

CITY OF OREGON CITY
PARKS AND RECREATION ADVISORY COMMITTEE
Meeting Minutes
City Hall Commission Chambers
Thursday, September 28, 2023 at 6:00 PM

CALL TO ORDER

Meeting called to order at 6:00pm.

INTRODUCTIONS

Members: *Tim Wuest, Ken Worcester, Timothy Lainhart, Emily Lisborg (remotely), Joseph Knauf (remotely), Joyce Gifford, Steve Williams*

Staff: *Kendall Reid, Parks and Recreation Director; Denise Toyooka, Assistant Parks and Recreation Director; Brandon Watt, Parks and Cemetery Interim Manager; Cecily Rose, Community Center Manager; Melissa Sebastian, Aquatic and Recreation Manager; Kyle Christoph, Facilities Manager; Kori Buth, Administrative Assistant*

APPROVAL OF MINUTES

1. Approval of June 22, 2023 Meeting Minutes
Approval of July 26, 2023 Meeting Minutes

*Timothy Lainhart motioned to approve previous PRAC minutes.
Joyce Gifford seconded the motion.*

PUBLIC COMMENT

No public comment

PRESENTATIONS

John Lewis, Public Works Director, presented on the Cayuse 5 Tribute Project. Project will take place within McLoughlin Promenade Park.

Tim Wuest asked about the original site of the hangings of the Cayuse 5. John Lewis reports that, per his knowledge, the site was at the bottom of the bluff from where the memorial will be placed.

Steve Williams asked if the site has already been reviewed by an archaeologist, as well as soil depths. John mentioned the familiarity of the site to the tribes but, specific to design work, there has not yet been an archaeologist involved. Soil depths range from 1-13 inches.

Ken Worcester asked if SHPO is on the same page and how this impacts charter provisions. John said that SHPO is aware of the project but is allowing the tribes to manage. Have to get to bedrock for the foundation of the memorial.

Confirmed there have been disturbances previously with the construction of the Promenade. Not yet a Charter Park.

Tim Wuest asked when the project starts. The design is going to be finalized and hope for early spring construction.

Steve Williams asked what PRAC's role is in the process. Kendall and John both responded with stating that this information allows PRAC Committees to provide feedback and ask questions, potentially prompting an improvement in the logistics of the project. Confirmed that the City does not have a liaison that specifically works with the tribes.

Jarrold Lyman, Communications Manager, shared a live tutorial on the City's new website, emphasizing Parks and Recreation pages. Website went live on September 7th.

Tim Lainhart asked if there was a guideline we followed when finding efficiencies for people finding the information they are looking for. Jarrod stated that, while the website houses so much governmental documents and pages, we tried to adhere to the 'three-click' standard as closely as possible.

Ken Worcester mentioned that he was looking for old meeting minutes and Jarrod shared that some records may not be readily accessible yet. Keywords and/or dates help narrow down a website search quite a bit. Kendall mentioned that there is currently a work-around in place for our Municode compatibility.

Joyce Gifford wondered if the Go Request link is still accessible. Jarrod confirmed that the MyOC app is still used and will be putting some effort into updating that tool.

Deb Galardi presented on the System Development Charge (SDC) Methodology Update.

Tim Wuest asked how Oregon City's SDC's compare to the surrounding cities. Kendall confirmed that Oregon City Parks is one of the lowest, according to a recent rate study.

Ken Worcester asked about a project list in the Master Plan. Kendall confirmed that there will be a project list. Ken also asked about the property acquisition requirements and the method of funding for the acreage that is not SDC eligible. He asked if the recommendation would be to apply for reimbursement or classify it as elevating our standards, thus applying directly to SDC funding. Deb stated that you can't charge new development to increase the level of standard for

existing development. The different categories and inventory will come out in the Master Plan. Ken stated that the final decided standard will have a huge impact on SDC funding.

Tim Wuest asked if developers are allowed to trade property for SDC's. Deb stated that it is City policy, but state law requires that if the City tells developer that they have to provide some park land and it's over and above what the new development would require, or it's on the project list, an agreement can be reached for the value of the amount of SDC's that would be owed.

GENERAL BUSINESS

N/A

STAFF REPORTS

Kendall thanked Steve Williams for presenting the PRAC Annual Report to City Commission in September. Kendall also provided update on Parks Master Plan, collaborating with Deb Galardi to incorporate the SDC Methodology and the current work we are doing for customer service training and department marketing. Parks Master Plan will be presented to PRAC for feedback and direction once staff has an opportunity to review the draft. Kendall will give PRAC about a month to review plan draft and can provide printed copies as needed. Parks and Recreation Department will be involved in a work session with City Commissioners on October 18th to further discuss the Clackamette Park Master Plan. The two areas of concern that will be discussed are the relocation of the RV Park and the park's capacity for hosting large community events. Kendall also addressed that Jon Waverly is no longer employed with the City. The Parks and Cemetery Manager position is open and we plan to do our first review of applicants at the end of October. We also have two current PRAC Committee vacancies as well as the terms for both Emily Lisborg and Tim Wuest expiring as of December 31, 2023. Applications are being received and interviews will take place on December 7th, 2023 at a PRAC Work Session meeting.

