



Park & Recreation Board (PARB)

March 18, 2014 [**Note the new date for March**]

7:30 AM

City Hall, 2nd Floor Conference Room

10722 SE Main Street

Type of meeting:	Regular
Attendees:	Mart Hughes, Bob Cooper, Lisa Gunion-Rinker, Ray Harris, Lisa Lashbrook; Christie Schaeffer, Lynn Sharp, Councilor Mike Miller, Steve Butler (City Staff Liaison), and Jeroen Kok (NCPRD Staff Liaison)
Please read & bring:	February 25, 2014 Meeting Minutes, Spring Park Grant Support Letter dated 1/23/13, and PARB Update Materials from 6/4/13 Council meeting

Meeting Agenda

Topic	Lead	Time	Action
Call to Order	Chair	2	
Approve February 25, 2014 Minutes	Chair	5	Motion
Review Items			
• Update on Spring Park Restoration Project	Burns	20	
• Review of 2013 PARB Report to Council	Butler	15	
• Minthorn Wetlands Area (<i>including Signs</i>)	Butler	10	
• Four Parks Master Plan RFP - Schedule	Kok	5	
Officer Elections	Chair	10	Motion
Project Updates (<i>including Riverfront Park</i>)	Butler	10	
Upcoming events (<i>including the annual PARB Presentation to the City Council on 5/20/14</i>)	Butler	5	
Adjourn	Chair		Motion

City of Milwaukie
Milwaukie Park and Recreation Board (PARB)
MEETING MINUTES
Milwaukie City Hall
Tuesday, February 25, 2014
7:30 a.m.

Members Present: Mart Hughes, Bob Cooper, Lisa Gunion-Rinker, Ray Harris, Mike Miller, Christie Schaeffer, & Lynn Sharp; Steve Butler (City Staff Liaison)

Absent: Lisa Lashbrook

Visitors: None

Minutes

Member Sharp noted that her question (asking if North Clackamas Parks & Recreation District maintains a list of tax delinquent properties for potential open space use) was not included in the 1/26/14 minutes, and she asked that the minutes be amended to include it. The minutes from the November 26, 2013 and January 28, 2014 (as amended) meetings were approved, 7-0.

Parks and Open Space Guiding Principles

Mr. Butler explained how he had written the latest set of revisions to conform to the comments made by the PARB at its January 28, 2014 meeting. **Member Sharp** moved to adopt the Parks and Open Space Guiding Principles, with a second from **Member Schaeffer**; motion passed, 7-0.

Friends of Minthorn Wetlands Area

Chair Hughes stated that the Minthorn (pronounced "Mint-Horn") wetland is a result of the filling done during the development of the Milwaukie Marketplace site. He said that there was originally a volunteer maintenance that had reduced its activity in recent years, but that a Milwaukie resident (Michael Pinker) was interested in restarting a "Friends of Minthorn" group. **Chair Hughes** stated he noted a problem with parties and perhaps transients when he went out recently on a site visit, and asked if "no camping or partying" signs could be installed. **Member Cooper** felt that cleaning out the trash a few times might be needed to discourage inappropriate use. **Chair Hughes** pointed out that there are two issues: a "human use" issue and a "resource management" issue.

Member Harris said that the homeless need a place to stay, but that Minthorn is not necessarily the right place for them. **Member Gunion-Rinker** pointed out that the human use aspect reinforced the need for a "Friends" group. **Chair Hughes** expressed the opinion that homelessness is an important social issue, but outside the scope of the PARB. **Chair Hughes** said that, while signs might be an important feature, planting of additional vegetation and construction of a fence should also be considered to protect Minthorn wetlands from negative human impacts.

The topic of beavers in the Minthorn wetlands was then raised by **Chair Hughes**, who stated that the beavers' presence has had a positive effect on the wetlands. **Mr. Butler** reported that the beaver dams have caused water to flood over 37th Ave. **Chair Hughes** pointed out that there was a gate near the beaver dam that can be used to regulate water levels. **Member Cooper** added that the beavers were causing some of the trees to be felled. **Chair Hughes** clarified that those trees had been planted by the original citizen maintenance group for the express purpose of being used by future resident beavers. **Member Cooper** said there was still a need for restoration of the vegetation within the wetlands buffer, including trees.

