



CITY OF OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE AGENDA

**Commission Chambers, 625 Center Street, Oregon City
Thursday, March 23, 2023 at 6:00 PM**

CALL TO ORDER

INTRODUCTIONS

APPROVAL OF MINUTES

1. PRAC Meeting Minutes - January 26, 2023

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 hybrid meeting, if you would like to participate, please contact Kori Buth at kbuth@orcify.org. The citizen has up to 3 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

2. Roles & Authority of a High Functioning Advisory Committee
3. Peace Tree Dedication and Arbor Day Event
4. Daughters of the American Revolution Never Forget Garden Proposal
5. Movies in the Park

GENERAL BUSINESS

STAFF REPORTS

MEMBER REPORTS

FUTURE AGENDA ITEMS

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

Charter Park Designations

NEXT SCHEDULED MEETING - May 25, 2023

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

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.

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

ADA NOTICE

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.

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 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

MINUTES

Virtual Meeting

Thursday, January 26, 2023 at 6:00 PM

CALL TO ORDER

Tim called meeting to order at 6:05

INTRODUCTIONS

Attendees included Tim Wuest, Steve Williams, Joey Knauf, Joyce Gifford, Tim Lainhart, Emily Lisborg, Ken Worcester, Bob Cromwell & Alex Patterson (guest presenters), Kendall Reid, Kori Buth, Denise Conrad, Kyle Christoph, Melissa Sebastian, Jon Waverly, and Kathy Wiseman

APPROVAL OF MINUTES

1. PRAC Meeting Minutes - December 1, 2022

Steve Williams motioned, Tim Lainhart seconded

Roll call caused motion to pass

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@orc.org. The citizen has up to 3 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

Bob Cromwell from Fort Vancouver National Historic Site

- Geotechnical Survey at McLoughlin House

GENERAL BUSINESS

2. Introduction of New PRAC Members
 - Joyce Gifford
3. Nomination of Chair and Vice Chair
 - One year obligation
 - Steve Williams nominated Tim Wuest as Chair
 - Joyce Gifford second
 - Emily Lisborg third
 - Joey Knauf nominated Steve Williams as Vice-Chair
 - Emily Lisborg second
4. Introduction of New Administrative Assistant
 - Kori Buth started January 23rd
5. Geotechnical Survey at the McLoughlin House National Historic Site
 - Powerpoint Presentation by Bob Cromwell with Fort Vancouver National Historic Site
 - Fountain Rehab Project
6. Charter Park Designations
 - Denise Conrad shared presentation
 - Sportcraft Landing - City Commission decided to not designate as a Charter Park. Long-standing lease agreement. Designation would interfere with that agreement.
 - McLoughlin Promenade - Utility easements and does not have a full legal description of property.

Tim Wuest: What would it take to make this a Charter Park? What are the low-hanging fruit?

Denise Conrad: There are some historic protections and it may also be considered a road or street. Need to talk to legal team regarding 'low-hanging fruit' interpretation.

Ken Worcester: Charter Clause talks about pre-existing encroachments. Does that prevent it from being deemed a Charter Park? Any further talk of selling or disposing of any of these properties?

Denise Conrad: No.

Joyce Gifford: 10-12 years ago Charter Parks were looked at. Why was McLoughlin Promenade not looked at then?

Denise Conrad: At the time of chartering, there were no legal descriptions of the park.

- Ermatinger House - tax lot encompasses fire station and library parking. Pursuing a property line adjustment. Plan is to designate as a Charter Park.
- Dement Park - .4-acre steeply sloped lot. Previously discussed selling.

Emily Lisborg: Can't even quite tell it's a park. Looks like someone's backyard. Public Gardens? Pollinator garden? Good opportunity for volunteer groups? Chair of Rivercrest Neighborhood Association - anyone able to come speak with Association about park? Next meeting is March 16th.

Denise Conrad: Volunteer group projects typically bring about a bit more work for maintenance staff. Would need water access/resource.

Kendall Reid: We will game plan about connecting with Neighborhood Association, but much more planning would need to happen with entire community prior to moving forward with any plans.

Steve Williams: Sounds like Commission already made a decision on moving forward with delegating as a Charter Park. Is that true?

Denise Conrad: Was given their recommendation/direction and just relaying it.

Joyce Gifford: Do we have any estimate on how much it costs Parks to manage park? Is there any street parking?

Denise Conrad: Minimal for now, staff is only mowing and edging/spraying as needed. Roads are very narrow.

Ken Worcester: Process is doing things backward. Ideas should go to PRAC for recommendation before Commission. How much does it cost to put a meter in?

Denise Conrad: Roughly \$10k

Kendall Reid: Typically tried to present to PRAC before City Commission. This was brought to PRAC prior. It's not often that the timing doesn't work out.

Emily Lisborg: Is it correct that the City Commissioner suggested it become a garden space? For a smaller park, what does a master plan look like?

Denise Conrad: One City Commissioner recommended a community garden, but that involves a master plan.

Kendall Reid: Stakeholder interviews, multiple community meetings, online surveys, created drafts between community and commission. Regardless of size, same general process.

Ken Worcester: Are there different classes or steps of design review?

Denise Conrad: Type 1 is an over-the-counter review. Type 2 is a review that also still needs some public input through the planning process. We do public engagement process prior to submitting for reviews.

- Clairmont Way - purchased with the intent of becoming a dog park. BPA and PGE both have guidelines on what can happen on property. Clairmont is considered a collector street - 2,500 cars per day in 2019.

Tim Wuest: Besides fencing, only structure needed at a dog park is potentially a restroom. Would a port-a-potty work? Could anything else be built there? Does BPA or PGE allow for dogs under power lines?