Assistant Director, Denise Toyooka, reported on the WESGNA project taking place at River Access. Met with Project Manager and clarified some of our tree scope and plan for removals of dead, dying, or diseased trees. Three trees have been identified on City property that will be removed, and several trees on WES property. We provide arborists reports to WES regarding their dead trees and then the removal process is handled by them. Will be pulling invasives back 6 - 10 feet from path and addressing asphalt repairs. Community will be made aware of that work, as it will impair access to trail users. Cemetery Restroom is primarily complete, as we are still waiting on the bike rack to be delivered. Charter Park Encroachment project for McLoughlin Promenade is underway,

putting encroachments into categories so that they can be addressed for potential Chart Park designation.

Interim Parks and Cemetery Manager, Brandon Watt, provided update on six new picnic tables on the deck at EOT and will add an ADA accessible table to the shelter in that park. Removing seven trees throughout Hillendale, Hazelwood, and Chapin Parks. Currently going through the permit process with Planning to get those removed and will be replanting 18 new trees throughout those same parks. Wesley Lynn's irrigation system Double-Check is not performing as it should and is too old to refurbish, so that will be replaced on October 6th. RV Park Dump Station camera update is waiting on parts from the contractor for staff to be able to mount the camera to ensure payment is being made by dump station users. Landscaping plan for steep, 200-foot long hillside space at Swimming Pool includes a three-foot rock wall and a pollinator garden. Brandon proposed that PRAC assist in ideas for making this a community project. There is not currently irrigation at the site and want to stay mindful of the children that visit the building for camps and activities. Hoping for Fall planting so this will be discussed again at the October PRAC meeting.

Aquatics and Recreation Manager, Melissa Sebastian, reported on the September closure of the Swimming Pool for annual maintenance and will reopen on Monday, October 2nd. The Pool shell was painted, steam pipes were reinsulated, replaced UV light filter and updated parts of chemical controller. Staff cleared out storage and record areas. Swamp Swim is scheduled for Saturday, October 28th. Ermatinger House events include the Murder Mystery history event and Friday Night Frights, which is a walking ghost story tour of nearby sites. Working with SoulFlags Community Center, who received a grant from the Arts Commission to implement a series of cultural events throughout his year. First event happens October 14th for Hispanic Heritage Month

Cecily Rose, Pioneer Community Center Manager, provided update on the growth and success of our nutrition program. There has been a 16% increase in Meals on Wheels, now with a total of 140 clients, as well as increasing delivery days from 2 to 4 days per week. October is Medicare Open Enrollment. Silver + Fit begins in October and will be used in the fitness room and is part of the Medicare benefit. Oregon City route Van Driver employee was just hired and we welcome Tony Zuniga to the PCC team. The Pioneer Center has seen some exciting grant donations. One of them being fresh fruits from the Home Orchard Education Center and is very well received and appreciated by the community. Fitness equipment was also just received via a grant from Clackamas Community College Education Foundation. This will certainly help the fitness classes we host and has helped us to jumpstart our winter programming options. The reception desk reconfiguration project is also underway.

Kyle Christoph, Facilities Manager, reported on further maintenance and repairs that happened during the Simming Pool closure. City Hall HVAC units were replaced. Freezer and steamer both broke at Pioneer Center, both imperative to the nutrition program. Both machines were sent for repair and brought back as quickly as possible. Kudos to Angela Hartmann for being innovative and to keep meal service happening smoothly for the community. Potential PRAC tour to End of the Oregon Trail to review and further discuss projects that are imperative to keeping the facility open safely. Budget was not approved for EOT, but the HVAC system, deck, siding, ticket booth, and power washing all are in desperate need of addressing. Kendall mentions that a Master Plan and Business Plan need to both come to fruition. Tim Wuest asked what the wagon hoops at the site are made of. Kyle confirmed that they are made of steel and structurally sound, but a power washing could really help with moss growth.

Tim Wuest asked a couple follow-up questions. He wanted to know the charge at the RV Park dump station. Brandon confirmed it is a \$5.00 fee. Tim also asked if there is a bike rack at EOT. Denise confirmed that the art piece near the ticket booth is intended as a bike rack and there is also one on the deck area.

MEMBER REPORTS

Tim Wuest wanted to discuss the future agenda items that appear each month and suggested that some sort of survey be done among PRAC members to rank the agenda items in order of interest and importance. Then discuss the top agenda item at each meeting. Kendall mentioned that we can review the current list and start with something fresh. Kori to send out agenda topic list to committee members. Ken Worcester also mentioned that committee goals need to be addressed, as we have lost track of those goals. Also feels as though the annual PRAC report is geared towards department accomplishments and highlights rather than committee-focused information. Steve Williams mentioned that a discussion was had with Kendall after the PRAC Annual Report was presented to City Commission and an agreement was decided on that next year there would be better collaboration between staff and the PRAC committee to ensure that the details of the report are meaningful to both sides. October meeting will be utilized to outline current goals, align with City Commission goals, and move forward to make the most impact. Tim Wuest asked if the City has a central grant writer. Kendall confirmed that it is up to individual staff to seek funding options. Managers will put together some ideas to further PRAC involvement and PRAC will also bring their ideas to the table. The goal is not to create more work, but to collaborate on policies, existing projects, and opportunities for advising. Tim Lainhart asked about the Committee meeting outside of a typical meeting and to meet somewhere more informal but, due to

the nature of the group, that would still be considered a public meeting with communication requirements to the community.

FUTURE AGENDA ITEMS

NRC Partnership for Bee City
SDC Methodology Update
Volunteer Opportunities
Community Garden at Pioneer Center
Park Development Goals/Park Designs
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 – October 26nd, 2023

ADJOURNMENT

Meeting adjourned around 8:15 PM.