



CITY OF OREGON CITY

PARKS AND RECREATION ADVISORY

COMMITTEE

MINUTES

Virtual Meeting
Thursday, March 24, 2022 at 7:00 PM

CALL TO ORDER

INTRODUCTIONS

Members: Karin Morey, Troy Bolinger, Brent Haverkamp, Joey Knauf, Steve Williams, Andy Crump, Ken Worcester, Tim Wuest

Staff: Kendall Reid, Parks and Recreation Director; Denise, Conrad, Assistant Parks and Recreation Director; Melissa Sebastian, Aquatic and Recreation Manager; Jonathan Waverly, Parks and Cemetery Maintenance; Justin More, Administrative Assistant

Guests: Jakob Wiley, City Recorder for the City of Oregon City

APPROVAL OF MINUTES

1. Approval of February 24th, 2022 Meeting Minutes

Andy Crump motions for the minutes to be approved. Karin Morey seconds the motion. Steve Williams asked that Andy Crump's name be corrected from "Any" to "Andy" under Mitigation Funding for Clackamette Park and asked for clarification about PRAC being adopted into the city code and ordinance. Karin Morey clarified that was her understanding from the meeting but, that was incorrect, and the city management would be taking care of it.

All Approved: Karin Morey, Troy Bolinger, Brent Haverkamp, Joey Knauf, Steve Williams, Andy Crump, Ken Worcester, Tim Wuest

All Opposed: None

Motion passed.

PUBLIC COMMENT

No public comment was given.

PRESENTATIONS

No presentations were provided.

GENERAL BUSINESS

2. Parks and Recreation Advisory Committee Training Presentation

Jakob Wiley, the City Recorder for the City of Oregon City provided the Parks and Recreation Advisory Committee (PRAC) with a presentation on the roles and responsibilities of members of an advisory

committee. Mr. Wiley discussed topics including conduct at meetings, bylaws, relationships with staff, and the City Commission.

Jakob Wiley opened the presentation for discussion and questions. Troy Bolinger began the discussion by asking about the function of PRAC as a group and a letter needs to be signed and sent to City Commission, but the chair opposes it, how does that get handled? Jakob responded by stating if the committee wants it signed, they could ask you as the chair to do so. However, if the chair was uncomfortable doing so, he could ask for another member to sign or have each member sign individually. Another possibility would be by approving it as a body of the committee and not as an individual and writing a letter declaring your issues with the topic. Ken Worcester asked about City elections and how PRAC members should participate in voting. Jakob said that we respect the rights as citizens, but it is important to represent yourself and not encompass PRAC with your decisions as it may not be the views of the entire PRAC board. Steve Williams emphasized that PRAC is an advisory committee and we do not approve ordinances and other city legislation. Karin Morey explained how she is careful when introducing herself as part of committees, she states she is acting in herself and not a part of the committee during that time.

Jakob Wiley concluded his presentation by providing a brief tour of City web pages where all meeting materials for any meeting can be accessed. Steve Williams thanked Jakob for the presentation and gave him compliments for his work.

3. Park Rental Update

Jonathan Waverly, Parks and Cemetery Maintenance Manager, presented the revisions made to the Special Event (Park Rental) application process. The information gathered to provide the City with areas that could be improved was through a study conducted in 2019 – 2021. The changes that resulted from the evaluation include updated pricing, webpage edits/links, updated site amps, FAQs, and changing the name from Special Event to Park Rental to help eliminate the confusion of what makes a special event.

Jon opened the topic for discussion. Andy Crump complimented Jon for the presentation. Tim Wuest asked about where the memorandum of understanding (MOUs) come into effect for the general usage of park facilities? Will it be a charge for people to use the boat ramp, sports fields, courts, etc.? Jon responded by saying there has been no discussion about charging for the use of the boat ramp or the RV Park. The MOUs are being used for groups that the City will be working with and having an agreement in writing rather than just a verbal agreement. An MOU has been executed with Oregon City Youth Sports for their sole use of the sports fields. The agreements are being used for groups looking to utilize a park asset for just them during specific times. This does include pickleball. Mr. Wuest clarified his question by asking if the memorandum is being used for regular groups utilizing fields, courts, and clubs. Kendall Reid responded to Mr. Wuest by saying yes. With groups we have long-standing relationships with, both sides each have expectations and by using the MOU, it allows for everyone to be on the same page. Tim Wuest also asked if the City has a fee schedule for the groups that are targets for the MOUs. Mr. Reid said each group does have a fee schedule and is in line with the cost recovery process, these fees will be in place on July 1st, 2022. We have publicized this as much as possible through newsletters, Trail News, emails, etc. Tim Wuest also asked if there was a published list of these fees and where it could be found. Jonathan Waverly said that it is in the agenda packet and in the presentation that was presented to the committee.

