



PARK AND RECREATION ADVISORY BOARD

MINUTES

November 18, 2015

6:00 p.m. Friends Groups Quarterly Forum – Willamette Room

PRAB joined the Friends Groups Quarterly Forum as special guests. Babs Hamachek, Parks Stewardship Coordinator welcomed PRAB, NRAB and Parks Maintenance. The Forum agenda included the introduction of the pending Lilly Bay Pond and Hallinan Friends Groups. Lilly Bay Pond Friends Group and Hallinan Friends Group will be approved by City Council in January. Friends group leaders from Hallinan Heights, Iron Mt., Lily Bay Pond, Lusher Farm Rogerson Clematis, Springbrook, Southwood, Waluga and Woodmont gave a brief overview of the history, accomplishments and goals for the current fiscal year.

Co-Chair Nancy Gronowski called the meeting to order at 7:00 p.m. Palisades Oswego Room

Present: Co-Chair Scott Bullard, Co-Chair Nancy Gronowski, Bill Gordon, Dave Barra, Ryan Hubbard, Kristen Gottlieb-alternate, and Youth Member Rhys Richmond.

Absent: Chris Stewart, Mark Hoyt, and Mayor Kent Studebaker, PRAB Council Liaison

Staff: Ivan Anderholm, Director of Parks & Recreation, Jan Wirtz, Parks & Recreation Superintendent, Dina Balogh, Parks & Recreation Administrative Support, Ryan Stee Natural Resources Manager, Tom Mueller, Lake Oswego Golf Course Manager, Megan Big John, Parks Maintenance Crew Leader, and Jeff Munro, Parks Maintenance Superintendent.

Guests: Todd Van Rysselberghe, NRAB Co-Chair
Joe Buck, Council Liaison, NRAB
Heidi Schrimsher, NRAB
Ron Mathews, 50 + Board Member

APPROVAL OF MINUTES

The Park and Recreation Advisory Board (PRAB) reviewed and approved the minutes from October 21, 2015.

CITIZEN COMMENT

None

OLD BUSINESS

New Parks Rules 2015 2nd Draft.

Ivan Anderholm, Director of Parks & Recreation

Ivan gave a brief overview and background of the current park rules. The Park Rules and Regulations were found in three different documents. One document was acted upon by the City Council and approved by Council. The second document was reviewed by PRAB but never enacted. The third document included administrative policies. The project to clean up and combine the three documents into one clear and comprehensive document included looking at the last few years of rules and policies. The timeline of the project included review and approval from David Powell, Lake Oswego City Attorney. The number one change in the new document will be the authority in rulemaking. The City Manager and

or the Director of Parks and Recreation or designee will have the authority to make exceptions to rules and regulations. The City attorney is looking at the rules referenced by city ordinances to verify that the rules can be enforced. Past problems that came up were operational issues that did not have ordinances to enforce them. City officials and police did not have the authority to enforce rules. If a citizen challenges a rule a process/mechanism will be in place. The Director of Parks and Recreation has the authority to make a rule, which will then need approval from the City Council. The Director and City Manager will have the authority to make exceptions. PRAB was asked to look at the Draft and make comments. Past comments were included in the 2nd draft. Final draft will be presented to PRAB after review and approval from City Attorney David Powell.

REGULAR BUSINESS

PRAB Goals Update

Parks & Recreation Management Team – Goal 1 update year to date.

Goal 1 – Advocate and Support Implementation of Parks Plan 2025

- Support staff in developing the following Capital Projects (Park Plan 2025 recommendation #)

1. Implementation of LAMP (2.2) – Ryan Stee, Natural Resources Manager started working on the Ag plan. A consultant was secured last year to make recommendations. Additional recommendations have been received from the Friends of Luscher Farm. Timeline is to have an initial draft of the Ag plan in late January. The design will be presented to PRAB for comment.

2. Implementation of small exercise equipment (FIT Spot) installation in parks (2.8) – Installment and grand opening in June of the first Fitspot at West Waluga. Parks and Recreation have received positive comments from public users. The Fitspot is constantly being used by all ages. Parks and Recreation has programmed successful and popular classes at the park.

3. Playground replacements at Greentree, West Waluga Parks (2.1) – Jeff Munro, Parks Maintenance Superintendent told PRAB that two playgrounds have been replaced in 2015, East Waluga Park and Greentree Park. Playground replacement program is in place. Two or three playgrounds will be replaced in the next couple of years. All city playgrounds will be replaced in 12 to 15 years. Jeff told PRAB that playground equipment should be replaced every 15 years. All playground equipment in city parks are inspected monthly. Four certified playground inspectors are on Parks Maintenance staff.

