



## PARK AND RECREATION ADVISORY BOARD

### MINUTES

January 20, 2016

Co-Chair Nancy Gronowski called the meeting to order at 6:10 p.m. Palisades Oswego Room

- Present:** Co-Chair Scott Bullard, Co-Chair Nancy Gronowski, Bill Gordon, Dave Barra, Chris Stewart (left at 7pm), Mark Hoyt, Councilor Joe Buck PRAB Council Liaison, Kristen Gottlieb-alternate.
- Absent:** Rhys Richmond, PRAB Youth Member, Ryan Hubbard, PRAB, Sean Sweeney, NRAB.
- Staff:** Ivan Anderholm, Director of Parks & Recreation, Dina Balogh, Parks & Recreation Administrative Support, Ryan Stee, Natural Resources Manager, Jeff Munro Parks Maintenance Superintendent
- Guests:** Todd Van Rysselberghe, NRAB Co-Chair (Arrived at approximately 8:00pm)  
Heidi Schrimsher, NRAB  
Fraser Wick, NRAB  
Rebecca Lumbantobing, NRAB Youth member  
Ron Mathews, 50+ Advisory Board  
David Berg, Budget Committee Vice Chair  
Dianne Cassidy, Ad Hoc Tree Committee member

### APPROVAL OF MINUTES

The Park and Recreation Advisory Board (PRAB) reviewed and unanimously approved the minutes from December 16, 2015.

### CITIZEN COMMENT

None

### REGULAR BUSINESS

Councilor Joe Buck was appointed Council Liaison to the PRAB/NRAB board. Joe Buck addressed the board regarding the voting and approval process when merging two boards. The consolidation of the boards will be placed on the future Council agenda for approval on February 16. The changes require an ordinance for the code change, and a resolution to address how membership issues in the transition will be managed. Ordinances require noticing, so February 16 is the earliest the consolidation can come to Council. David Powell will be the author of the ordinance, and likely the resolution.

### **Parks, Recreation and Natural Resources Advisory Board Mission Scott Bullard and Nancy Gronowski, PRAB Co-Chairs**

Scott and Nancy presented the draft of the **Parks, Recreation and Natural Resources Advisory Board Description and Mission**

**Parks, Recreation and Natural Resources Advisory Board (PNAB)**

## **History**

In 1979 City of Lake Oswego created the Natural Resources Advisory Board (NRAB) and the Parks and Recreation Advisory Board (PRAB). In 2015 members of City Council looked at the feasibility of combining these advisory boards into a single advisory board whose mission includes parks, recreation and natural resources.

## **Advisory Board Creation and Composition**

Effective March 1, 2016, there is hereby created a Parks, Recreation and Natural Resources Advisory Board (PNAB) and the former NRAB and PRAB advisory boards are hereby dissolved.

The Board shall consist of seven (7) or nine (9) regular members appointed by City Council for staggered three-year terms, supplemental subcommittees as required, plus two (2) non-voting members under the age of 18 who shall be appointed by City Council for one-year terms.

All regular and youth members may be re-appointed to the Board by City Council to a second consecutive term. Regular members may be appointed to additional consecutive terms only in unique and special circumstances as determined by City Council.

## **Member Qualifications**

A majority of members shall be residents of the City of Lake Oswego. Any non-city members shall reside within the City's Urban Services boundary. City Council will work to ensure that membership is diverse in terms of education, experience and interest to ensure that all aspects of the Board's mission are adequately represented. Membership at all times shall include no fewer than two (2) members with education and/or vocational experience in natural resource management and/or landscape planning and design and/or park planning and management.

## **Mission**

The mission of the Park, Recreation and Natural Resources Board (PNAB) is to advise and assist City Council and Staff in the city-wide provision, operation, conservation and protection of the city's parks, open spaces, recreation facilities, community centers, programs and opportunities, natural resources and environmental quality for the health and well-being of the residents of Lake Oswego.

PNAB will consider and address the use, planning, acquisition, development, maintenance, and management of park lands and open spaces; and the policies and programs that meet community needs and preserve, restore and enhance natural areas including those that address surface water management, wildlife habitat, trees, tree groves, stream corridors, shorelines and ecologically distinctive natural areas.