Denise Conrad: With the restrictions as stated, it would be very difficult to build anything. That would require proposal conversations with BPA and PGE. PGE does have a statement about it being a dog park.

Joyce Gifford: When was this parcel purchased?

Denise Conrad: 2019-ish

Steve Williams: Were these conversations had at the time of purchase?

Denise Conrad: The intent was always to use as a dog park.

Ken Worcester: Any chance to purchase adjacent piece of land?

Denise Conrad: It is owned by Public Works.

Ken Worcester: Does development require parking area?

Denise Conrad: It depends, we're talking to planning on that.

Joey Knauf: What is the easement around wood poles?

Denise Conrad: Poles and tower are both 50 feet.

Joyce Gifford: Has Parks been the ones to care for the property?

Denise Conrad: Yes, we mow it.

Tim Wuest: Where are we with completing the OC Trail Loop plans?

Denise Conrad: Area of trail in Cahnema had gotten through planning phase. Planning is pursuing further grants to continue project. Elevation and land constraints pose a problem. Prioritizing acquiring property to complete Loop trail. Hasn't been high on the priority list but the Parks Master Plan brought in many community members desiring more trails, so may be addressed more aggressively with that.

STAFF REPORTS

- Kendall Reid:
 - Transitioning back to in-person meetings (with virtual option) for our February 23rd meeting. 6:00 pm at City Hall.
 - Thank you to those who attending the public engagement meeting.
 - Met with consultant for Parks Master Plan and to review/evaluate core values, mission and vision statement and future planning.
 - Timing with City Commission and relaying information to PRAC doesn't always line up. Intent is always to include PRAC first.
 - Recent ballot measure regarding Park Place Park dedicated Right-of-Way. Taking to a vote since it is a Charter Park.
 - Still have two vacant positions on PRAC.
 - Social Services Coordinator position posted this week.
 - Kathy Wiseman retiring at the end of March. Will be posting her position soon.
- Jon Waverly:
 - Tree work, pruning, winter weather clean-up happening.
 - Restroom replacement at Mt. View Cemetery in permitting phase.
 - Tree Removals at Swimming Pool and Library Park (5)
 - I-205 Project - ensuring boat ramp/water access parking for fishing season
 - Pruning workshop, put on by Friends of Trees, at Chapin Park on January 28th

- Flag pole installation at Veterans Memorial
- Greater Oregon City Watershed Council at Singer Creek Park
- Replacing pay station at Clackamette Park
- New astroturf at Wesley Lynn Park
- Oregon City Enhancement Day (tree plantings) on April 1st of End of the Oregon Trail
- Peace Tree dedication on April 29th at End of the Oregon Trail

1. Steve Williams: How long does it take to remove power stations at Clackamette Park?

Jon Waverly: Takes an entire day to remove the front row. Sometimes have to work with PGE to disable power. It's part of the Parks Master Plan to address issues at Clackamette. Master Plan includes moving RV Park out of the flood plain.

- Kyle Christoph:
 - Working on transforming a room (old gym at Community Development Building) for community/neighborhood use. Space is not designed to be directly accessed by public, so navigating that.
 - Reception desk at Pioneer Community Center
 - Upgrading lock sets at Pioneer Center to commercial
 - Ermatinger House exterior maintenance. Cleaning of siding and repairs to deck and sills.

1. Tim Wuest: Where is gym space you mentioned?

Kyle Christoph: At Building & Planning, same site as Robert Libke PD building.

- Melissa Sebastian:
 - Spaces filling up quickly for upcoming events.
 - Ermatinger House 5th annual Military Arms display, January 28th from 11 - 4
 - Blood Drive at Swimming Pool on Wednesday, February 8th
 - Daddy Daughter Dinner Dance Friday, February 10th - registration is full
 - Glow Swims - two events left. February has a couple slots available.

- Ermatinger House Lantern Tours February 25th - 50% full
- Spring registration for swim lessons and fitness will open on March 1st
- Department hosting 1st Spring Resource Fair at Pioneer Center on March 11th
- Movies in the Park will be presenting movies to vote on next month
- Contracts returning for Concerts in the Park performers - \$18k in sponsorships confirmed
- Babysitting Course and CPR Classes now available
- 4th annual Preserve Our Past Contest for ages 11 - 15
- Denise Conrad:
 - Tyrone S Woods - February 2nd remainder of warranty plantings. Right-of-Way warranty punchiest came from Public Works. Got contracted out for completion.
 - WES Good Neighbor agreement
 1. Additional signage/stripping to be done
 - Cemetery Restroom in planning/permitting phase
 1. Doing further ground penetrating radar for potential native burials
- Kathy Wiseman (presented by Kendall):
 - Recruitment of Positions
 - Reconstruction of front desk

MEMBER REPORTS

- Steve Williams: Sportcraft area getting cleaned up and preparing for fishing season. Responding to public engagement meeting - felt good to be associated with positive responses from community.
- Tim Wuest: Volunteer Opportunities - how do people find ways to help?
 - Kendall spoke on website redesign and ability to connect to serving opportunities through website. Still trying to advocate for a position that can better manage our volunteers.

