways. They have a couple of Giving Trees and she hoped that PRAC members could spread the word about the Giving Trees which will benefit Meals on Wheels clients, as they are down on volunteers and really need the support. Their rental program is incredibly busy, they have multiple rentals a day regularly. This weekend the Three Rivers Art Guild will be hosting an art and gift show, as part of the City-wide weekend event. Kathy Wiseman encouraged members to go out and support that event.

Melissa Sebastian reported that the swimming pool is very busy right now, with the start of high school swim season and they will be hosting the first swim meet in a couple of weeks. They are maintaining all schedules and programs despite staffing issues. They have hired five new lifeguards and swim lesson instructors in the last month and will be offering a lifeguard certification course December 16 – 18 with three new staff members getting certified. Winter programs including Winter Break camps and fitness classes will open for registration on Tuesday

December 6 at 9:00 AM. They will be offering Winter Break Camps both weeks of the break, taking place Monday – Thursday from 9:00 AM to 4:30 PM for ages 5-12, with an option to purchase the full session or individual days. Swim lesson registration for December – March classes opened a couple weeks ago and filled within minutes, most classes already have long wait lists. A Glow Swim event will take place on Saturday December 17 from 6:30 PM to 8:00 PM, spots are still available. Over Winter Break, December 19 through December 30, they will be offering recreation swims from 2:00 PM to 4:00 PM. The Ermatinger House will be participating in the Heritage Holidays event that Kathy Wiseman mentioned, taking place Saturday, with holiday activities and crafts including making a Christmas wreath, donations only. Melissa Sebastian invited everyone to come to that event.

Kyle Christoph reported that they have spent most of the time prepping for winter, cleaning leaves from gutters, changing over to heating from cooling in the buildings systems and troubleshooting. They are moving their work projects to be indoors.

Denise Conrad reported on some capital projects. At Tyrone S. Woods Memorial Park, the dog park is open; they are doing warranty replacement plantings; in the spring they will slice seed the dog park drainage area, mitigating problems with the initial installation. For the Cemetery restroom, they are working to get Planning Review applications processed so they can get permits. The applications can take 120 days for the review period, but they hope to submit for a building plan review at the same time to keep moving forward. At the Pioneer Center, they are working with Kyle Christoph on concept sketching for an updated front counter; they are getting plans and estimates for the project. For the cemetery mausoleum roof replacement project, they did peel and stick from TPO to the flashing and are still waiting for the manufacturer's inspection, which is needed to gain the warranty certification (the next and final step of the project). A large dead tree at the RV dump station was removed quickly after some bark from the tree damaged an RV. Jonathan Waverly's team planted a new tree, and they are just waiting for the contractor to reinstall a sign. During the tree removal they found a large hive inside and were able to safely relocate the bees. Denise Conrad intended to include pictures of the hive with the agenda packet but will get them to members later. She then provided a brief update on the Fir Street Operations and Engineering complex, stating that they are still completing the warranty work and it is taking quite a bit of staff time. She gave kudos to the Facilities staff for following up on all the new building work, noting that they are light on staff, but heavy on projects.

MEMBER REPORTS

Brent Haverkamp reported that he had the distinct pleasure of running into Jon Waverly at Park Place Park and wanted to give him kudos for all the hard work he does.

Emily Lisborg provided the dates for the Greater Oregon City Watershed events for the next three Saturdays; Saturday the 3rd from 10:00 AM to 2:00 PM, Saturday the 10th from 10:00 AM to 2:00 PM, and Saturday the 17th from 10:00 AM to 2:00 PM, with a couple more dates to come in January.

Troy Bolinger reminded members that this was his last regular meeting with his resignation being final December 31st. He will be available to handle anything outside of meetings such as a work session to meet with David, but as of January 1 Tim Wuest will take control of things, then at the January meeting they will vote for a new Chair and Vice-Chair.

No other members provided reports.

FUTURE AGENDA ITEMS

Troy Bolinger asked for any suggestions or requests for future agenda items. Ken Worcester asked for a tour with all PRAC members and wanted to echo Brent's comments about meeting in-person. Steve Williams also asked for a discussion on the opportunity to meet in-person.

Sportcraft Landing Negotiations
Volunteer Opportunities
Community Garden at Pioneer Center
Park Development Goals/Park Designs
PRAC Parks Tour
Parks Foundation Presentation
Parks Master Plan
Parks and Recreation Funding
Clackamette Park Master Plan
WES Good Neighbor Funds
Joint Operations Center
Willamette Falls Legacy Project
Property Acquisition
The Cove

NEXT SCHEDULED MEETING - January 26, 2023

ADJOURNMENT

Meeting adjourned around 9:00 PM.