Karin Morey asked about the fees for shelter reservations for 1 – 35 people. It was unclear about the fees for under 35 people, if any, and the website asked Ms. Morey for a deposit when it should be free for the neighborhood association. Kendall Reid stated that the City is working on outlining what spaces will be available for neighborhood associations and shelter reservations have not been discussed as an option for neighborhood associations to meet. Karin Morey wanted the City staff to keep neighborhood association fees on their minds as some associations do not have money.

4. PRAC Goals 2022

Troy Bolinger shared with the new committee members how PRAC establishes goals, reviews them, and works with the City to achieve those goals. In this meeting, Mr. Bolinger reviewed each goal with the committee by stating the goal, any notes associated with the goal, measures of success, and the dates on which they were completed. Some goals are completed in a quarterly fashion. Goal #1 has been marked as complete. Goal #2 will need to be discussed again in the April 2022 meeting in line with the quarterly completion dates. Goal #3 will be revisited in July 2022 once Cost Recovery Implementation is complete. Goal #4 has been marked as complete. Goal #5 had information that was gathered but further discussion is needed. Goal #6 will need to be discussed again in the April 2022 meeting in line with the quarterly completion dates. Goal #7 has been marked as complete.

Troy Bolinger opened the topic for discussion. Brent Haverkamp asked about Goal #1. He is wondering why the City has to hire a consultant for the Parks Master Plan. Mr. Haverkamp is also disappointed it will not be complete until 2023. Mr. Bolinger said that Goal #1 was to simply review the old plan from 2008 and bring everyone up to speed so everyone knew where we were at going into this new master plan. Kendall Reid provided additional comments regarding the necessity of hiring a consultant for a Parks Master Plan that is system-wide. Mr. Reid also noted that the City has posted the Intent to Award, and the contract is going to be approved by City Commission in the coming weeks. Brent Haverkamp asked that the project schedule be made public. The consultant will present to PRAC once the contract is approved. Mr. Haverkamp also asks that we bring back the goals getting pushed to the side and that need quarterly check-ins. Tim Wuest asked Kendall Reid about cost recovery and when the City is going to start charging the public for general use of the parks. Troy Bolinger stepped in and stated that this is an issue that the City would need to be a part of the purpose of the goal review is to simply review the goals and make suggestions, not for analytics. Ken Worcester asked if there is a fiscal policy that PRAC could review. Mr. Reid responded by stating there is a fiscal policy, and it went through PRAC and the City Commission last year. Mr. Worcester also asked about PRAC's role in the RFPs and the hiring of consultants. City staff are responsible for the hiring of consultants and the creation and posting of RFPs; these are typically not run by PRAC.

Karin Morey provided commentary about each of the goals including edits, additions, and removal of various items from the goals. Mr. Bolinger provides clarity about the agenda item of PRAC goals for this meeting. It is merely just for a review of the goals, not for topics or further discussion of the goals. The review is for how the goal is written. Steve Williams asked if the intention was to add new goals or save those for the next meetings. Mr. Bolinger says that the purpose is to agree or disagree on the amendments or completion of the goals and save the proposals of new goals for the next meeting. Andy Crump asked if a motion could be made to approve the amended goals. Troy Bolinger asks Andy to wait on making a motion so he could clarify to the committee the changes that are being made. Mr. Bolinger outlines the changes as such: Goal #1 is complete. Goal #2 would be moved from February 2022 to April 2022. Goal #3 would be left as is. Goal #4 is complete. Goal #5 would be moved to June 2022 with the possibility of amendments during the next meeting. Goal #6 would be moved from March 2022 to April 2022. Goal #7 is complete. Andy Crump makes a motion to approve the goals as amended. Steve Williams seconded the motion. Ken Worcester provided additional commentary on Goal #5. If the City is undertaking a system-wide master plan, instead of doing it piece by piece, the City should adopt that into the Parks Master Plan. Troy Bolinger commented that Karin Morey would like to see the goal stay and because the committee has a motion and a second, we bring it back up during the goals discussion in next month's meeting. Karin Morey wanted to ensure that the committee does not lose track of community issues that have been brought to their attention and acknowledges that master plans encompass these problems on a broad scale.

All Approved: Karin Morey, Troy Bolinger, Brent Haverkamp, Joey Knauf, Steve Williams, Andy Crump, Ken Worcester, Tim Wuest

All Opposed: None

Motion passed.

STAFF REPORTS

Kendall Reid reported on the Newell Creek Canyon grand opening and the Friends of Trees events that are happening on the weekend of April 2nd. Mr. Reid also updated the committee on Hazel Grove Park. PRAC members participated in a tour on March 17th and a walkthrough was completed this week. The City is currently planning on a late April park opening weather and landscape permitting. Kendall Reid also updated the committee on the status of the Clackamette Park Master Plan. He thanked everyone for their participation in the open house and received 490 survey responses. The next public engagement meeting is tentatively scheduled for April 13th. The joint session with PRAC and City Commission will take place on May 10th. Mr. Reid will solidify times for the May 10th meeting and get the information out to the committee as it becomes available.