FUTURE AGENDA ITEMS

Bee City

Parks and Recreation Advisory Committee Minutes**January 26, 2023**

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

Charter Park Designations

Arbor Day

Peace Tree Dedication

NEXT SCHEDULED MEETING - February 23, 2023

ADJOURNMENT @ 8:24

Roles & Authority of a High Functioning Advisory Committee

Presented by Jakob Wiley, JD, MS

Agenda

- What makes a city committee tick?
- Roles & responsibilities in policy development
- Public meeting laws & meeting management
- Being a member of a public committee

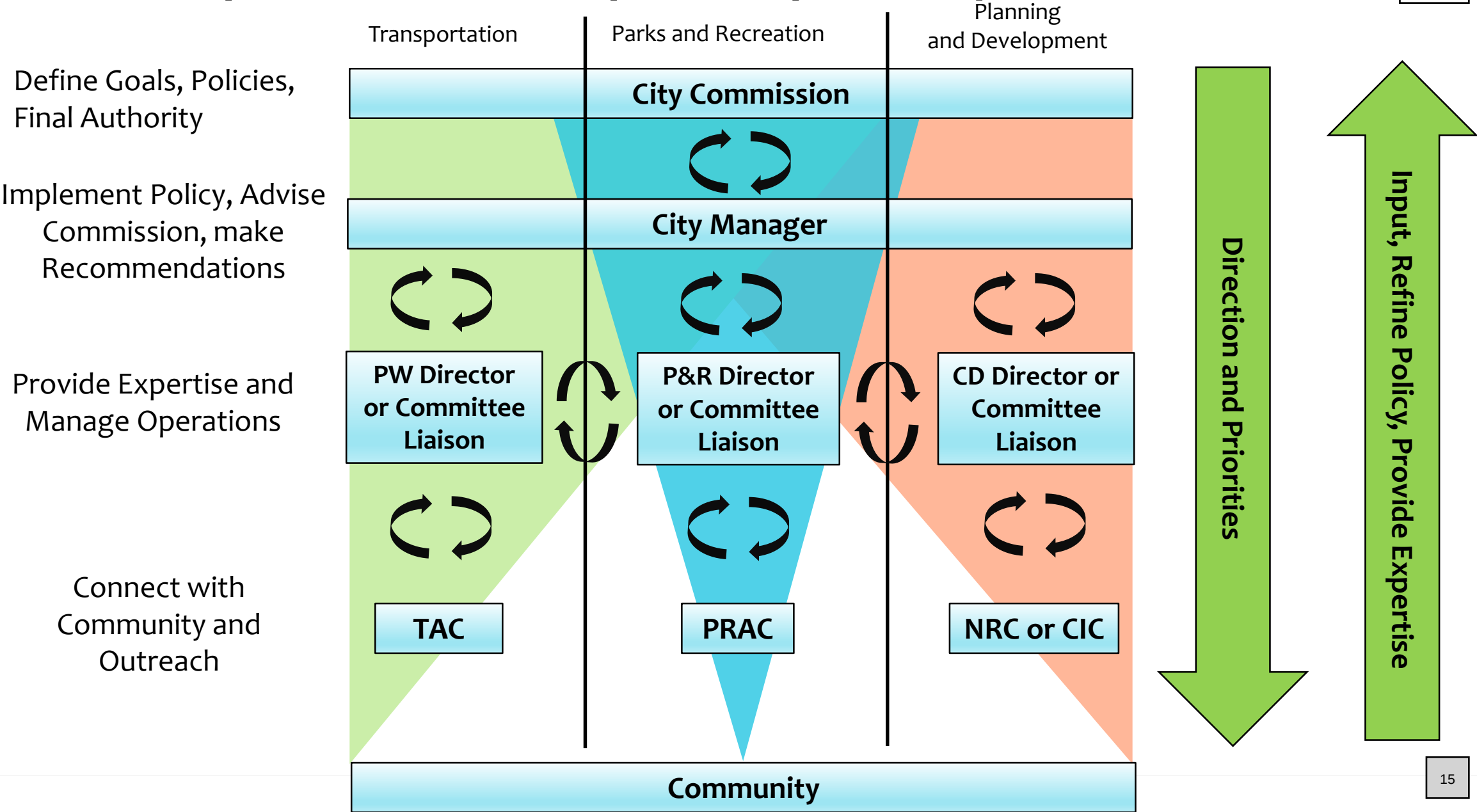
What makes a city committee tick?

- Oregon City – City Charter
- Oregon City – City Code
- Boards and Commissions Orientation Manual
- PRAC Bylaws
- Serve at the Pleasure of the City Commission
 - Hold Meetings
 - Approve Meeting Minutes
 - Follow 1 – 6 in the PRAC Bylaws
 - Vote on Recommendations and/or Advisory Suggestions