4. Facility repair at West Waluga, Westlake Parks (2.1) - Facility repairs in last year include repairs and upgrades to the East Waluga Park and Westlake snack shacks. Snack shacks had connections and pipes replaced to the sewer system. Irrigation pipes that were old were replaced. ADA signage was replaced at both parks. Currently the baseball field net at West Waluga is being replaced, repaired and maintained. Parks maintenance is implementing a new lighting system. Adjustment of lights coordinated programs with PGE has saved in electrical cost. Maintenance to irrigation at Lakeridge Jr. High baseball field is currently being replaced because of leaking valves. A couple of the older park restrooms need to be replaced because of ongoing maintenance calls due to overflowing plumbing.

5. Short game practice area at the Golf Course (2.8) - Tom Mueller LO Golf Course Manager for 10 years. The new Short game practice area encompasses and compliments the whole facility. The gains in the short game practice area have been reinvested into the Golf Course. The majority of the green sits on the first tee. The first tee was shifted to accommodate the practice area. Customers like the adjustment. Activity in the area has increased. A sign was placed on the fence on the perimeter of the practice area to honor retiree Dave Gabriel's many years of service to the city and the golf course; the sign reads Gabriel's Green. The second phase of the project was to clear and make a straighter path on the practice green to allow golfers to see where their golf balls land. Aged lights were replaced and new heaters were installed to encourage and allow more night time play. The quality of golf balls have been improved. Range numbers have increased by 23%. The return on the investment in

improvements has recovered half of the investment in the first year. The end of the next fiscal year should see the investment paid in full. The Golf Course is sustainably financially stable moving forward due to the improvements. The project has been successful.

- Assist with the following Planning, Policy and Programming Projects (Park Plan 2025 recommendation #)

- 1. Iron Mountain Master Plan development (4.3, 4.5) tied to & funded by SDC Project –**
In contract with a consultant. Will be meeting in December to plan timeline and dates. Design in late January early February. 75% done with all the background review.
Funding for the restoration design has been found. Presently writing the contract with ESA Vigil-Agrimis.
- 2. Rassehk Master Plan development (3.1) tied to & funded by SDC Project -** Will be postponed to late 2016 – 17 due to funding and capacity.
- 3. Woodmont Park Master Plan development (1.1, 3.1) tied to & funded by SDC Project -**
Woodmont Park will move forward with standard planning model used in the Iron Mountain Master Plan. Three consultants have applied. Interviews will start soon.
- 4. Major Facilities Recapitalization Standards, Plan and /Asset Management Plan (2.1, 4.1, 4.2) –** Is currently an outline encompassing all of the current properties.
- 5. Establishing Team Sports Advisory Committee, Ad Hoc to PRAB (2.8) –** Ivan Anderholm had conversations with representatives from team sports groups. A discussion with the groups involved what and if reconvening the group would look like and what the purpose of the group would be. There should be a specific purpose established for the advisory committee.
- 6. Establishing long term space, programming, and staffing needs for Recreation Programming (3.7)** Establish long term space for rec programming. The move to PAL, reevaluate and continue to reevaluate what Parks and Recreation needs are since the move to PAL. Short term needs during the 3 year lease of Palisades has been accomplished. Manager’s office and Council will establish a long term plan. The School district will be the determining factor with the facility use and future plans. Option 1: Look at property the school district will be liquidating. Option 2: Look at Administrative Offices at City Hall or satellite offices. Also looking at acquiring possible property for future development.
- 7. Developing a Sports Field Level of Service (2.8) -** An outside consultant has been hired to establish what needs to be done and what is available to bring playing fields up to playing standards.
- 8. Developing a Public Wellness Initiative (4.6) –** 2015 Highlights

1. 2015 Program and Promotion Review
 - a. Website and Program Framework began in Jan. 2015
 - b. Recruited and coordinated programming with Partners, promoted with Street Banner in April, and a promotion piece in LO Review in conjunction with Farmers Market Opening
 - c. Passport to Fun Program- promoted in Summer Activity Guide April 2015, with over 8000 Passports, and distributed over 1500 wristbands
 - d. Living Well in LO Booth at 15 events
 - e. 7 gift card winners for Passport Program, May through November
 - f. Social Media recap, 1800 Facebook Followers, 3250 Twitter Account Followers with 92 engagements, 600 Instagram Followers with 1400 post likes and 45 comments
 - g. 6 Neighborhood Groups at meetings to promote initiative
2. Partnership
 - a. New Seasons
 - b. KIND
 - c. The Springs at Carman Oaks