Member Cooper asked how far along was Mr. Pinker in forming the "Friends of Minthorn" group, and that individual PARB members might be interested in joining that group. He also suggested that Mr. Pinker make a presentation to the Hector Campbell NDA.

Mr. Butler said he would talk with the Police Chief and other City staff to discuss what is currently being done and identify potential future actions. He will also find out how closely the Wetlands Conservancy and City staff works together.

Four Parks Master Plan RFQ

Mr. Butler relayed that he would be meeting on February 26 with Jeroen Kok, NCPRD staff person, to review the suggested revisions to the RFQ.

Project Updates

Mr. Butler provided an update about the Riverfront Park project. He said that the valuation of the access easement had been the subject of intense negotiation between WES and the City, and that it appeared that both parties were ready to settle on a payment of \$63,200 to be paid out over three years; Council will consider this issue at its 2/25/14 meeting. He also mentioned that the Milwaukie Garden Club is still interested in the installation of a Blue Highway Memorial Parkway within the Riverfront Park, along McLoughlin Boulevard.

Upcoming Events/Adjournment

Mr. Butler mentioned that the PARB annual report to the City Council is scheduled for 5/20/14, with the PARB asking that it be put on the next meeting's agenda. **Member Sharp** suggested that the PARB develop a vision statement with its work plan. Given that the next regularly scheduled meeting date would be during Spring Break, **Member Sharp** moved, with a second from **Member Harris**, that the next meeting date be changed to March 18, 2014; motion passed, 7-0. **Member Cooper** then moved, with a second from **Member Harris**, to adjourn the meeting; motion passed 7-0.



January 23, 2013

Mary Rose Navarro
Nature in Neighborhoods Capital Grants Program
METRO
600 NE Grand Avenue
Portland, OR 97323

Dear Ms. Navarro:

The City of Milwaukie Park and Recreation Board is excited to hear that Phase II of the Spring Park Master Plan has moved forward to the application phase of the Nature in Neighborhoods grant program.

The Park Board and City staff have advocated for the enhancement of the natural area at Spring Park for many years. We guided the development and adoption of the master plan for the Park. We guided the design and construction of the Phase I pocket park on the site. And, more recently, we have provided District staff with guidance and input on the development of the Phase II plan and have encouraged the submittal of grant applications to bring it to completion.

We heartily support this project and feel that it will significantly enhance the wetlands and open space in Spring Park. As the main pathway to Elk Rock Island, Spring Park hosts many visitors each year and the proposed improvements will enhance users' experience of the site while protecting valuable natural areas.

Thank you for your consideration of this very important project!

Sincerely,

Mart Hughes
Chair, Milwaukie Park and Recreation Board



Agenda Item: PARB
Update
Meeting Date: 6-4-2013

COUNCIL AGENDA ITEM SUMMARY

Issue/Agenda Title: Parks and Recreation Board Update

Prepared By: JoAnn Herrigel, Parks and Sustainability Director

Dept. Head Approval: Steve Butler, Interim Community Development Director

City Manager Approval:

Reviewed by City Manager:

ISSUE BEFORE THE COUNCIL

City Council meets with all boards and commissions each year to discuss their current and proposed work plan. The Parks and Recreation Board (PARB) last met with City Council in June 2012. A summary of the Board's work over the past year and a proposed list of tasks for 2013-14 are attached for Council's information. Board members will discuss their work further at the June 4 work session.

STAFF RECOMMENDATION

None.

KEY FACTS & INFORMATION SUMMARY

The Parks and Recreation Board currently has five active members (one vacant seat and one previous member applying for reappointment) and meets monthly on the fourth Tuesday of the month.

OTHER ALTERNATIVES CONSIDERED

Not applicable.

CITY COUNCIL GOALS

PARB work plan tasks impact Council Goals 2 - Complete Riverfront Park and Council Goal 11 – Seek Tree City USA Status and develop a tree protection ordinance.

ATTACHMENT LIST

1. 2013-14 Work Plan
2. PARB Bylaws

FISCAL NOTES

Not applicable.