Roles and Responsibilities - Policy Development Pyramid

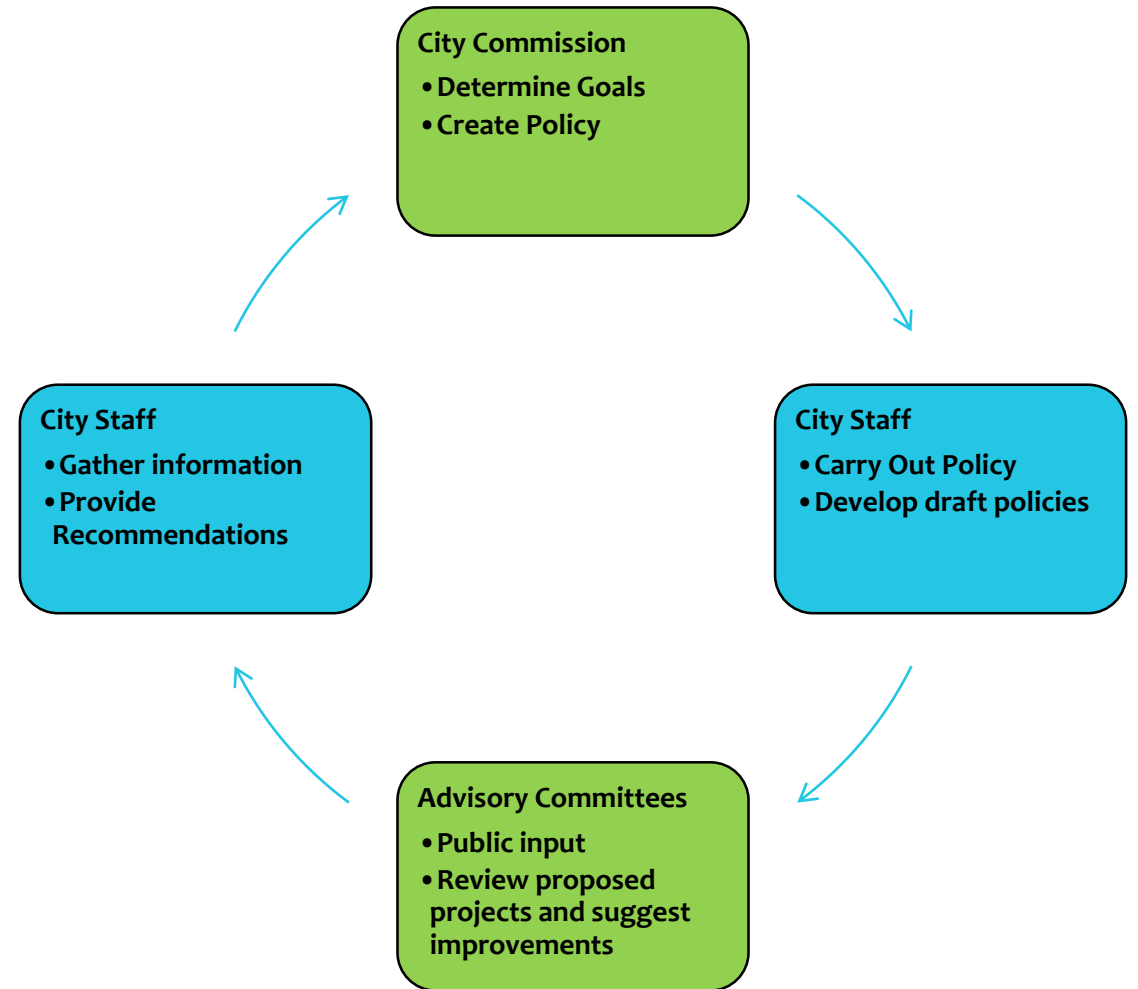
Item 2.



Role of Advisory Committees

Item 2.

- Citizen Oversight/Public Interest
- Help with Policy Suggestions and Recommendations
- Creative, Innovative, Suggestions and Potential Solutions
- What do you think the purpose of the OC Parks & Recreation Advisory Committee is?



The Purpose of the Oregon City Parks & Recreation Advisory Committee

Item 2.

According to the Bylaws...

- Maintain active communications with the Parks and Recreation Director and other relevant City staff.
- Provide recommendations to the City Commission relative to parks and recreation.
- Solicit citizen opinions relative to parks and recreation.
- Request information from, and consult with, service organizations, special interest groups, neighborhood associations, and other professionals as appropriate.
- Oversee implementation of the Parks and Recreation Master Plan through periodic reviews, updates, and recommended revisions.
- Provide public meeting time for citizen input.



Oregon Public Meeting Laws Require:

- Public notice for all meetings
- Meetings must be open to the public
- Minutes must be created for each meeting

A photograph of a person wearing a white button-down shirt, holding a smartphone in their left hand and pointing at the screen with their right index finger. The background is blurred.

**Open
Public
Meetings**

Meeting Management



Item 2.

Effectively Managing Meetings

- Role of the Chair:
 - No special powers, generally (cannot make a motion)
 - Ensure that each member has an opportunity to speak (go “around the table”)
 - Keep the committee on task
 - Efficiently move through the agenda
 - Maintain decorum - *intervene when necessary*
 - Members should remember to:
 - Show respect
 - Be professional
 - Avoid personal attacks
 - Respect the vote of the body, even when you disagree
- Role of the Vice Chair
 - Serves as chair in the absence of the chair



Effectively Managing Meetings

Item 2.

- How to make a motion:
 - Discussion
 - Motion
 - Second
 - Further debate (optional)
 - Chair restates the motion (only if confusing)
 - Vote
- Other “Common” Items
 - Points of order – question of whether something violates a rule (decorum, vote, process)
 - Chair makes a ruling (“Point well taken, please refrain from personal attacks during the meeting”)
 - resolved as a group vote if unclear



- Motion to call the question
 - Immediately ends *debate after a motion is pending*
 - Chair asks for a second
 - 2/3 majority to pass
 - Followed by vote on the item

Appeal – “Does the chair’s decision stand?”

Appeals a decision by the chair (agenda, decorum, etc)

