

City of Oregon City
Parks and Recreation Advisory Committee
Meeting Minutes

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

CALL TO ORDER

Meeting called to order around 7:00 pm

INTRODUCTIONS

Members: *Andy Crump; Derick Cogle; Brent Haverkamp; Tim Wuest; Karin Morey; Shawn Dachtler; Troy Bolinger*

Staff: *Kendall Reid, Parks and Recreation Director; Denise, Conrad, Assistant Parks and Recreation Director; Kathy Wiseman, Senior Center Supervisor*

Troy Bolinger asked Shawn Dachtler to share an announcement with the group. Mr. Dachtler stated that he had emailed the Mayor and decided that when his term expires at the end of the year, it will be the completion of his time on PRAC. Mr. Bolinger expressed his appreciation for what Mr. Dachtler had done and for timing his resignation to allow them to fill all open vacancies at once. Mr. Dachtler added that it was time to move on as many of the goals he had when joining the board had been completed.

APPROVAL OF MINUTES

1. Minutes of the July 22, 2021 PRAC Meeting

Mr. Bolinger noted that PRAC didn't meet in August, then called for discussion or questions on the July 22, 2021 PRAC Meeting minutes. Karin Morey moved to approve the minutes as transcribed but asked to make a comment after the vote. Tim Wuest seconded the motion. Mr. Bolinger called for discussion and upon hearing none, called for the vote.

All Approved: Tim Wuest; Karin Morey; Troy Bolinger; Derick Cogle; Andy Crump; Shawn Dachtler; Brent Haverkamp

All Opposed: none

Ms. Morey wanted it noted that in the minutes as transcribed, item #6 included a declaration that meetings would be in person at City Hall but given changes in City policies and Commission Meetings that did not come to be. She wanted it clarified and on the record that future meetings would be held as approved by the City Management and the City Commission.

PUBLIC COMMENT

There were no public comments.

PRESENTATIONS

There were no presentations on the agenda.

GENERAL BUSINESS

2. PRAC & City Commission Goals Review

Mr. Bolinger referred to the PRAC Goals that all members have, noting that one of the goals was to review their goals every two months along with the goals of the City Commission and other committees. He called for questions, comments, or discussion regarding the alignment of PRAC Goals with the City Commission and others. There were no comments.

3. Filbert Run Park Naming Committee Update

Mr. Bolinger asked Mr. Haverkamp, Chair of the Filbert Run Naming Committee, to provide members with an update. Mr. Haverkamp noted that the committee had met three times and had decided on their public engagement process, focusing on gathering suggestions through a survey. He discussed the different ways the information about the survey would reach community members, including the City website, newsletters, flyers to the CIC and Neighborhood Associations Chairs and a direct mailer postcard sent to neighbors of the Park. Mr. Haverkamp listed the schedule of upcoming milestone dates with the final name suggestion being chosen on October 31, and then presented to the City Commission on December 1, which is already on their agenda. Mr. Bolinger stated that they were looking forward to an update next month.

4. Volunteer Coordinator Discussion

Mr. Bolinger asked Mr. Haverkamp to provide an overview of his request for a discussion on a volunteer coordinator. Mr. Haverkamp reviewed conversations he has had with Kathy Wiseman, Pioneer Center Supervisor, about their many programs and efforts to meet the needs of the public. He stated that they need help and he felt providing them with a volunteer coordinator would help serve the community. Mr. Haverkamp explained his idea of possibly having this be a Clackamas Community College internship or even a paid position that would help coordinate the Pioneer Center programs and needs. Kendall Reid, Parks and Recreation Director, stated that he and his Staff has had conversations about the needs for the Parks and Recreation Department, and right away identified the need for a volunteer coordinator for the Pioneer Center and the Parks Department. He stated that they see it as an opportunity to collaborate with the community and maximize resources. Mr. Reid announced that he was hiring an Administrative Assistant whose role would include centralizing volunteer opportunities, both recruiting new and managing existing relationships. Mr. Haverkamp restated Pioneer Center's need for as much help as they can get and that he thought what Mr. Reid was doing was a great start and hoped they could build from there. Mr. Reid added that there is a need to manage volunteer opportunities throughout the City, but their focus now is on the Parks Department, adding that they will develop a system within the Department and can then expand the position in the future. Ms. Wiseman was given an opportunity to provide a comment, but she was experiencing issues with the Zoom connection.

