



# **CITY OF OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE AGENDA**

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**Virtual Meeting  
Thursday, September 23, 2021 at 7:00 PM**

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This is a virtual only meeting, if you would like to participate, please contact Kendall Reid at [kendallreid@orcity.org](mailto:kendallreid@orcity.org).

## **CALL TO ORDER**

## **INTRODUCTIONS**

## **APPROVAL OF MINUTES**

1. Minutes of the July 22, 2021 PRAC Meeting

## **PUBLIC COMMENT**

*This section on the agenda is for citizens to present information relevant to the City but not listed as an item on this agenda. This is a virtual only meeting, if you would like to participate, please contact Kendall Reid at [kendallreid@orcity.org](mailto:kendallreid@orcity.org). The citizen has up to 5 minutes for comments. Prior to speaking, citizens shall complete a comment form and deliver it to the Staff Member. When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone. The Parks & Recreation Advisory Committee Members do not generally engage in dialog with those making comments but may refer the issue to the Staff Member. Complaints shall first be addressed at the department level prior to addressing the Committee.*

## **PRESENTATIONS**

## **GENERAL BUSINESS**

2. PRAC & City Commission Goals Review
3. Filbert Run Park Naming Committee Update
4. Volunteer Coordinator Discussion
5. Veterans Memorial Plaza Renovation Update

## **STAFF REPORTS**

## **MEMBER REPORTS**

## **FUTURE AGENDA ITEMS**

Tyrone S. Woods Memorial Park - 12/5/2019

Cost Recovery Training - 2/25/2021

Regional Comparison of Parks – 10/22/2020

Parks and Recreation Funding

Clackamette Park Master Plan

Buena Vista House - 1/23/2020

WES Good Neighbor Funds

Joint Operations Center

Willamette Falls Legacy Project

Property Acquisition

Review Goals - 2/25/2021

The Cove

Heritage Tree Stand Nominations – 1/28/2021

Newell Creek Canyon Project – 2/25/2021

Homeless Outreach Efforts by Oregon City Police Department – 2/25/2021

Filbert Run Master Plan – 12/03/2020

McLoughlin Canemah Trail Grant Application – 1/28/2021

**NEXT SCHEDULED MEETING - OCTOBER 28, 2021**

**ADJOURNMENT**

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### **PUBLIC COMMENT GUIDELINES**

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*Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.*

*As a general practice, the City Commission does not engage in discussion with those making comments.*

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*Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.*

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**ADA NOTICE**

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*The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.*

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***Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.***

***Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at [www.orcity.org](http://www.orcity.org) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.***

City of Oregon City  
Parks and Recreation Advisory Committee  
Meeting Minutes  
Virtual Meeting Thursday, July 22, 2021 at 7:00 PM

**CALL TO ORDER**

*Meeting called to order around 7:00 pm*

**INTRODUCTIONS**

**Members:** Jeff Sargent, Shawn Dachtler; Tim Wuest; Karin Morey; Troy Bolinger; Derick Cogle

**Excused:** Brent Haverkamp; Andy Crump

**Staff:** Kendall Reid, Parks and Recreation Director; Denise, Conrad, Assistant Parks and Recreation Director; Rochelle Anderholm-Parsch, Aquatic and Recreation Manager; Jonathan Waverly, Parks and Cemetery Maintenance

**Guest:** Jim Cave, Bureau Veritas, North America

**APPROVAL OF MINUTES**

**1. Minutes of the June 24, 2021 PRAC Meeting**

*Troy Bolinger called for questions, suggestions or updates on the June 24, 2021 PRAC Meeting minutes. Shawn Dachtler moved to approve the June 24 meeting minutes; Karin Morey seconded the motion.*

*All Approved: Tim Wuest; Karin Morey; Troy Bolinger; Jeff Sargent; Shawn Dachtler*

*All Opposed: none*

**PUBLIC COMMENT**

*There were no public comments.*

**PRESENTATIONS**

*There were no presentations on the agenda.*

**GENERAL BUSINESS**

**2. PRAC Member Resignation**

*Mr. Bolinger announced the resignation of PRAC Member Jeff Sargent and provided Mr. Sargent some time to comment. Mr. Sargent explained that he was pursuing a dream of moving to Hawaii and the current meeting would be his last. He commented that it had been a great privilege and honor to have served on PRAC. Mr. Sargent stated that it is important for citizens to volunteer and help the community plan and proper and he gave kudos to fellow PRAC members for having the passion and interest to serve, adding that he has enjoyed interacting with each of them. He concluded by stating*