Requires a motion and second, vote

Voting

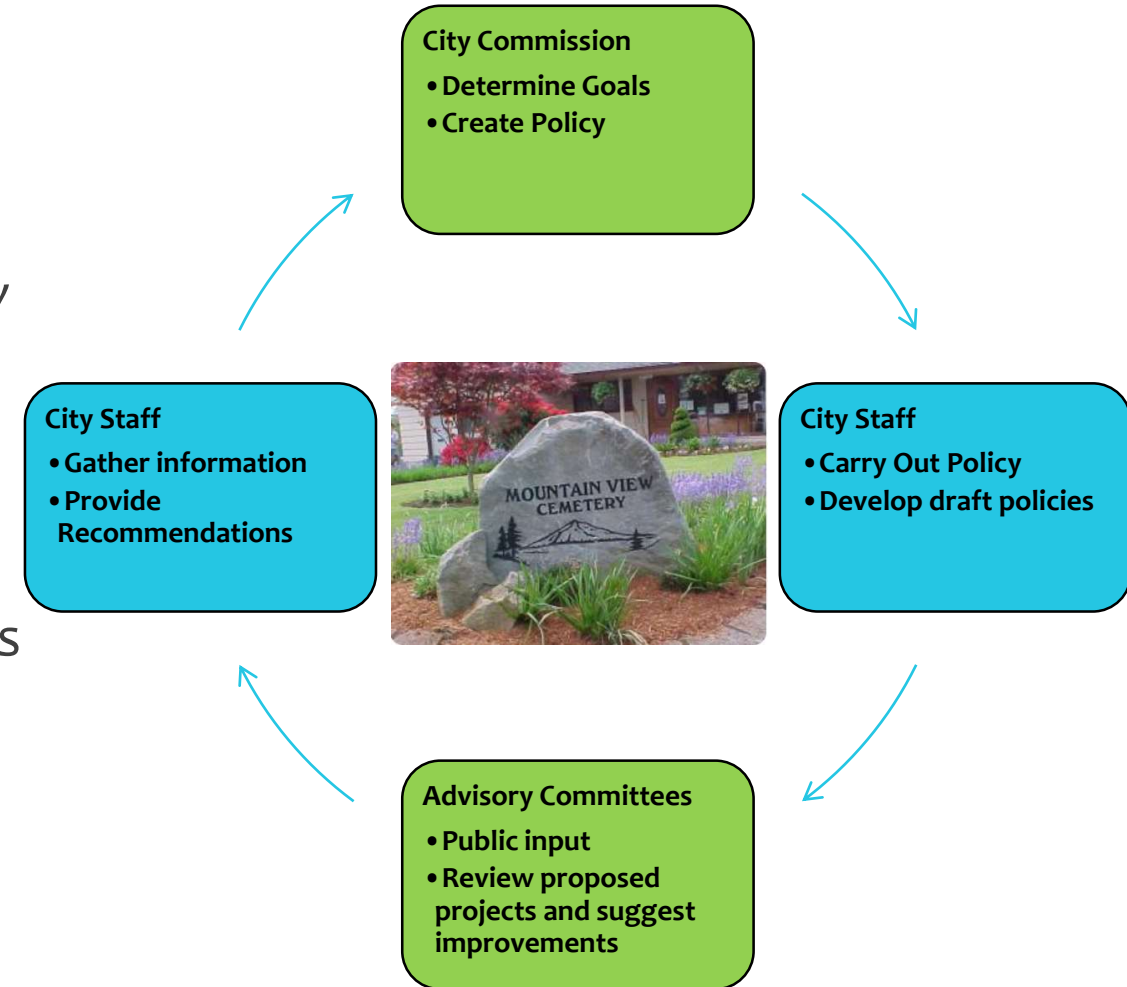
- Roll Call Style
 - Each member's vote is recorded
- Acclamation Style
 - “All in favor say aye!”
 - Must ask for the nays, or the vote is invalid
 - Ask for abstentions
- Types of answers
 - Aye (or yea) – yes
 - Nay (or no) – no
 - Abstention – counts as a “no” for voting purposes
- Conflicts of interest
 - Potential conflict of interest – may participate, but must state the conflict when it arises
 - Actual conflict of interest – cannot participate in discussion or vote (unless no quorum possible)
- Another common question!
 - Yes, you can vote “aye” on minutes for meetings that you did not attend
 - Remember you are part of a public body, so your vote is that of a member of that body
 - It is like a train, the train keeps moving even if people leave the train and new people get on “board”
 - No need to abstain

Being a member of a public committee



Being a member of a public committee

- Things to keep in mind:
 - The committee takes action as a group, and *only as a group*
 - Outside the committee, you can only represent your own views and not that of the group
 - *Elected* officials are democratically elected to determine the City's goals and desired outcomes
 - In contrast, *appointed* officials assist them in improving and achieving the City Commission's goals
 - If you are passionate about a certain subject, you can communicate that with elected officials, but staff must follow the City Commission and City Manager's direction



Eight General Rules for Government Code of Ethics

1. No Favoritism

- Treat all customers and clients equally, no special favors for friends or family

2. No Special Privileges Because of Your Position

- Follow the same rules that apply to everyone, no preferential treatment
- Cannot use position to obtain an extra financial gain or avoid a loss

3. Follow Confidentiality Rules and Laws

- Know which information you handle is confidential by law
- Do not disclose confidential information without an authorization

4. No Profiting from City Business Either Directly or on the Side

- Applies to you, your relatives, members of household or your businesses
- No directing City business to where you have a financial interest and no soliciting clients or work through your City position

5. No Outside Work that Conflicts or Interferes with Your Job

- Avoid conflicts of interest with City position

6. State Law Limits on Accepting Gifts

- Applies only if you have a recommendation or decision-making authority over the source
- Gift limit is \$50 per person per year from source with a City interest

7. No Personal Use of City Property

- Do not borrow or take property or supplies for personal or non-city use
- Do not use City property for personal gain

8. Report Violations to City Staff

- Violations include improper use or theft of City property



Take-Aways and Questions

Share what you have learned!

Thank You

Jakob Wiley



(503) 496-1509



jwiley@orccity.org



**FRIENDS OF TREES'
ARBOR DAY PLANTING
APRIL 1ST**

**HIROSHIMA PEACE TREE
DEDICATION
APRIL 29TH**

**FRIENDS OF TREES'
ARBOR DAY PLANTING
SATURDAY, APRIL 1ST**



FRIENDS OF TREES ARBOR DAY PLANTING

Friends of Trees will be hosting a tree-planting day in Oregon City on Arbor Day. We expect around 100 trees to be planted that day, mostly in the south neighborhoods!