- d. Lake Oswego Review
- e. Lake Oswego School District
- 3. 2016-2017 program direction is promotion of one or two dimensions per month.
 - a. January- Physical Wellness through Parks & Recreation
 - b. February- Partnering with LO Library to promote Intellectual Wellness with LO Reads Program – Salmon Bake at Palisades.
 - c. March Environmental Wellness with Parks & Recreation Stewardship Opportunities
 - d. April- Partnering with Planning Dept. for Arbor Month
- 4. 2016 Outreach
 - a. Instagram Photo Contest Jan. 1-April 30th
 - b. Lakewood Women’s Club Luncheon Presentation in January

Goal 2 - Develop a framework for PRAB interaction with other Advisory Boards and Friends Groups (4.3, 4.6)

Goal 3 – Monitor, Evaluate, and Provide Recommendation.

- Sensitive lands – accomplished
- Tree code – Were able to work out with planning that the forest tracts are publicly owned. Will take on the project with the planning department. Forestry plan needs to be developed. Responsible for developing the plan. Work with Planning Dept to see what the requirements are.
- North Stafford Hamlet- Continue to monitor conversations with the city. They won’t apply for new boundary until the cities resolve issues.
- Municipal Golf Course – Moving in right direction. Business plan will be worked on by Ivan and Tom. Emphasis on higher level of profit.

Goal 4 – Explore the Establishment of a Lake Oswego Park Foundation

- Ongoing. Nancy Gronowski suggested that a member of NRAB would be a valuable addition in establishing the foundation.

Goal 5 – Ongoing.

- Invasive Species– A report will go before Council in December. The Report will be presented to PRAB.
- Watershed – Ongoing. Ivan will be meeting with Ann McDonald in Planning to discuss the restoration project.
- Urban Forest and habitat restoration program. HEF will ask the planning department to present to the board in January or February. Scott Siegel in Planning will be leading a training with Parks staff, Megan Big John, Jeff Munro, Ivan Anderholm and Ryan Stee the second week in January.

New Board Description Draft

Ivan Anderholm, Director of Parks & Recreation

Members of PRAB, Nancy Gronowski and Scott Bullard and NRAB, Todd Van Rysselberghe and Heidi Schrimsher met with Ivan Anderholm and Council Liaison Joe Buck to discuss the creation of a new advisory board combining PRAB and NRAB into one cohesive board that will combine the mission and goals for Parks and Recreation and Natural Resources. Members in attendance made a decision to start with a mission for the new board. City Council will decide how the group will be ordered. The approval of the new board will come before City Council February or March.

PRAB – NRAB Goals

Scott Bullard, PRAB Co-Chair

Scott proposed that the board look at a draft of the new goals at the December board meeting. The new advisory board needs to include all of what the new board mission and goals encompass for Parks and Recreation and Natural Resources.

Information and update from Board Members and Staff

- Budget Outline due in February. The budget for 2016 – 17 is already started as a baseline. Bring to PRAB to discuss how to strategically move forward with budget projections.

- Ivan received information regarding a conservation easement off of Atwater. Ivan will be meeting with Columbia Land trust the first week of December. The easement is currently held by Columbia Trust who would like to transfer it to the city. Currently property near the WEB for sale has a purchase agreement with the city. Ivan would like to propose that the purchase agreement of \$450 thousand will be used to purchase and fund the easement property currently in a family trust. Ivan will be working with Metro on strategies and funds to work with property owners to create easements and instill a positive outcome that citizens agree with. City Councilor, Jeff Gudman is an advocate of the complete trail along the Willamette River.

- Winter/Spring Catalog is complete and will be sent to homes the first week in December. Programs and participation has increased at PAL. Palisades is busy with activities filling the building during the day and the evening. Lake Oswego Community Rowing (LOCR) and Lake Oswego Youth Basketball (LOYTBA) use the building almost every night.

On Going Actions:

- **Propose to invite Friends groups to future PRAB meetings.**
- **PRAB members, Nancy Gronowski and Bill Gordon will attend the Chamber of Commerce’s Leadership LO program starting at 8am on December 17. Discussion: “Boards that make a Difference”.**

ADJOURNMENT

The next scheduled meeting will be December 16, 2015 at Palisades (PAL), 1500 Greentree Road.

Co-Chair Scott Bullard adjourned the meeting at approximately 8:39 p.m.

Prepared by,

Dina Balogh, Administrative Support