



## PARK AND RECREATION ADVISORY BOARD

### MINUTES

October 21, 2015

Co-Chair Scott Bullard called the meeting to order at 6:15 p.m. Palisades Oswego Room

- Present:** Co-Chair Scott Bullard, Bill Gordon, Dave Barra, Mark Hoyt, Ryan Hubbard, and Youth Member Rhys Richmond.
- Absent:** Co-Chair Nancy Gronowski, Chris Stewart, Kristen Gottlieb-alternate and Council Liaison, Mayor Kent Studebaker
- Staff:** Jan Wirtz, Parks & Recreation Superintendent and Dina Balogh, Parks & Recreation Administrative Support.
- Guests:** Todd Van Rysselberghe, NRAB Co-Chair  
Joe Buck, Council Liaison, NRAB  
Rebecca Lumbantobing, NRAB Youth Member  
Kim Stott, Lake Oswego Parks Management Services, Contractor

#### APPROVAL OF MINUTES

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

#### CITIZEN COMMENT

None

Scott Bullard Welcomed New PRAB Youth Member, Rhys Richmond, and visiting NRAB Youth Member, Rebecca Lumbantobing. Rhys Richmond and Rebecca Lumbantobing introduced themselves to PRAB.

#### REGULAR BUSINESS

##### PRAB – NRAB Board Merger

##### Scott Bullard, PRAB Co-Chair.

Scott presented for discussion the proposed merger of the Parks and Recreation Advisory Board (PRAB) and the Natural Resources Advisory Board (NRAB). Scott welcomed Council Liaison to NRAB, Joe Buck and NRAB Co-Chair, Todd Rysselberghe. Joe and Todd proposed the merger as directed by City Council. The merged board would be concerned with Parks Natural Resources and Parks and Recreation. PRAB agreed the merger would be a positive move and liked the idea of the dual focus. PRAB would like the new board to be a good balance of interest and education. A suggestion was made that one board member have a financial background. Dave Barra suggested that not only have members who have a particular educational background or experience. But also accept board members who are valued for their interests too. Primarily an interest in being on the board.

Todd appreciated that the Parks department always listened to the concerns from NRAB. Combining the two boards makes sense. The PRAB and NRAB Mission statements are similar. The two boards also have similar interests. How many will be on the combined board. The look of the new board will be big at the beginning as the boards combine members. The number of members will be set in time through

attrition. Scott Lazenby is drafting the new board description. The next step will include both boards reviewing the draft of the board description before it goes to Council.

**Action:**

- **Feedback from PRAB members regarding merger.**
- **Review draft of new board description. (DRAFT will be emailed to PRAB and NRAB before November meeting).**
- **Align PRAB and NRAB 2016 goals.**

**Review PRAB Goals**

**Scott Bullard, PRAB Co-Chair.**

PRAB reviewed and discussed the goals that have been accomplished in 2015. While reviewing the 2015 PRAB Goals PRAB agreed to begin the process of drafting the 2016 Goals; hoping to have something by the November meeting. NRAB will be contacted through NRAB Council Liaison, Joe Buck to consider the PRAB, NRAB Goals 2016 drafts and how they align with one another.

PRAB Youth Member Rhys Richmond and Rebecca Lumbantobing, NRAB Youth Member presented as an addition to PRAB Goals the need for awareness of the teen lounge and volunteer opportunities that may help LOSD students meet their community service requirements for graduation.

PRAB asked that the PRAB and NRAB Goals would be emailed to the members to review and edit before the November meeting. PRAB members will give an update and status report at the next meeting. NRAB Co-Chairs will be included in the update. 2016 Goals will be on the November agenda.