## **Responsibilities and Duties**

Collaborate with City Council and City Staff on the following overall responsibilities:

- Encourage and promote community awareness of park, recreation, natural resources and the environment by various means; develop strong relationships with the various sports leagues, community organizations and the Adult Community Center; and work cooperatively with the Commission for Citizen Involvement and the various neighborhood and community organizations.
- Coordinate with other governmental and community organizations in park planning, use and programming, and on natural resource protection and enhancement.
- Monitor and communicate trends in local, regional and national recreation and natural resource protection and the needs of the public.
- Advise on acquisition, easements, donations, and land use actions to preserve and provide parks, open spaces, trails, bikeways, and natural resources.
- Advise on actions potentially affecting parks, recreation facilities, recreation programs and natural resources
- Establish citizen task forces and or advisory board sub-committees to address parks, recreation and natural resource planning and strategic issues, to review and update plans, and to provide detailed studies and reports on areas of new policy development.

Collaborate with City Council and City Staff on the following specific duties:

- Assist in development of periodic long range strategic plans, such as Parks 2025, regarding parks, recreation, and natural resource management and protection enhancement
- Prepare an annual set of goals with recommended time frames to implement those strategic plans that:
  - a) Identify and prioritize potential acquisition and development projects, maintenance programs, and recreational and wellness opportunities for all age groups
  - b) Identify and prioritize natural resource protection, environmental quality and ecosystems enhancement projects and opportunities that address broad natural resource issues on both public and private property within the City and Urban Service boundary.
  - c) Advocate for adequate budget and/or capital improvement funding for these projects.

- Dedicate one or more meetings per year to a discussion of plans and policies to protect, restore, and enhance the environmental quality within the Urban Service Boundary of the Comprehensive Plan, including conservation of natural resources and preservation and enhancement of the ecosystems, open space, and natural corridors.
- Assist city staff on management and maintenance issues, such as parks rules and regulations, City and School Board joint facility use agreements, specific recreational program offerings and program pricing, and any other relevant issues.
- Assist city staff in creating, approving, managing and monitoring specific park friends groups and their activities.
- Designate Lake Oswego Heritage Trees as provided in LOC 55.06.030.

**APPROVED**

**Parks, Recreation and Natural Resources Advisory Board Description and Mission** motion to approve as written with minor changes. The motion passed unanimously.

**PRAB-NRAB Goals**

**Scott Bullard, PRAB Co-Chair**

**2016 Goals for the Parks, Recreation and Natural Resources Advisory Board**

**2016 Goals for Parks, Recreation and Natural Resources (PNAB) Advisory Board**

**Goal 1 – Advocate and Support Implementation of the Parks Plan 2025**

**A. Support staff in the following Capital Projects**

1. L AMP Implementation: support implementation of Ag Plan and efforts of the Friends of Luscher Farm
2. Playground replacement
3. Park restroom replacement
4. Golf Course facility improvements
5. Use of Habitat Enhancement Fund money to improve natural resources
6. Assist with annual budget preparation and advocate for project funding

**B. Assist and advise on the following Planning, Policy, and Programming Projects**

1. Master Plans
  - Iron Mountain
  - Rassehk (continues in 2016-2017)
  - Woodmont Park
2. Work with School District on long-range facilities and asset planning/project management
3. Provide input to City of Lake Oswego on the Community Needs Survey
4. Major Facilities Recapitalization Standards and Asset Management Plan

**Goal 2 – Advocate for permanent offices and programming space for Parks and Recreation Dept.**

**Goal 3 – Participate in annual Friends Groups meeting**

**Goal 4 – Monitor, evaluate, and provide recommendations on policy updates related to parks properties, facilities, natural resources, and city environmental resource programs**

1. Review Planning, Engineering and City Manager’s plans and policies to protect, restore, and enhance the environmental quality within the Urban Service Boundary
2. Support the rewrite and comprehensive update of parks rules and regulations
3. Help create volunteer (community service) opportunities for district students and interested residents
4. Promote awareness of the City’s urban forest by:
  - Advocating for and assisting with an update of the State of the Urban Forest Report
  - Reviewing forestry management plans for individual park properties that qualify as “large forested lots”
  - Reviewing and approving Heritage Tree nominations and announcing new Heritage trees during Arbor Week
  - Reviewing the Tree Code revisions, including tree removal and mitigation policy
5. Increase environmental awareness and natural resource protection through outreach and education, such as Backyard Habitat and

**Goal 5 – Establish the Lake Oswego Parks Foundation**

1. Draft mission and objectives
2. Apply for 501(c) (3) status
3. Identify individuals in the community to lead and be members of the foundation

**Goal 6 – Monitor new Parks Recreation and Natural Resources Advisory Board**

Review status at six-months with Parks and Recreation staff and City Council

BOARD 2016 GOALS DISCUSSION

Goal 4.4: Citizen guest Diane Cassidy, Ad Hoc Tree Committee member addressed the board. She encouraged board members to review and respond before the audit of the code and mitigation policy goes to the planning commission and the City Council. The committee is set to meet regularly through spring of 2016 and is expected to make their recommendation to City Council by the June 2016 Council meeting. For more information go to website: <http://www.ci.oswego.or.us/planning/pp-15-0003-2015-tree-code-review>

David Barra put forth a motion that board members take sponsorship in goals that are in the interest of the individual. The motion will ensure that the goals are completed.