DATE: APRIL 1, 2023
TIME: 8:45 AM – 1:00 PM
LOCATION: MEET AT CHAPIN PARK

*THIS IS A SEPARATE EVENT FROM THE ARBOR DAY/ENHANCEMENT DAY EVENT AT THE END OF THE OREGON TRAIL.



FRIENDS OF TREES ARBOR DAY PLANTING

Item 3.

WE ARE STILL LOOKING
FOR VOLUNTEERS,
INCLUDING FOLKS WITH
TRUCKS TO HELP TRANSPORT
TREES AND SUPPLIES!

SIGN UP TO VOLUNTEER
THROUGH THE FRIENDS
OF TREES EVENT CALENDAR:

FRIENDSOFTREES.ORG/EVENT-CALENDAR/

The screenshot shows the website friendsoftrees.org/event-calendar/. The page has a green header with the URL and a large orange banner with the text "EVENT CALENDAR" and "Find out when and where tree plantings are happening". Below the banner, there are three columns of text. The left column discusses event registration, the middle column discusses group and individual welcome, and the right column discusses accessibility and COVID-19 safety protocols. At the bottom, there is a calendar view for Saturday, April 1, showing two events: "Lower Gales Creek planting (Forest Grove, OR)" and "Oregon City - South neighborhood planting (Oregon City, OR)". The second event is expanded, showing details like time (8:45am - 1:00pm), location (Chapin Park), and a description about celebrating Arbor Day and planting trees.

friendsoftrees.org/event-calendar/

EVENT CALENDAR

Find out when and where tree plantings are happening

Event registration is required to attend: Click on the event of your choice and follow the RSVP link to register for an event. No experience necessary! View a PDF version of the calendar [here](#). And find [volunteer events in the Eugene-Springfield area here](#).

Both groups and individuals are welcome: your help is needed! Sometimes our events fill up, registering as soon as you're able to is recommended. If you are a company or group interested in a private event on a weekday, please see our [private events webpage](#).

Accessibility: Many of our events have varying levels of accessibility. [Learn more about our event accessibility.](#) If there are any accommodations you need to make your event experience successful, please [contact us](#) or [hesitate to let us know](#).

Covid-19 Safety Protocols: Please see our [Volunteer Questions webpage](#) for more details. [We require:](#) mask wearing, social distancing, and participation if they feel unwell or have been exposed to Covid-19. [We also require:](#) that volunteers are fully-vaccinated, bring and wear their own masks, and working in close quarters, and respect 6' of physical distancing.

Today: ◀ ▶

Saturday, April 1

8:45am [Lower Gales Creek planting \(Forest Grove, OR\)](#)

8:45am [Oregon City - South neighborhood planting \(Oregon City, OR\)](#)

When Sat, April 1, 8:45am – 1:00pm

Where Chapin Park, 340 Warner Parrott Rd, Oregon City, OR 97045, USA ([map](#))

Description Celebrate Oregon City Arbor Day by helping to plant trees! Interested in receiving a tree? Click [HERE](#) to purchase a tree for your household. Dozens of large (6-10' tall) trees will be planted for new homes, and your help is what makes this community planting possible!

Please arrive by 8:45am to sign-in and be assigned a planting crew. The planting starts at 9:00am. We provide gloves, tools, and guidance, as well as light breakfast snacks and coffee. Please dress for the weather, wear sturdy shoes/boots you don't mind getting dirty, and be ready to have fun!

How do I register? Register by filling out [this quick form](#). Groups and individuals welcome! If your group is more than 5 people, you may be assigned to different planting crews.

**HIROSHIMA PEACE TREE
DEDICATION CEREMONY
SATURDAY, APRIL 29TH**



HIROSHIMA PEACE TREE DEDICATION CEREMONY

Item 3.



DATE: SATURDAY
APRIL 29, 2023

TIME: 10:00 AM-12:00 PM

LOCATION: END OF THE
OREGON TRAIL

Who can come?

This event is open to the public.

What is being dedicated?

A Ginkgo tree, also known as a Hiroshima Peace Tree, was planted in Oregon City in 2020, however, the ceremonial dedication was delayed due to COVID. The city now looks forward to the dedication event, which will include speakers and light refreshments to honor the Ginkgo tree. Further details and agenda will be provided closer to the event.

Why is this event being held?

Ginkgo trees were sent to communities in 2020 to mark the 75th anniversary of the ending of World War II. Oregon City was one of thirty-six communities to plant a Hiroshima Peace Tree in Oregon between 2020 and 2022. The ceremonial dedication is a key component to recognizing the significance of this Ginkgo and the hope and peace it represents.

Please RSVP by emailing ocplanning@orccity.org.

Parks and Recreation Advisory Committee 3-28-2023

HIROSHIMA PEACE TREE DEDICATION CEREMONY

Item 3.

ORGANIZING AND CONTRIBUTING PARTNERS:

- [ONE SUNNY DAY INITIATIVE](#)
- [CITY OF OREGON CITY PARKS AND RECREATION](#)
- [CITY OF OREGON CITY PLANNING](#)
- [OREGON COMMUNITY TREES](#)
- [OREGON DEPARTMENT OF FORESTRY](#)
- [END OF THE OREGON TRAIL INTERPRETIVE CENTER](#)
- [CITY OF OREGON CITY LIBRARY](#)





CITY OF OREGON CITY

Staff Report

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

To: Parks and Recreation Advisory Committee **Agenda Date:** 03/23/2023
From: Parks & Recreation Director Kendall Reid

SUBJECT:

Proposed Tomb of the Unknown Soldier Never-Forget Garden Marker Placement at Jacobs Memorial Square (Block 62)

STAFF RECOMMENDATION:

Jonathan Waverly, Parks and Cemetery Maintenance Manager, has completed an initial assessment of the site, and both he and the Director have expressed their agreement that Jacobs Memorial Square would be a feasible site for the Never-Forget Garden.