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

- **Commission for Accreditation of Park and Recreation Agencies (CAPRA).** Parks and Recreation is working on a strategic plan for the department. Currently the department is working on efficiency and taking the next step on process improvement. With PRABs assistance and resources Parks and Recreation will be taking steps to achieve Commission for Accreditation of Park and Recreation Agencies (CAPRA). CAPRA recognizes park and recreation agencies for excellence in operation and service. Charged with providing high quality services and experiences, park and recreation agencies across the United States turn to CAPRA Accreditation as a credible and efficient means of achieving these goals, while providing assurance to the public that the agency meets national standards of best practice. CAPRA accredits departments and agencies that provide park and recreation programs and services. Parks and Recreation will be striving for the CAPRA accreditation in the next year and a half.
- **Parks and Recreation Department Rules and Regulations.** Kim Stott Lake Oswego Management Services contractor is working on shoring up Parks and Recreation Department Rules and Regulations of Park Property. The City of Lake Oswego Parks and Recreation Department has found through the course of managing safety, security and citizen interaction on park property over the past several years that the majority of existing parks rules have little to no ability for enforcement. There are many undesired behaviors or activities that are not addressed. Many of the rules are specific to a location or park amenity. Creating a new enforceable rule to address a given situation is a lengthy and cumbersome process.

The existing documentation for Parks Rules consist of:

1. Lake Oswego City Code – LOC which has incomplete coverage:
2. Park Rules and Enacted Resolutions which have incomplete coverage and in many instances, are location or amenity specific;
3. Park Guidelines which further explain Park Rules somewhat redundantly and are published as an external document rather than as an internal process management document.
4. None of the documents have the needed comprehensive coverage, none are organized for ease of understanding, and the existing rules and guidelines do not have language that differentiates between UNLAWFUL (enforced by City Code) and PROHIBITED (enforced by Park Policies and Regulations AKA Park Rules) behaviors and activities.

Actions that have been completed:

1. Research of 10 similar municipalities and park district rules, some of which are CAPRA award winners. Chose Bend as our model (most recent CAPRA award winner.)
2. Determining that the City is not aligned with most jurisdictions that allow for the creation of park rules by management staff. (Currently by City Council resolution only.)
3. Research into defining and outlining potential situations that would be affected by city code or park rule and categorizing the activities or behaviors that should be addressed.
4. Defining which of the rules are or are not/should or should not be covered by existing code or just created as a park rule enforceable by a **newly amended LOC 34.12.617 that would also allow the City Manager, Designee, or Parks Director to create an enforceable rule.**
5. Preparing a draft document of re-written or newly written Park Rules and Regulations for both PRAB and the City Attorney to review.

**Action:**

- **PRAB is asked to review the draft rules and offer suggestions for clarification, missing content, or any other feedback. (Draft was included in the October PRAB packet)**
- **Provide initial feedback via email to [lopms@ci.oswego.or.us](mailto:lopms@ci.oswego.or.us) no later than Thursday, November 5, 2015. The draft document will be updated and sent out for further review with the agenda for the November PRAB meeting.**
- **Once the document has passed with PRAB and the City Attorney, the department plans to present to City Council for approval. The department hopes this can occur at the December or January 2016 Council meeting.**
- **Master Fees Update.** Parks and Recreation Master Fees update for fiscal year 2015-16. The Master fee charges will be approved by the City Council in November or December. The biggest raise in fees will impact the Tennis Center in increased revenue.  
Recommended Changes:
  1. Tennis Center: Fees will increase for Drop In court fees, Seasonal fees and Package Play. The last increase in fees was in 2011.

2. Golf Course: Fees will increase slightly. Green fees and Driving Range Fees increase slightly. An Annual Pass fee will be added.
  3. Athletic Field User Charges: Natural and Artificial Turf field fees will add charges for evening lighting.
  4. Parks & Recreation and the Adult Community Center have streamlined room rental fees. Room rental fees were streamlined and are now consistent between Parks and the ACC.
- Dave Barra suggested the sign on the corner should include Palisades on the sign for those still looking for the school versus the Parks and Recreation center.

**On Going Actions:**

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

**ADJOURNMENT**

**The next scheduled meeting will be November 18, 2015 at Palisades (PAL), 1500 Greentree Road.**

Co-Chair Scott Bullard adjourned the meeting at approximately 8:30 p.m.

Prepared by,

Dina Balogh, Administrative Support