



CITY OF OREGON CITY PARKS AND RECREATION ADVISORY COMMITTEE AGENDA

**Virtual Meeting
Thursday, January 28, 2021 at 7:00 PM**

This is a virtual only meeting, if you would like to participate please contact Kendall Reid at kendallreid@orc.city.org.

CALL TO ORDER

INTRODUCTIONS

APPROVAL OF MINUTES

- [1.](#) Minutes of the December 03, 2020 PRAC Meeting
- [2.](#) Minutes of the December 03, 2020 PRAC Work Session 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. 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

GENERAL BUSINESS

3. Election of Officers
- [4.](#) Letter of Support for the McLoughlin Canemah Trail Grant Application
- [5.](#) Parks and Recreation Advisory Committee: Heritage Stand Nomination for Park Place Park
- [6.](#) Update on Oregon City Parks and Recreation Cost Recovery Analysis and Work.

MEMBER REPORTS

STAFF REPORTS

FUTURE AGENDA ITEMS

NEXT SCHEDULED MEETING - February 25, 2021

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
Meeting Minutes
Virtual Meeting Thursday, December 3, 2020 at 7:00 PM

CALL TO ORDER

Meeting called to order at 6:54 pm

INTRODUCTIONS

Members: Doug Neeley; Karin Morey; Troy Bolinger; Jeff Sargent; Derick Cogle; Andy Crump; Shawn Dachtler; Brent Haverkamp

Staff: Kendall Reid, Parks and Recreation Director; Denise Conrad, Assistant Parks and Recreation Director; Kathy Wiseman, Senior Center Supervisor; Rochelle Anderholm-Parsch, Aquatic and Recreation Manager; Jonathan Waverly, Parks and Cemetery Maintenance

Guest: Kurt Lango, Lango Hansen Landscape Architect

APPROVAL OF MINUTES

1. Minutes of the October 22, 2020 Regular Meeting

*Shawn Dachtler moved to approve the minutes; Brent Haverkamp seconded.
All in Favor: Karin Morey; Jeff Sargent; Derick Cogle; Andy Crump;
Shawn Dachtler; Brent Haverkamp*

All opposed: none

Abstain: Doug Neeley

Motion passed.

PUBLIC COMMENT

There were no citizen comments.

GENERAL BUSINESS

2. Update on Oregon City Parks and Recreation Cost Recovery Training and Analysis

Kendall Reid, Parks and Recreation Director, asked Rochelle Anderholm-Parsch, Aquatic and Recreation Manager, to provide an update on this topic and to give an overview of what to expect in the upcoming work session with the City Commission on December 8. Mr. Reid noted that this training will provide a roadmap to a transparent way to determine prices and better manage resources. Ms. Anderholm-Parsch referenced the Staff Report that was provided with the agenda packet and walked through the steps that were detailed in that report.

She reported that they are nearing the completion of the project and expect to be done by the end of December. Discussion followed regarding the upcoming Work Session, how this process will determine future financing and whether it would influence the budget and deferred maintenance list. Mr. Reid explained that this will not have a direct effect on the deferred maintenance list, but it is a good budgeting tool that will allow the Department to maximize how it utilizes its resources and hopefully free up some resources to put toward the deferred maintenance projects. Ms. Morey confirmed that this presentation was for informational purposes only and there was no need for a motion.

3. PRAC Member Position Openings and Appointment Recommendations

Ms. Morey welcomed a motion and then recused herself. Mr. Bolinger also recused himself. Mr. Dachtler made a motion that PRAC forward on to the Acting Mayor Karin Morey, Tim Wuest and Troy Bolinger for new terms on the Park and Recreation Advisory Committee; Andy Crump seconded.

All in Favor: Doug Neeley; Jeff Sargent; Derick Cougle; Andy Crump; Shawn Dachtler; Brent Haverkamp

All opposed: none

Motion passed.