EXECUTIVE SUMMARY:

The Susannah Lee Barlow, National Society of the Daughters of the American Revolution would like to propose placement of a Never-forget Garden marker and associated flowers in Jacobs Memorial Square to honor veterans and their families. This placement would further enhance the site, educate visitors, provoke thoughtfulness, provide a place for remembrance and expressing gratitude, and would fulfill the purpose outlined by those who dedicated the block to the city.

BACKGROUND:

The City of Oregon City is asked to consider the proposed placement of a Never-Forget Garden marker and accompanying flowers in Jacobs Memorial Square (block 62) in Oregon City. This proposal is expected to have minimal costs, if any for the City of Oregon City, as the marker and flowers will be donated by the Susannah Lee Barlow, DAR Chapter. Responsibility for site upkeep and other issues such as vandalism would be discussed and agreed upon prior to the installation of the garden.

The idea of placement of the Never-Forget gardens throughout the United States was initiated in 2018 by The Society of the Honor Guard/Tomb of the Unknown Soldier. The planting of these gardens is a visual representation of America's commitment to recognize, remember and honor veterans and provides a site for patriotism, love, mourning and remembrance, and to reflect on the sacrifice made by our veterans and their families.

The Susannah Lee Barlow, National Society of the Daughters of the American Revolution has identified Jacob's Memorial Square (Block 62) as it meets the criteria set forth for the garden which is at least a chair, or bench, and an American flag. The other items to complete the criteria would include: 1) The Tomb of the Unknown Soldier marker and 2) White roses and/or other flowers, both of which would be donated by the Susannah Lee Barlow DAR Chapter. The other factor for this site preference is the site's ideal location, which is adjacent to the Senior Center and would provide easy accessibility for senior veterans, and it is close to the nearby museums and library, creating another attractive site for citizens and visitors to the city.

OPTIONS:

1. This site is the only proposed location at this time.

BUDGET IMPACT:

Amount: Minimal Maintenance

FY(s): 2022-2023

Funding Source(s): Donation to City

NEVER FORGET GARDEN

***OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE
MEETING 3/23/2023***

SUSANNAH LEE BARLOW CHAPTER, NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION

JULIE ANN SMITH, CHAPTER REGENT



WHO IS THE NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION?

- **FOUNDED IN 1890**
- **NON-PROFIT, NON-POLITICAL VOLUNTEER WOMEN'S SERVICE ORGANIZATION**
- **ANY WOMAN WHO CAN PROVE LINEAL DESCENT FROM A PATRIOT OF THE AMERICAN REVOLUTION**
- **PROMOTION OF HISTORICAL PRESERVATION, EDUCATION AND PATRIOTISM**
 - **SUPPORTS AND ASSISTS ACTIVE DUTY SERVICE MEMBERS AND VETERANS**
 - **AWARDS SCHOLARSHIPS AND FINANCIAL AID**
 - **RESTORES AND MAINTAINS HISTORICAL SITES**
 - **PLACES MEMORIALS TO PEOPLE AND EVENTS**





WHAT IS THE NEVER FORGET GARDEN?

- **INITIATED IN 2018 BY THE SOCIETY OF THE HONOR GUARD/TOMB OF THE UNKNOWN SOLDIER**
- **PLANTING OF GARDENS AS A VISUAL REPRESENTATION OF AMERICA'S COMMITMENT TO RECOGNIZE, REMEMBER AND HONOR VETERANS**
- **PATRIOTISM, LOVE, MOURNING AND REMEMBRANCE**
- **REFLECT ON THE SACRIFICE MADE BY OUR VETERANS AND THEIR FAMILIES**



ESSENTIAL ELEMENTS

- **GARDEN SITE**
- **AMERICAN FLAG**
- **BENCH, CHAIR, OR SEAT**
- **NEVER FORGET GARDEN MARKER**
- **CHAPTER PLAQUE**
- **WHITE ROSE(S)**
- **+/- OTHER FLOWERS**
- **DEDICATION CEREMONY**



PROPOSED SITE - JACOBS MEMORIAL SQUARE



JACOBS MEMORIAL SQUARE – BLOCK 62

- **GARDEN WOULD HONOR VETERANS FROM ALL GENERATIONS**
- **MARKER AND ACCOMPANYING FLOWERS WOULD ENHANCE AND ADD FURTHER INTEREST TO THE EXISTING SITE**
- **HIGH VISIBILITY LOCATION - ADJACENT TO SENIOR CENTER, LIBRARY AND STREET (EASY ACCESSIBILITY FOR SENIOR VETERANS, LIBRARY AND MUSEUM VISITORS & COMMUNITY IN GENERAL)**
- **WOULD EDUCATE VISITORS, PROVOKE THOUGHTFULNESS, PROVIDE A PLACE FOR REMEMBRANCE AND EXPRESSING GRATITUDE, AND WOULD FULFILL THE PURPOSE OUTLINED BY THOSE WHO DEDICATED THE BLOCK TO THE CITY: FOR *“EDUCATION AND/OR CIVIC PURPOSES OF THE RESIDENTS OF THE CITY”***



PROPOSAL

- **GARDEN SITE** ✓
- **AMERICAN FLAG** ✓
- **BENCH, CHAIR, OR SEAT** ✓
- **NEVER FORGET GARDEN MARKER** ✓
- **CHAPTER PLAQUE PENDING**
- **WHITE ROSE(S) PENDING**
- **+/- OTHER FLOWERS PENDING**
- **DEDICATION CEREMONY—TBD**



NEXT STEPS

- **PREVIOUSLY MET WITH JONATHAN WAVERLY**
- **INPUT AND APPROVAL FROM ADVISORY COMMITTEE**
- **MEMORANDUM OF UNDERSTANDING (MOU)**
- **OUR CHAPTER PROVIDES:**
 - **FLOWERS**
 - **MARKER—MAY NEED GUIDANCE AS TO HOW TO DISPLAY**
 - **PLAQUE—NEED GUIDANCE AS TO HOW TO DISPLAY**
 - **PLANTING WITH GUIDANCE**
 - **REPLACEMENT OF FLOWERS/MARKER AS NEEDED**
- **QUESTIONS?**

THANK YOU!!