*that he believed that Oregon City Parks and Recreation has a bright future and was thankful for the opportunity to serve. Mr. Bolinger thanked Mr. Sargent and added that they appreciated his time and commitment. Ms. Morey added that Mr. Sargent's experience and input had been invaluable.*

### **3. Deferred Maintenance Assessment and Capital Improvement Plan Update**

*Kendall Reid, Parks and Recreation Director, stated that they had been working with a consultant from Bureau Veritas Technical Assessments to conduct a full system deferred maintenance assessment with a scope including parks, cemetery, recreation facilities, senior center, pool and museums. He introduced Jim Cave, Bureau Veritas North America, to provide an update on the results from the assessment. Mr. Cave's presentation, Facility Condition Assessments, covered information about Bureau Veritas, the scope of the work done and the reporting and findings for both the parks and the facilities. Mr. Cave provided a list of the locations assessed, explained the assessment process and how they used the data to prepare a 20-year capital reserves plan for each location. He provided an overview of some of the reports and findings for both Parks and Facilities. Mr. Cave shared the Replacement Reserves cost breakdown by year for a 10-year time span for each of the Parks and each of the Facilities. He concluded by describing the Assetcalc software available to the City for one year to be used for reporting and capital planning. Member questions were asked and answered. Mr. Reid added that the next steps were to share this information with the City Commission and to request approval to hire a funding consultant to research funding options, conduct public engagement and to help PRAC and City Commission have a plan to address the deferred maintenance backlog. Karin Morey moved that PRAC approve the presentation as given that evening and the next step is to hire a funding consultant to move to the next step of the process; Shawn Dachtler seconded.*

*All Approved: Tim Wuest; Karin Morey; Troy Bolinger; Jeff Sargent;  
Derick Cogle; Shawn Dachtler  
All Opposed: none*

### **4. Naming Process for Filbert Run Park**

*Mr. Bolinger commented that members had received an email regarding the groundbreaking for Filbert Run Park that would take place the following week and noted that part of PRAC goals was to form a naming committee for the park. He reminded members that they had discussed the Park Naming Policy details at the past few meetings. He explained that PRAC was responsible for providing a Chair and also participation in the committee. Mr. Bolinger reported that he had asked Mr. Haverkamp to serve as Chair and had asked Mr. Wuest to serve as a member on the committee; both had accepted. Mr. Bolinger added that he would also serve in a passive role on the committee, along with Mr. Reid and others yet to be named. He stated that he had*

*encouraged Mr. Haverkamp to seek heavy community involvement in this process, including those both from within the Filbert Run neighborhood and outside of it. He added that other PRAC members could possibly be on the committee and to send him or Mr. Haverkamp an email if interested.*

## **5. PRAC Annual Update to the City Commission**

*Mr. Bolinger reported that he would be presenting PRAC's update to the City Commission at a future meeting, noting that it was not required for PRAC members to attend, but they were welcome to be present. He asked for member suggestions on what they felt was important to report to the City Commission and requested that they email him their suggestions to be considered for inclusion. He stated that he was seeking their input as this was to be a report from the Committee, not just himself.*

## **6. In Person Meetings at City Hall**

*Mr. Bolinger announced that effective immediately, all future PRAC meetings will be in-person meetings at City Hall and pointed out that this included all Work Sessions, Special Sessions and Regular Sessions going forward. Ms. Morey asked for clarification on the meeting location. Mr. Wuest asked if there would be an opportunity for a hybrid meeting so members could attend if they were out of town. Mr. Reid answered that they were looking at ways for Zoom participation to be an option for the in-person meeting.*

## **7. Letter Against Violence in Oregon City Parks**

*Mr. Bolinger stated that Mr. Wuest had asked that a discussion on the letter against violence in Oregon City Parks be placed on the agenda and he added that some email discussions had taken place among members, but no decision had been made. He asked Mr. Wuest to share with members what he brought forward and to continue the discussion. Mr. Wuest stated that he wanted to discuss the letter written by James Graham, Economic Development Director for Oregon City, that was sent to all Oregon City businesses stating that Oregon City is a friendly place that doesn't condone violence, and Mr. Wuest had thought it would be nice to adopt that statement in response to the events at Clackamette Park. Mr. Wuest noted that he had called the Parks Department for more information about facility rental requirements and asked if information was provided to the Police. Mr. Wuest stated that he was told the form was available online to complete the rental process and information was not given to the Police. Mr. Bolinger interjected to say that this was not the topic of the discussion, to which Mr. Wuest stated it was exactly the topic. Mr. Bolinger replied that the discussion item was about the letter against violence in Oregon City Park and what Mr. Wuest wanted PRAC to do about it, but he appreciated Mr. Wuest's passion and thought that he had some valid points. Mr. Wuest replied that the issue was too complicated to get into the form of a letter but would prefer to have a note on the website stating the City reserves the right to refuse service. Mr. Bolinger asked if Mr. Wuest was abandoning the letter, to which Mr. Wuest*