5. Veterans Memorial Plaza Renovation Update

Denise Conrad, Assistant Parks & Recreation Director shared a presentation showing the plan and the progress on the Veterans Memorial Plaza renovation. She gave kudos and credit to Ginny King, Parks Administrative Assistant, who is the Project Manager on this and who spearheaded the concept for renovating the Plaza to show and showcase the War Memorial. Ms. Conrad noted that funding through grants, donations and maintenance funds started the design process, which took care to plan around the existing giant Sequoia Trees and incorporated input from Staff, Friends of the Mt. View Cemetery, and the Parents of Murdered Children group. She discussed and showed photos of the work completed on the first phase and what is to come in the next two phases, detailing additional grant opportunities available. Ms. Morey added a thank you to the Friends of the Mt. View Cemetery and VFW Post 1324 and noted that there is a need for local business and veterans to donate to the project. Ms. Conrad noted that Ms. Morey and the Friends of the Mt. View Cemetery were integral in the process and announced that the VFW had donated \$12,000 to the project, for which they are appreciated and will be recognized by the City Commission. Mr. Reid commented that the progress can be tracked on the Parks project page on the City website, which also has a button for community donations and they will soon post a story highlighting the VFW donation to inspire and motivate other donations.

STAFF REPORTS

Mr. Bolinger noted a subtle change in the agenda format to move Staff Reports ahead of Member Reports in an effort to answer any questions that members may have that would be covered in Staff Reports.

Mr. Reid reported that there are two current vacancies on PRAC, plus the teen position, but there will soon be four with Mr. Dachtler's resignation and Mr. Cogle's term expiring. He discussed putting a pause on the interview process while they wait on direction from the Mayor on how the process will change. He noted that there will be an update in the next couple of weeks and they will then schedule interviews. Mr. Reid added that the four applicants have been contacted to make them aware of the delay. Mr. Reid also discussed the hiring of an Administrative Assistant in October and mentioned that they will be introduced at the October PRAC meeting and will help facilitate volunteer coordination and get it moving forward. Mr. Reid provided an update on the progress of Filbert Run Park, stating that it is going extremely well and that members can see pictures and view drone footage on the project page website. He reported that the shelter was up and the concrete and walking path work is nearing completion. He noted a delay on the playground equipment and the light poles, but that everything else was moving smoothly.

Mr. Reid provided a report from on behalf of Rochelle Anderholm-Parsch, Aquatic and Recreation Manager. He stated that the pool had been closed for

repairs and a painting project and since reopening on September 13, things have been going well.

Ms. Conrad reported that DC Latourette can be added to the fully completed project list now that the fence finishes are complete. She provided the status of many upcoming and current deferred maintenance projects including two HVACs for the Pioneer Center, Cemetery mausoleum roofing, City Hall elevator door operator and carpeting, Library flooring replacement and some paving, slurry sealing and stripping projects that will be coordinated with Public Works.

Ms. Conrad provided a report from Ms. Wiseman whose Zoom connection had frozen. She stated that the Pioneer Center had hired a bus driver and they are just starting trips; they are looking for arts & crafts and cooking instructors; they will need Meals on Wheels volunteers as well as helpers for activities and garden upkeep. Ms. Conrad reported that the annual appeal letter would be going out in October and they will partner with the Parks Department to highlight donations for the volunteers and for the War Memorial.

Mr. Reid reported that they presented to the City Commission a communication plan for fees and fee readjustments as part of the cost recovery process. He noted that the Commission agreed with the policy but requested some updates to the special events permit process and fees. Mr. Reid stated that they will go back to the Commission with that information and a Master Fee Schedule in October for policy approval. He reported that the Assessment and Capital Improvement Plan was presented to the City Commission and will now start the RFP process to hire a consultant to help with finding funding options and public engagement.

MEMBER REPORTS

Mr. Bolinger asked Mr. Dachtler to take over the meeting. Mr. Dachtler called for Member Reports.

<i>Mr. Wuest:</i>	<i>Gave a thank you to Jonathan Waverly, Parks and Cemetery Maintenance, and his crew for paving the sidewalk along the cement bump outs by the pickleball courts, helping keep their courts clean.</i>
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No other members provided reports.

FUTURE AGENDA ITEMS

Mr. Wuest asked for updates on three items; plans and budget for new parks, negotiations on the Oregon City Marina, and repairs to wire railing along the boardwalk.

Mr. Dachtler asked for an update on SDCs, specifically how much money is available and land acquisition opportunities. He also provided clarification on Mr.

Wuest's wire railing comment, stating that the section overlooking the Marina (the Promenade) was Public Works property, not Parks.

Mr. Cogle added that the Thimble Creek project was moving along and should be kept in mind. He also reported that Tyrone S. Woods Park is a huge hit.

Mr. Haverkamp suggested looking at where the City needs parks the most.

Mr. Reid replied that the updated Parks Master Plan will provide direction. He added that a function of the Master Plan would include equity mapping and community engagement on needs and desired amenities. In response to the discussion on additional park land and development, Mr. Reid noted that they are beginning the RFP process for master planning Clackamette Park development. He explained that they have added parks, but not staff or money. He concluded by stating that they need to shore up the budget, work on deferred maintenance and adding staffing to make sure they can maintain the parks they have and while Mr. Waverly and Staff do a very good job with limited resources, in the long term they need a better plan.

Ms. Morey added a request for updates on the use of the Jon Storm Park dock and the contract with Sportcraft.

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 at 7:00pm

ADJOURNMENT

Meeting adjourned around 8:00 pm by Vice-Chair Shawn Dachtler