4. Filbert Run Park Master Plan Design

Mr. Reid was excited to report that on November 18, they awarded the contract for development and construction of Filbert Run Park to Lango Hansen. Mr. Reid then turned the presentation over to Kurt Lango, Lango Hansen Landscape Architect. Mr. Lango reviewed the history and development of the original Park Master Plan, which began in 2014. He provided an illustration of the original plan and took the members through a detailed presentation of the refined Master Plan, highlighting many of the key features including a walking loop, open grass areas, an accessible and inclusive play area, a park shelter and benches. Mr. Lango laid out the anticipated schedule with construction starting next spring through summer and a grand opening in October 2021. Ms. Morey asked for Staff input. Jonathan Waverly, Parks and Cemetery Maintenance, commented that he had been working closely with Mr. Lango on other park projects and wanted to capitalize on the successes they had seen there. Denise Conrad, Assistant Parks and Recreation Director, noted that she was excited to have Mr. Waverly and Mr. Reid work with Mr. Lango to share experience and knowledge. Mr. Reid wanted to acknowledge that Ms. Anderholm-Parsch will also be working on the project management timeline and public engagement aspects. Ms. Anderholm-Parsch noted that she was learning from the best and thanked Mr. Reid for bringing her along. Questions surrounding possible park feature additions and the playground equipment were asked and answered. Mr. Dachtler noted that he was there for the creation of the original Master Plan and the refined Plan, as presented, was truly reflective of what the neighborhood wanted. Ms. Morey was

supportive of keeping the park as natural as possible and noted that this was an informational presentation only.

MEMBER REPORTS

Ms. Morey: Reported that Mt. View Cemetery, through grants, has raised about half of the cost of refurbishing the veterans' memorial. In January, they will begin looking for donations particularly from local veterans, and she was open to any suggestions on how to reach out to them.

No other members provided reports.

STAFF REPORTS

Mr. Reid reported that things were moving forward ahead of schedule at Tyrone S. Woods and he encouraged members to drive by to see the progress. He discussed working with the family to help set the tentative date for the dedication ceremony, March 26. Mr. Reid noted that there have been some construction roadblocks at DC Latourette Park, but Ms. Conrad had been working hard to keep things moving forward. In an effort to communicate better with the community on all these projects, Mr. Reid had asked Melissa Tierney, Recreation Programmer, to create a landing page on the website for updates on all parks construction projects. Mr. Reid reported that new covid restrictions have caused closures again at the Pool and the Ermatinger House. He gave kudos to Kathy Wiseman, Senior Center Supervisor, for the tremendous impact she and her team are having on the community.

Ms. Wiseman reported many of the things have been going on at the Pioneer Center. They have been able to provide most of their regular services; including 800 – 900 Meals on Wheels meals a week, adding to and distributing food boxes from the County, partnering with local churches to serve Thanksgiving meals and collect blankets and partnering with Public Works to collect gifts, among other efforts to keep the vulnerable community members safe and in their homes.

Ms. Anderholm-Parsch reminded members that donations for the senior center were still being accepted at the swimming pool. She mentioned that there is a website that lists what items are needed.

Ms. Morey asked for updates on the dog park item. Mr. Reid responded that he and Mr. Sargent will have a conversation and set up a time to meet and discuss how to move forward.

Mr. Reid gave kudos to Mr. Waverly and the Parks team for all their hard work during leaf season and their efforts to clean up homeless and vandalized sites. Mr. Reid noted that the Parks Department has never taken time off during the pandemic.

Mr. Dachtler asked about the standard signage used at all area parks and what will be used at Tyrone S. Woods Memorial Park. Ms. Conrad confirmed that there is a standard for park signage using metal and wood, but there is still the opportunity for something more monumental for the signage at Tyrone S. Woods.

Mr. Bolinger suggested to Mr. Reid that they provide a secondary site for people to gather for the Tyrone S. Woods dedication ceremony to be able to increase attendance for the event. If Covid restrictions are loosened by then, they could move to the park. Mr. Reid replied that he would share that idea with the group.

FUTURE AGENDA ITEMS

5. List of Future Agenda Items

- Tyrone S. Woods Memorial Park - 12/5/2019
- Cost Recovery Training – 12/3/2020
- 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 - 2/27/2020
- The Cove
- Heritage Tree Stand Nominations – 9/24/2020

NEXT SCHEDULED MEETING – December 8 Joint Work Session with City Commission

ADJOURNMENT

Meeting adjourned around 8:15 pm by Chair Karin Morey

City of Oregon City
Parks and Recreation Advisory Committee
Work Session Minutes
Virtual Meeting Thursday, December 3, 2020 at 6:00 PM

CALL TO ORDER

Meeting called to order at 5:56 pm

INTRODUCTIONS

Members: *Derick Cogle; Shawn Dachtler; Doug Neeley; Brent Haverkamp; Jeff Sargent; Andy Crump*

Staff: *Kendall Reid, Parks and Recreation Director*

Chair Karin Morey explained the process of how interviews would proceed, then handed the meeting off to Vice-Chair Shawn Dachtler.