Kristen Gottlieb suggested that board members take a survey at a future meeting regarding goals that they want to own and sponsor.

Heidi Schrimsher proposed that after the goals are finalized that a spreadsheet of the goals be passed around at the board meeting to allow members to mark goals that each individual want to own and sponsor.

## **APPROVED**

**Parks, Recreation and Natural Resources Advisory Board** agreed to and approved the mission and goals as written after discussion and minor changes.

## **ACTIONS**

**The Boards & Commissions Summit is set for February 9, 2016. Representatives from PRAB and NRAB will have a solid draft of the 2016 board goals to present at the Boards & Commissions Summit on February 9.**

### **Parks Integrated Pest Management & Chemical use report**

#### **Jeff Munro, Parks Maintenance Superintendent**

- Jeff Munro presented to the board the annual integrated Pest Management & Chemical use report. Annually the Parks Maintenance Division reviews and updates the Integrated Pest Management (IPM) document utilizing establishes best management practices. The 2016 IPM document is now online on the City Website on the Parks & Recreation page under Plans & Projects (<http://www.ci.oswego.or.us/parksrec/parks-integrated-pest-management>). The goal is to utilize minimal inputs to have maximum effectiveness. Each year staff strives to find better avenues that environmentally and economically manage pests and continue to use safer practices. In 2012 the IPM manual was. The last 3 or 4 years there have been a few minor changes. Maintenance staff attend annual training and are certified.

IPM is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. The Parks Maintenance Division utilizes this best practice to thoughtfully control and eradicate noxious/invasive plant species that would otherwise out-compete native varieties. The treatment is to keep on top of mitigating weeds. They only spray if they have to. The IPM sets parameters of what chemicals are used. The IPM process first determines if a pest needs to be managed, and if so, how best to do it.

IPM uses effective, low risk strategies and practices. Management actions include cultural, physical, mechanical, manual, biological, and pesticidal. Licensed and trained Parks Maintenance Professionals often select a combination of methods (pesticide applications being the method of last resort) to manage specific pest populations on a case by case basis, with a goal of reducing reliance on pesticides.

Methods employed conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions, and organizations such as the Western Integrated Pest Management Center.

The Parks Maintenance Division is responsible for maintaining many Park sites throughout the City.

- 627 acres of City of Lake Oswego Parks Property (Maintenance by Parks Staff and Contractors),
- 190 sites (including some right of ways and water properties) approximately 60 acres of City Beautification sites (Maintenance by Parks Staff and Contractors)

### **Woodmont Park Master Plan.**

Ryan Stee, Parks planning and Natural Resources Manager addressed the board with information on the Woodmont Park Planning Process. The planning timeline was distributed to the board for review. It is a five-phase process with two planning tracks going on at the same time. These are an ecological and resource track and a master plan track. The master planning track includes up to six planning advisory committee meetings (PAC), three outreach periods, and adjacent neighborhood/board and commission meetings. Adoption of the process will go through the planning commission.

The PAC is comprised of boards and commission members, neighborhood members and professional staff. The PAC's purpose is to keep the process on track, report back to their respective groups, review the process and deliverables and assist with decisions on fringe topics. Staff will also provide regular check-ins with Planning Commission and City Council via staff report or in person.

The design will be an open process with natural resources park design choices. Ryan asked board members to consider volunteering as an alternate or member on the advisory committee. The committee will be involved in the design process.

Board member, Fraser Wick volunteered to be a member of the Woodmont Park PAC.

### **Information and update from Board Members and Staff**

#### **Ivan Anderholm - Department Update.**

- The deadline to reserve booth space at Farmers Market is February 24, 2016. Farmers Market is an opportunity for the board to reach out to the community. Discuss possible dates at next meeting.
- A short list of the internal (Parks and Open Space) Capital Improvement Plan for the next 6 years will be presented to the board for feedback.
- The Luscher Ag plan final draft is almost complete. There will be a period of input before it is finalized. The plan will be in conjunction with LAMP.

#### **On Going Actions:**

- **Propose to invite Friends groups to future PRAB meetings.**

### **ADJOURNMENT**

**The next scheduled meeting will be February 17, 2016 at Palisades (PAL), 1500 Greentree Road.**

Co-Chair Scott Bullard adjourned the meeting at approximately 8:25p.m.

Prepared by,

Dina Balogh, Administrative Support