confirmed and added that he was encouraging notification on the online form and implementing a policy to bar people of violence from renting facilities in Oregon City. Ms. Morey commented that the discussion can't be limited to just the letter even though it was written that way on the agenda. She also clarified that the letter was not written by Mr. Graham, but rather from the Oregon City Business Alliance, specifically for business organizations. She asked Mr. Reid to confirm whether the staff will be screening reservation applications for "known problems". Mr. Reid replied that their process for providing services to the community was not the issue with this incident. He explained that when the reservation was made, questions were asked about the reservation and the Police were notified about possible issues, but he also stressed that they are not in the habit of banning people for their beliefs. He stated that they were trying to address the actions of violence in the parks, and they did the right thing, providing the proper screening and communication to leadership and the authorities. Ms. Morey asked Mr. Reid if he needed the support of PRAC to continue that practice in the future or if this was just informational. Mr. Reid replied that it was informational, and that they were reviewing the Parks Reservation policies, working with City leadership and the City Attorney to ensure they were managing the reservations appropriately and he didn't feel the need for an additional level of screening at this time. Mr. Sargent commented that what happened at Clackamette Park was deplorable, and he sincerely hoped that they would never have a situation like that again, adding that he thought this was a City issue, not just a Parks and Recreation issue and he hoped that the City Commission was working with Mr. Reid and the Police to come up with a process to guarantee the safety of others. Mr. Bolinger asked for any other member comments. Mr. Wuest said that he would like to know what policies would be put in place to not have a repeat incident. Mr. Bolinger agreed that would be a good future agenda item and Mr. Reid agreed to share an update at the next meeting. Mr. Bolinger added that he is very confident in how the City is handling and has handled things, that it is an important issue for the City and that Chief Band and his Officers did a wonderful job at the particular event. Ms. Morey asked to add a comment, but Mr. Bolinger stated that they were moving on.

Mr. Bolinger made a change to the agenda and jumped to a discussion on the next meeting scheduled for August 26, 2021. He stated that in the past they had not met in August and wanted member feedback on cancelling the upcoming August meeting. Mr. Bolinger explained that there is nothing that the City needs to bring to PRAC in August, but the PRAC goals did have some items slated for August; deferred maintenance, which was just discussed at that evening's meeting, and forming a subcommittee to discuss a potential need for more off leash dog areas. Mr. Bolinger also brought up Mr. Haverkamp's requested discussion on a volunteer coordinator and stated that he believed they could move that to September. Mr. Dachtler stated that they don't typically meet in August and he saw no need to, adding in that the

*bylaws allow for a couple of months off and they can always add in a special session if needed. Karin Morey moved that the August meeting for PRAC be cancelled, and all agenda items be moved to September; Shawn Dachtler seconded.*

*All Approved: Tim Wuest; Karin Morey; Troy Bolinger; Jeff Sargent; Derick Cogle; Shawn Dachtler*

*All Opposed: none*

*Mr. Bolinger confirmed that the next PRAC meeting will be on September 23, 2021.*

## **MEMBER REPORTS**

*Mr. Wuest:*

*Reported that he had visited the Library water park and noticed that they were no hours of operation posted. He said he thought it would be nice to have that information posted.*

*Ms. Morey said she would like to finish her comment from an earlier topic, but Mr. Bolinger stated that they were moving on as all they were currently doing was reports.*

*No other members provided reports.*

## **STAFF REPORTS**

*Mr. Reid reported that the groundbreaking at Filbert Run Park would take place on July 27 at 11:00am and that they were excited to get the park up and going. He noted that there will be some adjustments to the schedule due to permitting delays, and it could possibly through December to get the park up and running. He added that they have done community outreach about the groundbreaking and have received positive responses. Mr. Reid reported that they have received four applications for the two vacant positions on PRAC and wanted to get direction from members on when to hold interviews. Mr. Bolinger responded that he would like to move forward as soon as possible and suggested the first week in August, if members were available. Mr. Dachtler pointed out that they only have four meetings until the end of the term and he thought it would be worth looking at the bylaws and speaking with the Mayor to determine if the appointment could be for next 3 years, plus the four months in the current year. Ms. Morey added her agreement with Mr. Dachtler but wanted to ensure the applicants were made aware of why they would be delaying the interviews. Mr. Reid stated that he had discussions with Mr. Bolinger, the City Recorder and the City Manager to look into the options of new members being appointed this year and continue on to serve their term, and he would have more information this week. Mr. Bolinger then asked members to shoot for scheduling interviews between August 11 and 20; there were no objections. Mr. Reid concluded by commenting that the Senior Center opened on July 2 and they have seen an uptick in the number people coming in and participating in their activities.*