GENERAL BUSINESS

1. Parks and Recreation Advisory Committee Interviews

6:00 pm Karin Morey

Ms. Morey answered questions from members, stating that PRAC is the best committee she had been on and citing experience on various other City, County, and community boards. She noted that she is a huge supporter of the Cemetery and is gung-ho over City Staff. Ms. Morey pointed out the need for accessible parks for every citizen as the City expands, among other needs in the City. She concluded by stating that she has really enjoyed getting to know everyone on PRAC and that they do make a difference and need to be heard.

6:15 pm Tim Wuest

Mr. Wuest answered questions from members, noting that he is a long time Oregon City resident, who believes that OC parks were underutilized gems with tremendous potential. Mr. Wuest expressed his belief that one of the most important issues in the City is handling the homeless situation, calling out the need to address livability and quality of life for both citizens and the homeless population. He concluded by stating that he is a concerned citizen and would love to be involved as part of PRAC to see what he could offer.

6:30 pm Troy Bolinger

Mr. Bolinger answered questions from members, noting that he enjoyed his previous three years on PRAC and he thought that they have done a lot. He stated that increasing community involvement and participation was one of the most important issues facing the City, along with creating equity (including income levels and family dynamics) and addressing the deferred

maintenance list. He felt that creativity and resourcefulness could go a long way in correcting these issues. Mr. Bolinger concluded by pointing out he is engaged, committed, and can ask the difficult questions.

ADJOURNMENT

Meeting adjourned around 6:45 pm by Vice-Chair Shawn Dachtler



CITY OF OREGON CITY

Staff Report

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To: Parks and Recreation Advisory Committee
From: Planner Kelly Reid

Agenda Date: 01/28/2021

SUBJECT:

Letter of Support for the McLoughlin Canemah Trail Grant Application

STAFF RECOMMENDATION:

Allow a PRAC representative to sign a Letter of Support for the Community Paths Grant for the McLoughlin Canemah Trail of the PRAC.

EXECUTIVE SUMMARY:

The McLoughlin Canemah Trail Plan was adopted March 2018. A new Oregon Department of Transportation Community program is accepting 2021 grant applications for funding such types of trails. The City is preparing a grant application for to complete 30% design for this trail. The grant application is due January 31, 2021.

BACKGROUND:

The [McLoughlin-Canemah Trail](#) is a part of the Oregon City Loop Trail and is listed in the Oregon City Trails Master Plan and Oregon City Transportation System Plan. The McLoughlin Canemah Trail Plan was adopted in March 2018. The PRAC was the planning process in 2017 and 2018. The trail will connect the McLoughlin Promenade to Old Canemah Park and Canemah Children's Park, and will provide a link between the two neighborhoods.

Funding is available to further refine the concept plan and provide the City with 30% design plans which will answer design questions that exist specifically with ODOT and private properties along Highway 99E and the parks property adjacent to which is used by the Veterans of Foreign Wars (VFW). Upon completion of 30% design, the City will be prepared to apply second round of funding that, if granted, could complete the final design and construction of the trail.

The 30% design grant requires a 10% local match. The grant amount requested will be \$100,000, and the City's match will be out of transportation funds.

The full project is anticipated to cost \$1,700,000. If the program continues to maintain grant match rules in the current form, a 30% match will be required for the final design and construction phases. If we reach this point in the project delivery, the larger match will be determined through the budget process, but it is anticipated to justify the use of transportation funds, transportation SDC funds, and parks funds.