To: Mayor and City Council

Through: Bill Monahan, City Manager
Steve Butler, Interim Community Development Director

From: JoAnn Herrigel, Parks and Sustainability Director

Subject: Parks and Recreation Board Update

Date: May 21, 2013

ACTION REQUESTED

None. Council guidance and input requested only.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

June 2012: Members of the Parks and Recreation Board (PARB) met with Council at a work session to discuss their 2012-13 work plan.

BACKGROUND

The 7-member Parks and Recreation Board meets monthly on the fourth Tuesday at 7:30 am. The current chair of the Board is Mart Hughes and the Vice Chair position is open. The staff liaison for the Parks and Recreation Board is JoAnn Herrigel.

Over the past year, Board tasks included:

- Attending each neighborhood association to provide an update on the PARB's work plan, answer questions raised by neighbors and carry concerns and ideas back to the Board for consideration;
- Visiting each of the City's parks to identify maintenance needs and report to the PARB on general park conditions (issues raised were forwarded to the Park District for action);
- Reviewed and provided input on the revised Wichita Park master plan, the management plan for Spring Park and the master plan for the north side of North Clackamas Park; and
- Participated in meetings and interviews related to the Park District's Master Plan update.

The Board is proposing to carry over many of their 2012-13 goals to 2013-14. However, the following items were added or modified at the Board's April 23 meeting:

- The group will provide input, but not guidance, on the Riverfront Park completion (Riverfront Task Force to guide this park process);
- Review the park naming rules
- Monitor progress and provide input on City projects such as Kellogg for Coho and pursuit of Tree City USA status

CONCURRENCE

The Parks and Recreation Board voted to forward this work plan to Council.

FISCAL IMPACT

None.

WORK LOAD IMPACTS

None

ALTERNATIVES

Not applicable.

ATTACHMENTS

1. 2013-14 Work Plan
2. PARB Bylaws

**City of Milwaukee
Park and Recreation Board**

Report on 2012-13 Work Plan

- Participate in development of the NCPRD Master Plan and CIP update
Staff and a few Board members attended open houses and small group meetings as part of the Master Plan update process. District staff attended the Park Board twice during the year to provide the group with Master Plan process updates
- Develop acquisition strategy for the City and map of target sites
The Board did not begin this task in 2012-13 but plans to work on it in 2013-14.
- Monitor administration of intergovernmental agreement with NCPRD and provide guidance on amendments as necessary
No amendments to the intergovernmental agreement were required during this year.
- Park board members to attend each of the seven NDAs to discuss Park Board work plan and answer questions about the Board and Parks issues
Board members attended all seven neighborhoods and brought back questions and concerns to staff and the Board.
- Provide staff with input and guidance regarding maintenance, design and development of Milwaukee Riverfront Park (Klein Point to be constructed in June/July 2012)
Regular – on-going.
- Monitor park maintenance levels and provide District maintenance staff with input on an on-going basis. This includes Board site visits to each City park and reports back on needs, raves and ideas.
Completed – all parks visited and maintenance concerns passed on to District staff.
- Review City's Park rules in 2012-13 and provide staff with guidance on enforcement of these rules at all City Parks
The Board did not begin this task in 2012-13 but plans to work on it in 2013-14.
- Provide letters of support for grants for City Park projects
Regular – on-going
- Monitor the development of Community Gardens in the City
Community garden development in the City to date has been organized by volunteers from the community and has not been coordinated by City staff or the Park Board. Garden efforts by Milwaukee Community Gardens and

the Hector Campbell NDA have been monitored, but not directed or guided, by the Park Board and the staff liaison.

- Review all development plans affecting City parks that are referred to the Board **Spring Park management plan, the north side master plan for North Clackamas Park and the revised master plan for Wichita Park was reviewed by the Board.**
- Monitor progress and provide input into City projects such as Kronberg Park design, Spring Park management plan, and Wichita Park design and development
The City's parks priorities were reinforced through testimony, survey submittals and work group participation as part of Park District Master Plan update process.
- Other

Provided Council with comments on Kellogg For Coho

At the December 2012 Park Board meeting, the Board discussed the Kellogg For Coho project status. The Board expressed their support for the City's continued support of the Kellogg for Coho project and their hope that Council would pursue a formal agreement with Wildlands.