*Jonathan Waverly, Parks & Cemetery Maintenance, reported that they are working on the Veteran's Memorial replacement, with broken concrete being removed, concrete walls and borders being poured and the stairs and front entrance way still to be poured. He noted that the RV Park would be opening, but they were looking for a park host. Mr. Waverly discussed the water curtailment efforts they were taking to dramatically cut back on water consumption at Mt. View Cemetery and to scale back at the larger parks. He commented on the fire concerns and that they are working on citizen awareness of the issue. He also noted that the ice storm damage left a lot of debris that was not as well cleared in the natural areas, but Staff is working to address that.*

*Rochelle Anderholm-Parsch, Aquatic and Recreation Manager, discussed the Events on the Lawn at the End of the Oregon Trail Interpretive Center, including Trivia, Bingo and on August 5, Movies in the Park, plus other events throughout August. She reported that camps were going well and gave thanks to Kathy Wiseman and her team for hosting weekly camps in senior center basement. She noted that swim lessons are jam packed with waitlists, so they are trying to hire and train staff quickly to accommodate those lists. Ms. Anderholm-Parsch reported that the Ermatinger House held a Miniature Exhibit event that went well. She added that the Friends group is very active and have more events coming including a garage sale on August 14 and a historical baseball game on September 18 at Chapin Park, sponsored by the Ermatinger House and the Friends group. She concluded by discussing the Cost Recovery efforts that went to a Commission Work Session and was well received, she thanked PRAC for their support of that project, noting that the Commission requested an example of the Master Fee Schedule, which she will bring back to them on August 10. She added that the next steps would be to present a resolution at a Commission Meeting and then Cost Recovery could be codified and implemented.*

*Denise Conrad, Assistant Parks and Recreation Director, reported that Tyrone S. Woods Memorial Park was final, and they were just looking at warranty work, particularly plant material. She added that they have an occasional afternoon watering schedule to help establish plants that were planted late. She reported that the fence panels on the elevated platform at the DC Latourette Park will require a three-day closure of the park, which will be announced through signage and on social media. Ms. Conrad discussed the various City Facility projects; flat roof replacement at City Hall and HVAC repairs and replacement at Pioneer Center. She added that Facilities had been assisting Parks Department on the FEMA projects related to the ice storm, helping get damage estimates in place before FEMA's deadline.*

## **FUTURE AGENDA ITEMS**

Tyrone S. Woods Memorial Park - 12/5/2019  
 Cost Recovery Training - 2/25/2021  
 Regional Comparison of Parks – 10/22/2020  
 Parks and Recreation Funding

Clackamette Park Master Plan  
Buena Vista House - 1/23/2020  
WES Good Neighbor Funds  
Joint Operations Center  
Willamette Falls Legacy Project  
Property Acquisition  
Dog Park - 9/24/2020  
Review Goals - 2/25/2021  
The Cove  
Heritage Tree Stand Nominations – 1/28/2021  
Newell Creek Canyon Project – 2/25/2021  
Homeless Outreach Efforts by Oregon City Police Department – 2/25/2021  
Filbert Run Master Plan – 12/03/2020  
McLoughlin Canemah Trail Grant Application – 1/28/2021

**NEXT SCHEDULED MEETING – August 26, 2021 at 7:00pm**

*Adjusted to September 23, 2021 at 7:00pm*

**ADJOURNMENT**

*Meeting adjourned around 8:30 pm by Chair Troy Bolinger*

## Oregon City Parks & Recreation Department City Commission Goals 2021-2023

| <b>Goal - Invest in current and future capital needs for safe, sustainable infrastructure and City services</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Strategy                                                                                                                      | Approach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Dates to Complete |
| Complete analysis to identify deferred maintenance and ongoing asset management costs for parks and identify funding options. | <p>The Parks and Recreation Department selected Bureau Veritas Technical Assessments LLC to help develop a plan to address the need for immediate repairs, preventative maintenance, deferred project backlog, and capital replacement. This plan will include:</p> <ul style="list-style-type: none"> <li>Identifying facility maintenance, reducing the need for reactive repairs, and avoid deferred repairs.</li> <li>Providing a roadmap for corrective recommendations to help reduce the maintenance backlog.</li> <li>Identifying funding options for the City Commission to consider.</li> </ul>                                                                                                                                                   | 3/21 - 12/21      |
| Complete parks master plan and update system development fees.                                                                | <p>Staff will work with a consultant to create a master plan that will provide a vision for development, maintenance, and operation of the entire park system. The master plan will include:</p> <ul style="list-style-type: none"> <li>A public engagement process to identify goals and specific action items envisioned by City staff and the community at large.</li> <li>An inventory of existing parks and recreation facilities.</li> <li>Creating a vision statement, goals, and recommendations for system-level and park-specific improvements; park land acquisition strategy; suggested funding strategy.</li> <li>Identification of capital needs and recommended system development charges (SDC's) to implement the improvements.</li> </ul> | 9/21 - 9/23       |
|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |

## City of Oregon City Parks & Recreation Advisory Committee (PRAC) 2021-2022 Goals

Last updated: 3/22/21

| PRAC Goals                                                                                                                                                                                                                                                                                                        | Notes                                                                                                                                    | Measure of Success                                                                                                                   | Dates to Complete                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| #1 Review the 2008 Oregon City Parks Master Plan June 2021                                                                                                                                                                                                                                                        | RFP to hire consultant.<br>Approx. 2 years to update                                                                                     | <ul style="list-style-type: none"> <li>2008 Master Plan reviewed June 2021</li> <li>New Master Plan complete approx. 2023</li> </ul> | June 2021                                                 |
| #2 Working jointly with Staff and City Commission members, review the deferred maintenance and park infrastructure needs quarterly beginning May 2021 with the goal to help identify amount of dollars needed, funding options and prioritized list based on most urgent need (safety, property integrity, etc.). | Hire Consultant May 2021<br>Funding Options June 2021                                                                                    | <ul style="list-style-type: none"> <li>Reviewed deferred maintenance needs.</li> </ul>                                               | May 2021<br>August 2021<br>November 2021<br>February 2022 |
| #3 Complete the cost recovery training. Review the cost recovery draft policy provided by the recreation director and provide feedback in preparation for submission to City Commission. (April 22, 2021) and then to continue to review Annual Cost Recovery Report as provided by Recreation Manager.           |                                                                                                                                          | <ul style="list-style-type: none"> <li>Reviewed draft policy April 2021</li> <li>Reviewed Annual Cost Recovery 2022</li> </ul>       | April 22, 2021<br>July 2022                               |
| #4 Appoint a sub-committee to complete the naming process for Filbert Run site by October 2021                                                                                                                                                                                                                    | City looking at process.<br>Jul 21 groundbreaking<br>Oct 21 completion.<br><br>Kendall and Shawn are working together on naming process. | <ul style="list-style-type: none"> <li>Subcommittee is appointed.</li> </ul>                                                         | October 2021                                              |
| #5 By August 2021, form a subcommittee of both PRAC and community members that will gather data to report and evaluate the                                                                                                                                                                                        | Data available from multiple sources.<br>Subcommittee to work with city to compile and decide                                            | <ul style="list-style-type: none"> <li>Subcommittee Formed</li> </ul>                                                                | August 2021                                               |

|                                                                                                                                                                                                                                                                                                       |                                                                                                                                |                                                                       |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------|
| interest and the potential need for more off leash dog areas in Oregon City Parks.                                                                                                                                                                                                                    | on direction. Jeff Sargent to head up subcommittee.                                                                            |                                                                       |                                                                        |
| #6 Review the goals and initiatives of both PRAC & the city of Oregon City Commission, (Boards and Committees) every 2 months so we may be effective and collaborative in pursuing the goals of the City as they relate to the goals and objectives of PRAC, starting with the May 2021 PRAC meeting. | City Commission - May<br>Other committees as available.                                                                        | <ul style="list-style-type: none"> <li>Goals reviewed</li> </ul>      | May 2021<br>July 2021<br>Sept 2021<br>Nov 2021<br>Jan 2022<br>Mar 2022 |
| #7 Provide history of background of Clackamette Park and Waterfront Master Plan to PRAC and new PRAC members by June 2021. .                                                                                                                                                                          | City to provide background June 2021 from previous presentation.<br><br>Updated to include marine board information late 2021. | <ul style="list-style-type: none"> <li>Subcommittee formed</li> </ul> | Background June 2021                                                   |



# CITY OF OREGON CITY

## Staff Report

625 Center Street  
Oregon City, OR 97045  
503-657-0891

**To:** Parks and Recreation Advisory Committee    **Agenda Date:** Sept. 23, 2021  
**From:** Brent Haverkamp, Filbert Run Naming Committee Lead

### SUBJECT:

Update from the Filbert Run Park Naming Committee.

### STAFF RECOMMENDATION:

No action required.