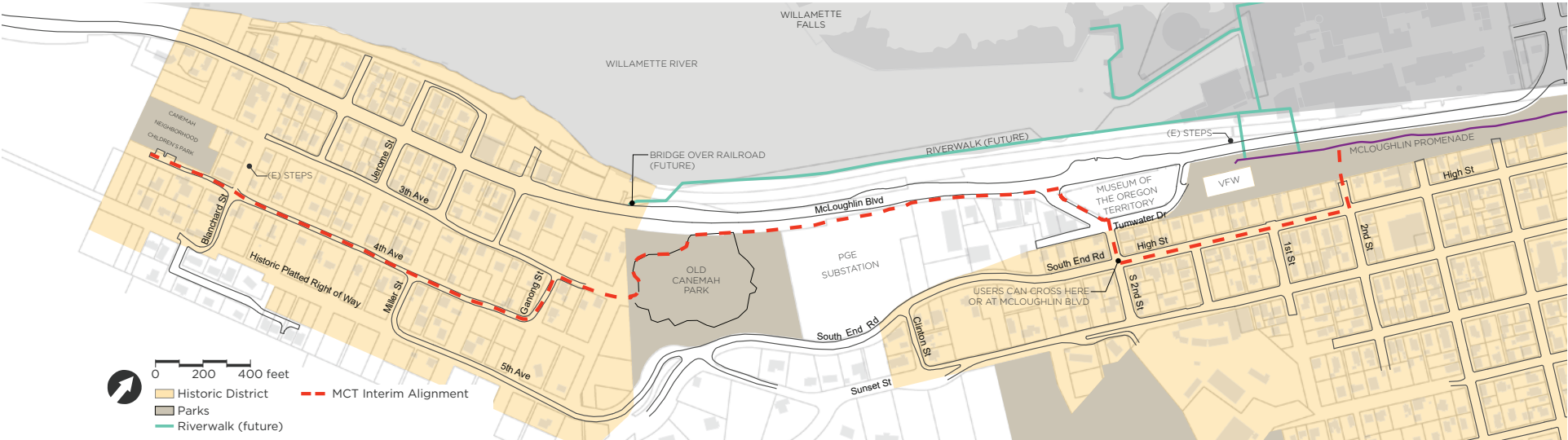
OPTIONS:

1. Authorize signing a letter of support for the grant application
2. Do not authorize a letter of support from PRAC

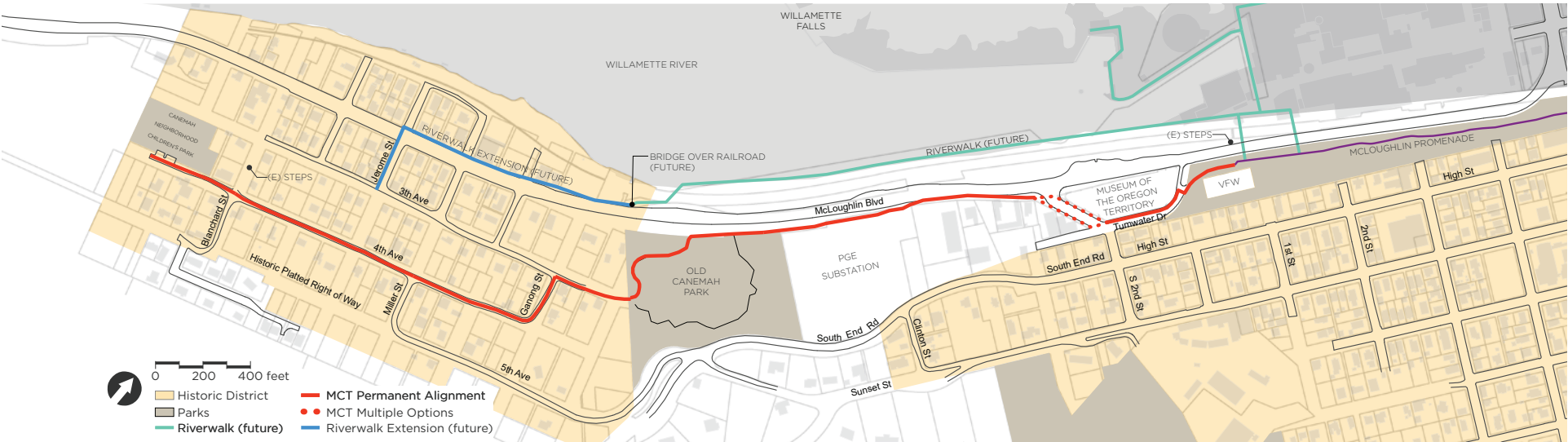
BUDGET IMPACT:

None from Parks at this time

Interim Trail Alignment Recommendation



Permanent Trail Alignment Recommendation



January 2021

Oregon Community Paths Grant Program
Oregon Department of Transportation

Re: McLoughlin to Canemah Trail Grant Application from Oregon City

Dear Grant Selection Committee,

On behalf of the Parks & Recreation Advisory Committee, I would like to submit the following letter of support for Oregon City's funding request for the Oregon Community Paths grant program. We were pleased to participate in the McLoughlin to Canemah Trail Master planning process as a stakeholder for this project in 2017. The Parks & Recreation Advisory Committee plans to continue to serve on the project advisory committee for the duration of the project.