Jonathan Waverly began his report by thanking those who participated in the Hazel Grove Park tour. For parks, it is currently mowing and tree planting season. End of the Oregon Trail is also getting ready to open in the next few weeks. The parks crew has also been working with several groups and Mr. Waverly encourages the committee to get involved with the McLoughlin Promenade and neighborhood association to do park cleanup, plantings, and invasive removals. Jonathan Waverly also asked the committee if they knew of anyone who was interested in working for the City, the Parks department has seasonal positions open.

Denise Conrad reported on facility staffing. They are currently with one limited staff member and the other is on full duty. They are currently getting backlogged and only doing essential facility functions. In the WES Good Neighbor Agreement with Plan B, they are doing invasive removal on the river access trail and in their respective areas (Area 1 and Area 3). Mrs. Conrad will be providing pictures through Kristin Brown to show the project's progress. Facilities also walked through areas 1, 2, and 3 with an arborist about tree and limb removal. Jonathan Waverly and Denise Conrad met with the architects at the TSW Dog Park to go over issues at the dog park and different concepts on how to eliminate and mitigate these issues. Mr. Waverly and Mrs. Conrad provided feedback and they will be refining their concepts based on their comments. The mausoleum roof repair scope of work is being finalized with the legal terminology being reviewed. Tim Wuest asked Denise Conrad about the River Access Trail and if the trail is only the asphalt or goes through the woods to the river. Mrs. Conrad clarified that the area being discussed is the concrete to the asphalt transition.

Melissa Tierney reported on Spring Break activities at the pool. The pool is continuing lifeguard certification and recertification classes as well as registration opening soon for Summer Day Camps. The pool is also opening the Junior Day Camp Leader position to start receiving applications. Movies in the Park voting closes April 6th and has reached over 500 people. Sponsorships are also going well for summer events. Mrs. Tierney is still looking for sponsorships for Concerts in the Park on July 28th and Movies in the Park on August 12th. Daddy Daughter Dinner Dance has opened for registration and takes place on April 22nd. The pool expects to add more lifeguard and CPR/First Aid/AED trainings for staff. The pool will also begin to look to offer babysitting courses in the near future.

Kathy Wiseman reported on the closure of the Pioneer Community Center during Spring Break. Maintenance included wall and paint repair, pressure washing, garden cleanup, all hard surfaces, and exercise equipment. The Community Center is also receiving a quote for blinds in the Fireside Room and floor repair in a staff's office. Outside of the center, there are two trees marked for removal and one hazard tree over the ramp to the basement. The Pioneer Community Center is currently at its highest with Meals on Wheels clients. Beginning in April, the center will begin serving hot meals and congregate meals on Mondays and Wednesdays. Mrs. Wiseman also noted the struggle with receiving volunteers for their programs. Summer programming has been with trips being coordinated. The Recreation Programmer is leaving the Pioneer Community Center at the end of April and will be greatly missed. Brent Haverkamp asked Kathy Wiseman about the commitment from volunteers that the Community Center needs. Mrs. Wiseman explained that there is a need for 10 routes per week to be filled but with people going on trips or the need for a flexible schedule. Mr. Haverkamp also asked what a route consists of. Kathy Wiseman explained that each route is different and expands to West Linn and Beavercreek.

Kendall Reid wrapped up Staff Reports by continuing on what Kathy Wiseman stated on the needs of the department. The City is struggling to get volunteers and some of the issues within our parks with vandalism and trying to get neighborhood associations to adopt the parks and be more involved. The most recent incidents took place at TSW where it got vandalized and took several days to clean up, just for it to happen again. Mr. Reid asked PRAC to become advocates for the parks and to keep vandalism in mind when thinking about future PRAC goals and reviewing the City Commission goals.

MEMBER REPORTS

Brent Haverkamp reported on Newell Creek Canyon about the absence of park rangers and lots of homeless activity up there. This ties into the vandalism happening in parks and Mr. Haverkamp acknowledges that this is Metro's property but is not happy with what is happening currently. Andy Crump suggested for Mr. Haverkamp go to the Newell Creek Canyon grand opening this weekend but Brent will be out of town.

Steve Williams reported on the survey activity for Clackamette Park. Mr. Williams noted that the interest in Clackamette Park in the community is large and the word is getting out there. Steve Williams also thinks that the public is happy to see that the City has an interest in what the community has to say regarding the park and is receiving support.

FUTURE AGENDA ITEMS

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 - April 28, 2022, 7:00 pm

ADJOURNMENT

Meeting adjourned at 9:49 p.m.