### EXECUTIVE SUMMARY:

The Parks and Recreation Advisory Committee (PRAC) advised the Parks and Recreation Department to move forward with renaming the newly developed neighborhood park Filbert Run Park. Therefore, the Filbert Run Park Naming Committee was formed based on the parameters listed in the Oregon City Parks and Recreation Park Naming Policy.

The Park has been informally referenced as Filbert Run Park. Filbert Run was the name used as the title for the master planning process, solicitation during the request for proposals for the construction phase, and the deed refers to the property as "Filbert Run". Therefore, the park was informally named Filbert Run Park.

### BACKGROUND:

The Park naming committee consists of 2 members from the Citizen Involvement Committee, 2 members from PRAC, the Parks and Recreation Director, and representatives from the neighborhood association in that area. Because the Hazel Grove/Westling Farm Neighborhood Association does not have an active neighborhood association the committee solicited input and participation from several residents who live adjacent to the park.

The committee has met 3 times. During these meetings the group decided on the public engagement process and the mechanism in which participants can submit naming suggestions. Promotion materials were created and distributed through several ways. The marketing material directs participants to a survey where they can submit their naming suggestion. Attachment A is the flier, and Attachment B is the direct mailer that was sent to 164 residents (600 ft buffer around the park).

### Public Outreach Includes the Following:

- Postings on City website, Facebook, and Instagram
- In the OC Newsletter that reaches 12,000 residents
- The flier was sent to CIC and all neighborhood association chairs
- A letter was submitted to Oregon City News/Pamplin Media
- A direct mailer (postcard) was sent to 164 neighbors of the park (600ft. buffer)

### Timeline and Important Dates:

- Sept 14, 2021, Survey went live
- Oct. 8, 2021, Survey closed
- Sept 20 – 24, 2021, Mailers sent
- Oct. 12, 2021, Committee scheduled to meet again to review naming suggestions
- Oct. 31, 2021, Committee to choose the final name
- Nov. 1 – Nov. 12 create a report and presentation to submit to the Commission
- Dec. 1, 2021, Present naming suggestion to Commission. Committee to request the park formally be adopted and renamed through Commission approval.
- Winter of 2021 Park Scheduled to be at substantial completion.

For the latest Filbert Run Park updates please check out the parks project page. There is aerial footage that documents the progress made during the construction phase of the project.

<https://www.orcity.org/parks/project/na>

### **OPTIONS:**

No action required.

Attachment A  
Flier for Park Naming Suggestions



# SUGGESTIONS FOR RENAMING FILBERT RUN PARK

Open until  
Oct. 8, 2021 @ 5pm

Help Oregon City Parks and Recreation's Park Naming Committee formalize a name for our newly developed neighborhood park. Located in the Hazelgrove - Westling Farm Neighborhood and is scheduled to open Winter 2021!

The park is located on the south side of Hazelnut Ave. between Vincent Drive and Hazel Grove Drive.

**FOLLOW THE LINK BELOW TO  
SUBMIT YOUR PARK NAME!**

[WWW.SURVEYMONKEY.COM/R/RENAMINGFILBERTRUN](http://WWW.SURVEYMONKEY.COM/R/RENAMINGFILBERTRUN)

**OR SCAN**



Attachment B  
Direct Mailer/Postcard



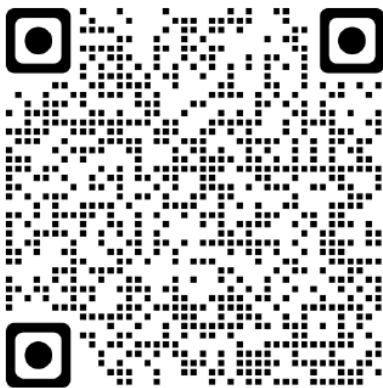
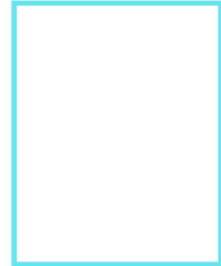
## SUGGEST A NEW NAME FOR FILBERT RUN PARK

BY OCT. 8, 2021 @ 5PM

Help the City of Oregon City and Oregon City Parks and Recreation's Park Naming Committee, formalize a name for the newly developed neighborhood park located in the Hazelgrove - Westling Farm Neighborhood.

The park is located on the south side of Hazelnut Ave. between Vincent Dr. and Hazel Grove Dr. and is scheduled to be open Winter of 2021.

# NOMINATE A PARK NAME NOW!




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## CITY OF OREGON CITY

### Staff Report

625 Center Street  
Oregon City, OR 97045  
503-657-0891

**To:** Parks & Recreation Advisory Committee      **Agenda Date:** 09/23/2021  
**From:** Parks and Cemetery Maintenance Division & Assistant Parks & Recreation Director,  
Denise Conrad

#### SUBJECT:

### Veteran's Memorial Project

#### EXECUTIVE SUMMARY:

The Oregon City Parks and Cemetery Maintenance Division is in the process of replacing the Veterans Memorial at Mountain View Cemetery. The Parks and Recreation Advisory Committee has requested an update on the progress thus far.