The McLoughlin-Canemah Trail Master Plan, adopted in 2017, identified an alignment to connect the McLoughlin Promenade to Canemah Bluff Natural area that was supported by the community and adopted by the City Commission as an amendment to the City's Transportation System Plan. We believe that the proposed project, the McLoughlin to Canemah Trail (MCT) Project will provide a safe and convenient option for walking and bicycling between the McLoughlin neighborhood and the Canemah neighborhood and should be fully supported.

Choose any items below that you wish to include in your letter:

- Oregon City has a recent track record in successfully forming a community supported vision with the Willamette Falls Legacy Project; that work will form the basis of ongoing community collaboration in the area. The project will create rare opportunities for various organizations in the City to come together toward one goal.
- This innovative grant ensures the public is at the table for critical decisions in the trail planning process. Community engagement is the backbone of this project.
- Unsafe conditions exist for people who currently walk the informal trail route. A formal trail is needed to increase safety and security for trail users and property owners along the route.
- The project area is in a zone with disadvantaged populations and with zoning that supports future multifamily housing development.
- The MCT will be both highly valued and highly utilized by the local community and will provide a crucial connection to transit stops, downtown Oregon City, the former Blue Heron mill site, the future Riverwalk, and the Canemah Bluff natural area.

- The trail area has incredible advantages: a stunning location on the Willamette River, natural habitats, the adjacent burgeoning downtown Oregon City, and trail connections both north and south.
- The trail will increase access to three Oregon City parks, several transit stops, cultural institutions, and will connect residential areas to commercial and industrial businesses.

Thank you for your time and consideration of this grant request. We look forward to working with ODOT and Oregon City to ensure that the McLoughlin to Canemah Trail project is a success for the local community.

Sincerely,



CITY OF OREGON CITY

Staff Report

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

To: City Commission **Agenda Date:** 1/21/2021
From: Senior Planner Pete Walter & Parks Operations Manager Jonathan Waverly

SUBJECT:

Parks and Recreation Advisory Committee: Heritage Stand Nomination for Park Place Park

STAFF RECOMMENDATION:

Staff recommends that the PRAC consider revising the Heritage Stand designation to only include trees that are in good condition, safely accessible and visible to park visitors.

EXECUTIVE SUMMARY:

Planning and Parks staff are recommending a revised proposal to move forward with nomination of some of the trees in Park Place Park and propose that the others would not be nominated due to various issues. In addition, we wanted to recognize that the trees which staff were not proposing to move forward on (such as those surrounded by poison oak) would be protected under the draft policy which includes elevated levels of investigation of alternatives to removal and approval for public trees which qualify.

BACKGROUND:

PRAC reviewed the original recommendation on February 27, 2020. The Park Place nomination includes 27 trees, consisting of 19 Oregon White Oaks, 2 Douglas Firs, and 6 Atlas Cedars. PRAC recommended that the nomination be approved for all trees that are not in a state of decline. Additional information about tree conditions, and the development of the new tree removal and notification policy for trees on city-owned land necessitate a revised recommendation.

Any tree removal on or abutting city-owned land is subject to a Type I Site Plan and Design Review process for tree removal. This permit requires a detailed examination of the tree condition prior to removal and require mitigation pursuant to OCMC 17.41.

In addition, the City Commission is considering the Additional Permitting and Notification Process for City Tree Removal. This policy applies to City removal of trees:

- On City or Urban Renewal owned property; or
- Within the right-of-way.

The purpose of this policy is to reduce unnecessary tree removal by the City and provide public notification of such removal.

The codes, permitting requirements and policy provide sufficient protections and public notification for trees on park property. Heritage tree designation does not provide any further protection for trees that is not already embodied in the current code and draft policy.

Furthermore, several of the trees in the Park Place Park nomination are in areas that:

- Are in areas of poison oak
- Within the Geologic Hazard Overlay District, which further regulates tree removal
- Are not publicly accessible or visible.

Parks staff are responsible for managing trees to assure public safety with an extremely limited budget, and it is imperative that they be able to do their jobs without subjecting tree removal to politicized and discretionary processes. The existing code and proposed policy assure an objective and reasonable standard that assures professional and expert consideration of alternatives to tree removal and notification by the public.

For these reasons, staff is recommending that PRAC consider revising the proposed nomination.

"Heritage stand" means a group of two or more trees that have been designated by the city as having unique importance, subject to the heritage tree regulations of OCMC 12.32.

"Heritage tree" means a tree that has been designated by the city as having unique importance, and subject to the heritage tree regulations of OCMC 12.32. Where a grouping of two or more heritage trees has been so designated, the term "heritage stand" may be used.