CITY OF OREGON CITY

Staff Report

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

To: Parks & Recreation Advisory Committee **Agenda Date:** 3/23/23

From: Aquatics and Recreation Manager, Melissa Sebastian

SUBJECT:

Movies in the Park Voting List

STAFF RECOMMENDATION:

Staff recommends that PRAC provides feedback on the voting options for the 2023 Movies in the Park Series.

EXECUTIVE SUMMARY:

The list of potential films is below, and their descriptions are included at the end of this document. This list is being voted on by the public and the top four approved movies will be shown.

Sandlot (1993)	Turning Red (2022)
Ron's Gone Wrong (2020)	Sonic 2 (2022)
The Call of the Wild (2020)	Frozen (2013)
The Peanuts Movie (2015)	Finding Nemo (2003)
Puss in Boots: The Last Wish (2022)	Holes (2003)
Strange World (2022)	Top Gun (1986)
Minions: Rise of Gru (2022)	Raiders of the Lost Ark (1981)

BACKGROUND:

Movies in the Park returns every Friday in August at the following locations: Wesley Lynn Park, Chapin Park, and Tyrone S. Woods Park. It is a free family-friendly event attended by an average of approximately 300 people per evening. Voting is open and people have the option of picking their top 4 films. As of 3/14 we have gotten 326 votes.

OPTIONS:

1. Make recommendations to amend the Movies in the Park Movie List.
2. Support the list and keep the current Movies in the Park Movie List as is.

Movies Title	Year Released	Film Synopsis
Sandlot ©	1993	"The Sandlot" is a comedy about a summer of friendship and adventure during which one boy becomes part of a team. Nine boys become best friends and their leader becomes a legend by confronting the terrifying mystery beyond the left field fence. Ruff! Ruff!
Ron's Gone Wrong ©	2020	"Ron's Gone Wrong" tells the story of the wonderful walking, talking, digitally connected bot that sweeps the world, becoming every kid's new Best Friend. But when a 13-year-old boy ends up with one that doesn't work, his attempts to teach it become a hilarious, heart-warming exploration of what real friendship means.
The Call of the Wild ©	2020	Adapted from the beloved literary classic, THE CALL OF THE WILD vividly brings to the screen the story of Buck, a big-hearted dog whose blissful domestic life is turned upside down when he is suddenly uprooted from his California home and transplanted to the exotic wilds of the Alaskan Yukon.
The Peanuts Movie ©	2015	For the first time ever, Snoopy, Charlie Brown and the rest of the gang we know and love from Charles Schulz's timeless "Peanuts" comic strip will be making their big-screen debut; like they've never been seen before in a CG-Animated Feature film
Puss in Boots: The Last Wish (S)	2022	Puss in Boots discovers that his passion for adventure has taken its toll: he has burned through eight of his nine lives. Puss sets out on an epic journey to find the mythical Last Wish and restore his nine lives.
Strange World (S)	2022	Jaeger Clade stands as the patriarch of the Clade family, a tribe of intrepid explorers. Yet the Clades struggle to reconcile their intrinsic differences like any ordinary family, their squabbles threatening to derail their most significant quest to date.
Minions: Rise of Gru (S)	2022	In the 1970s, 12-year-old Gru schemes and plots (with the help of the Minions) to become a member of the Vicious 6, an infamous group of supervillains. Chaos, adventure, and hilarity ensue after he manages to steal a valuable object from their headquarters.
Turning Red (S)	2022	A thirteen-year-old girl is torn between staying her mother's dutiful daughter and the changes of adolescence. And as if the challenges were not enough, whenever she gets overly excited she transforms into a giant red panda.
Sonic 2 (S)	2022	With Maddie and Tom away on vacation, things go awry for Sonic upon the unexpected return of the sinister Dr. Robotnik and his new ally, Knuckles. As the duo seeks out a powerful crystal capable of destroying the world, it is up to Sonic and Tails to thwart Dr. Robotnik's schemes.
Frozen (S)	2013	After the kingdom of Arendelle is cast into eternal winter by the powerful Snow Queen Elsa, her sprightly sister Anna teams up with a rough-hewn mountaineer named Kristoff and his trusty reindeer Sven to break the icy spell.
Finding Nemo (S)	2003	An overprotective clown fish named Marlin is desperate to find his missing son, Nemo. During his search, Marlin enlists the help of a forgetful blue tang, and they head for Sydney.
Holes (S)	2003	Faithful, entertaining adaptation of Louis Sachar's popular, prize-winning children's novel about a bizarre juvenile-correctional facility run by an intimidating warden.
Top Gun (S)	1986	After losing his friend, an impetuous Navy pilot is accepted into Miramar's elite Fighter School. There, the pilot engages in a romance with his instructor while competing against a rival student flier for the program's coveted award.
Raiders of the Lost Ark (S)	1981	Megahit about intrepid archaeologist Indiana Jones, who in 1936 is sent on a mission to locate the elusive Ark of the Covenant. The storied treasure is said to make those who possess it invincible, and the U.S. Government wants Jones to find it before the Nazis do.