#### BACKGROUND:

In 2019, Oregon City Parks and Cemetery Maintenance division through grants, donations, and maintenance funds, began the process of coming up with a design for an ADA accessible replacement for our deteriorating Veterans Memorial. We first began with an arborist report for the Giant sequoias surrounding the area and how best to proceed, creating as little impact to them as possible. We then worked with Lango Hansen Landscape Architects to create a design that was resilient and fitting for a memorial of this type. We met with various community groups and decided on a final design for the project. In Summer of 2021 we began preparing the site for concrete work. This work has been performed and we are wrapping up Phase 1 of the project.

Phase #2 Entails installation of the flagpole, paver installation, irrigation.

Phase #3 Podiums, benches, signage, and landscaping

#### OPTIONS:

1. Continue to proceed with the project utilizing grant fund opportunities for pavers, podiums, flag. (Impacts to timing, staffing and maintenance)
2. Contract out. (\$\$\$ Increase)
3. Additional options

**BUDGET IMPACT:**

Amount:

FY(s):                      Phased

Funding Source(s): Grants, Park funds

**Mountain View Cemetery Veterans Memorial Plaza**

| PHASE 1 - 90% Complete                  |                      |
|-----------------------------------------|----------------------|
| Plans and Construction Documents        |                      |
| Lango Hansen                            | 13,848.00            |
| <b>TOTAL Plans</b>                      | <b>\$ 13,848.00</b>  |
| SITEWORK (City Staff Labor Match)       |                      |
| Mobilization                            | 2,000.00             |
| Demo Existing Concrete                  | 4,747.20             |
| Clear and Grub                          | 925.80               |
| Rough Grading                           | 6,789.20             |
| Fine Grading and Soil Prep              | 925.80               |
| Erosion Control/Tree Protection         | 5,500.00             |
| <b>TOTAL Sitework</b>                   | <b>\$ 20,888.00</b>  |
| HARD SURFACES                           |                      |
| Concrete Walls/Stairs/Handrails         | 99,000.00            |
| Concrete Pavers (Labor Only)            |                      |
| Precast Concrete                        |                      |
| Concrete Collars                        |                      |
| <b>TOTAL Hard Surfaces</b>              | <b>\$ 99,000.00</b>  |
| SITE FURNISHINGS                        |                      |
| Relocated Flagpole                      |                      |
| Information Signage st Stone Memorial   |                      |
| Armed Forces Emblem and Precast Podium  |                      |
| Reset Memorial Wall                     |                      |
| <b>TOTAL Site Furnishings</b>           | <b>\$ -</b>          |
| PLANTING                                |                      |
| Lawn Repair                             |                      |
| Shrubs and Groundcover                  |                      |
| <b>TOTAL Planting</b>                   | <b>\$ -</b>          |
| UTILITIES                               |                      |
| Irrigation Adjustment                   |                      |
| <b>TOTAL Utilities</b>                  | <b>\$ -</b>          |
| <b>TOTAL PHASE 1 COST</b>               | <b>\$ 133,736.00</b> |
| Phase 1 Funding                         |                      |
| City Staff Labor Match                  | \$ 20,888.00         |
| City Cash Match                         | \$ 32,455.00         |
| Historic Cemeteries Grant (plans)       | \$ 8,000.00          |
| Veterans & War Memoria Grant (concrete) | \$ 47,393.00         |
| Metro Enhancement Grant (concrete)      | \$ 25,000.00         |
|                                         | <b>\$ 133,736.00</b> |