OCMC 12.32.040.A. Nominations for trees or tree stands on city-owned property, other than right-of-way, may be submitted by any citizen of Oregon City and the City Commission shall make the final decision following the general procedure identified in subsection 12.32.030 above. If the nomination is for a city park, the Parks and Recreation Advisory Committee shall also review the nomination and provide an advisory opinion prior to the Natural Resources Committee recommendation to the City Commission.

To be nominated as a heritage tree or stand, trees must meet the requirements in OCMC 12.32 (Attached). The criteria are:

- A. Heritage criteria (at least one heritage criterion must be met):
 - 1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history; or
 - 2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City; or
 - 3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or
 - 4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status;
- B. Site and Condition Criteria (all criteria must be satisfied):
 - 1. The tree species is not listed as invasive on any regionally accepted plant list;
 - 2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.



CITY OF OREGON CITY

Staff Report

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

To: Parks and Recreation Advisory Committee
From: Aquatic and Recreation Manager, Rochelle Anderholm-Parsch
Agenda Date: 1.28.2021

SUBJECT:

Update on Oregon City Parks and Recreation Cost Recovery Analysis and Work.

STAFF RECOMMENDATION:

This item will provide the Parks and Recreation Advisory Committee (PRAC) with an update on the Smart Approach to Cost Recovery Analysis for the Parks and Recreation Department.

EXECUTIVE SUMMARY:

This is an update on the Oregon City Parks and Recreation Department's cost recovery training and work.

BACKGROUND:

An objective listed in the 2008 Parks Master Plan was to create a department cost recovery philosophy and policy. As a step in meeting this objective, the Oregon City Parks and Recreation Department contracted with Amilia Consulting USA to assist in a department-wide cost recovery analysis, and methodology creation.

The Smart Approach to Cost Recovery in Public Parks & Recreation has 5 phases. Oregon City Parks and Recreation is now in Phase 5. As a reminder of the process an overview of each phase is provided below.

Phase 1 is staff education and training as to the 'why' of cost recovery.

Phase 2 is the development of service categories. This work required a department taskforce to name and define all services provided. After a list of all department services was compiled, the taskforce developed and defined service categories.

Phase 3 includes a cost of service analysis. This analysis encompasses a break-down of the Parks and Recreation Department's direct and indirect costs. This step was highly intensive and required a deep dive into the department's financials. All revenue and expense data were compiled, then uploaded by the consultant into the cost recovery software. This software will provide an analysis of where the department is currently and will deliver true metrics to help the department move forward in a fiscally responsible manner.

Phase 4 is the beneficiary of service workshop. During this phase, staff, public engagement, policy makers, and/or advisory boards participated in determining each service category's 'beneficiary of service'. This workshop allowed participants to rank the department's service categories starting from services generating the greatest 'community benefit' to those services generating the greatest 'individual benefit'. This work allowed the Oregon City Parks and Recreation Department to build our cost recovery model – a visual representation of our strategy. The outcome illustrated which services should receive the greatest subsidy, and which services may receive little to no subsidy. 'Attachment A' is the Department's cost recovery model after the beneficiary of services exercise was completed during a joint work session with PRAC and the City Commission.

Oregon City Parks and Recreation Department has completed Phase 4 and we are in Phase 5. Phase 5 will unveil the Cost Recovery Tool and the results of cost of service analysis. This data will include the cost to provide (both direct and indirect) each individual service in the system, and current cost recovery performance. Current cost recovery performance results will be used as the baseline from which the department can justifiably and rationally set cost recovery/subsidy allocation goals and targets. These targets will be illustrated on the department's cost recovery model. Thus, completing the visual representation of the department's cost recovery philosophy. These results will guide fees and charges and will make for informed financial decisions moving forward. The Department is in the process of setting cost recovery goals based on an analysis of current cost recovery data, and where the service landed on the cost recovery continuum. Phase 5 is the final phase in the Smart Approach to Cost Recovery. The Department cost recovery goals/targets will be listed on the model and will be used to guide future financial decisions and setting fees.

OCPR's goal is to bring the cost recovery model to the Commission at a future meeting to codify as policy. A tentative timeline includes the following: the department will provide a full detailed report to PRAC at the Feb. 2021 meeting; next, the same report will be presented during a March City Commission Work Session; lastly, a resolution will be submitted during regular Commission meeting in March which will allow the Department to implement and codify the cost recovery model as policy.

OPTIONS:

No action is required at this time.

ATTACHMENT A