| PHASE 2 - Beginning Fall 2021              |                     | Funding TBD |
|--------------------------------------------|---------------------|-------------|
| Plans and Construction Documents           |                     |             |
| Lango Hansen                               |                     |             |
| <b>TOTAL Plans</b>                         | <b>\$ -</b>         |             |
| SITEWORK                                   |                     |             |
| Mobilization                               |                     |             |
| Existing Concrete                          |                     |             |
| Clear and Grub                             |                     |             |
| Rough Grading                              |                     |             |
| Fine Grading and Soil Prep                 |                     |             |
| Erosion Control/Tree Protection            |                     |             |
| <b>TOTAL Sitework</b>                      | <b>\$ -</b>         |             |
| HARD SURFACES                              |                     |             |
| Concrete Walls/Stairs/Handrails            |                     |             |
| Concrete Pavers (Labor Only)               | 29,694.00           |             |
| Precast Concrete                           |                     |             |
| Concrete Collars                           |                     |             |
| <b>TOTAL Hard Surfaces</b>                 | <b>\$ 29,694.00</b> |             |
| SITE FURNISHINGS                           |                     |             |
| Relocate Flagpole                          | 20,000.00           |             |
| Information Signage st Stone Memorial      |                     |             |
| Armed Forces Emblem and Precast Podium     |                     |             |
| Reset Memorial Wall                        | 5,000.00            |             |
| <b>TOTAL Site Furnishings</b>              | <b>\$ 25,000.00</b> |             |
| PLANTING                                   |                     |             |
| Lawn Repair                                |                     |             |
| Shrubs and Groundcover                     |                     |             |
| <b>TOTAL Planting</b>                      | <b>\$ -</b>         |             |
| UTILITIES                                  |                     |             |
| Irrigation Adjustment                      | 1,225.00            |             |
| <b>TOTAL Utilities</b>                     | <b>\$ 1,225.00</b>  |             |
| <b>TOTAL PHASE 2 COST</b>                  | <b>\$ 55,919.00</b> |             |
| Phase 2 Funding                            |                     |             |
| City Staff Labor/material Match            | \$ 1,225.00         |             |
| Other funding (City Cash Match and Grants) | \$ 54,694.00        |             |
|                                            | <b>\$ 55,919.00</b> |             |

| PHASE 3 - Timing and Funding TBD           |                     |
|--------------------------------------------|---------------------|
| Plans and Construction Documents           |                     |
| Lango Hansen                               |                     |
| <b>TOTAL Plans</b>                         | <b>\$ -</b>         |
| SITEWORK                                   |                     |
| Mobilization                               |                     |
| Existing Concrete                          |                     |
| Clear and Grub                             |                     |
| Rough Grading                              |                     |
| Fine Grading and Soil Prep                 |                     |
| Erosion Control/Tree Protection            |                     |
| <b>TOTAL Sitework</b>                      | <b>\$ -</b>         |
| HARD SURFACES                              |                     |
| Concrete Walls/Stairs/Handrails            |                     |
| Concrete Pavers (Labor Only)               |                     |
| Precast Concrete                           | 75,031.00           |
| Concrete Collars                           | 392.00              |
| <b>TOTAL Hard Surfaces</b>                 | <b>\$ 75,423.00</b> |
| SITE FURNISHINGS                           |                     |
| Relocated Flagpole                         |                     |
| Information Signage st Stone Memorial      | 3,062.00            |
| Armed Forces Emblem and Precast Podium     | 12,250.00           |
| Reset Memorial Wall                        |                     |
| <b>TOTAL Site Furnishings</b>              | <b>\$ 15,312.00</b> |
| PLANTING                                   |                     |
| Lawn Repair                                | 884.00              |
| Shrubs and Groundcover                     | 4,188.00            |
| <b>TOTAL Planting</b>                      | <b>\$ 5,072.00</b>  |
| UTILITIES                                  |                     |
| Irrigation Adjustment                      |                     |
| <b>TOTAL Utilities</b>                     | <b>\$ -</b>         |
| <b>TOTAL PHASE 3 COST</b>                  | <b>\$ 95,807.00</b> |
| Phase 3 Funding                            |                     |
| City Staff Labor/material Match            | \$ 5,072.00         |
| Other funding (City Cash Match and Grants) | \$ 78,485.00        |
| VFW Donation for Podium                    | \$ 12,250.00        |
|                                            | <b>\$ 95,807.00</b> |

**NOTE:**

- \* Flagpole, signage, podium, reset memorial wall are all estimates. We would get a minimum of 3 bids for all of these services.
- \*\* Armed forces podium will likely be a 9-month process (3 months to collect bids and select vendor. Lead time on granite products from time of order is minimum of 6-months for delivery.
- \*\*\* Irrigation and lawn/shrub work can be completed by parks staff as labor match. This could also be contracted out of funding is available for this.

| FUNDING SOURCE TOTALS                      |                      |
|--------------------------------------------|----------------------|
| City Staff Labor Match (Phase 1,2,3)       | \$ 27,185.00         |
| Other funding (City Cash Match and Grants) | \$ 165,634.00        |
| Veterans and War Memorial Grant            | \$ 47,393.00         |
| Metro Enhancement Grant Funding            | \$ 25,000.00         |
| Historic Cemetery Grant Funding (Plans)    | \$ 8,000.00          |
| VFW Donation for Podiums                   | \$ 12,250.00         |
| <b>Total Project Cost</b>                  | <b>\$ 285,462.00</b> |