Reviewed and discussed tree programs

At the Board's January 2013 meeting, the staff liaison presented a summary of four public tree programs being implemented by local jurisdictions in Oregon. These programs included: Heritage Tree Programs, Tree City USA, Friends of Trees and Tree Ordinances. The Board suggested that staff discuss these options with Council further before moving forward with any one tree program for the city.

**City of Milwaukie
Park and Recreation Board**

Proposed Work Plan for 2013-14

- Participate in development of the NCPRD Master Plan and CIP update.
- Develop an open space acquisition strategy for the City and map of target sites.
- Review City's Park rules in 2012-13 and provide staff with guidance on enforcement of these rules at all City Parks.
- Monitor administration of intergovernmental agreement with NCPRD and provide guidance on amendments as necessary.
In 2011-12, the City transferred park utility payment responsibility to the Park District. The Intergovernmental agreement should be amended to formalize this responsibility. This task is proposed to be completed in 2013-14.
- Park board members to attend each of the seven NDAs to discuss Park Board work plan and answer questions about the Board and Parks issues.
- Provide staff with input regarding maintenance, design and development of Milwaukie Riverfront Park (Boat facilities and northern park elements to begin construction in June 2014.)
- Monitor park maintenance levels and provide District maintenance staff with input on an on-going basis. This includes Board site visits to each City park and reports back on needs, raves and ideas.
- Provide letters of support for City park grants.
- Monitor the development of Community Gardens in the City
The Park Board will continue monitoring community garden efforts in the City and has expressed interest in possibly assisting with the proposed City Hall demonstration garden as well.
- Review all development plans affecting City parks that are referred to the Board.
- Monitor progress and provide input into neighborhood park projects including Kronberg Park design, Spring Park management plan, and Wichita Park design and development.
- Monitor progress and provide input into City projects such as Kellogg For Coho and the pursuit of Tree City USA status.

Bylaws Milwaukee Park and Recreation Board

Article I

This Board was established by ordinance # 1696, a copy of which is attached.

Article II

- 1) Membership consists of seven regular members
- 2) Members must attend all meetings or notify the Board Chair or staff of absence prior to next regularly scheduled meeting. Frequent absences by a member will be reviewed by the Board and brought to Council's attention when deemed necessary.
- 3) Four members must be present, for motions to be voted on

Article III

- 1) Officers are Chairman and Vice Chairman
- 2) Chairman presides over the meetings following informal parliamentary procedure outlined in Roberts Rules
- 3) The Chairman works with the staff liaison to develop meeting agendas
- 4) The Vice Chair presides over the meeting in the absence of the Chairman
- 5) Staff liaison takes and prepares minutes of each meeting, keeps attendance records and posts minutes and agendas on the City's web site.
- 6) Meeting agendas shall be distributed to the Board 3 days before the meeting.
- 7) Meeting minutes shall be distributed to Board members within 7 days after a meeting.

Article IV

- 1) Elections will be held previous to the annual work session with City Council, which will be scheduled for June. Candidates will be nominated from the floor. If there is more than one candidate, a vote will be taken by secret ballot. The candidate receiving the highest number of votes wins.
- 2) Each successful candidate assumes office on the first day of the month following the election. He/she serves until successor is installed.
- 3) In the event an officer vacates an office before the end of his/her term, an emergency election will be held to complete the term.

Article V

- 1) Regular meetings will be held each month.
- 2) Special meetings may be called by the Chairman or two members
- 3) Regular meetings may be cancelled if approved by four or more Board members.

ORDINANCE NO. 1696

AN ORDINANCE OF THE CITY OF MILWAUKIE, OREGON, AMENDING ORDINANCE NO. 1452, SECTION 2 CODIFIED AS MUNICIPAL CODE SECTION 2.12.020 AND REPEALING ORDINANCE NO. 1555; ALL PERTAINING TO PARKS AND RECREATION COMMISSION MEMBERSHIP APPOINTMENT.

WHEREAS, Section 2.12.020 generally defines the qualifications of commission members and states that a majority of the members must be city residents; and

WHEREAS, on June 5, 1990, the City Council adopted Resolution No. 18-1990, authorizing the City's inclusion in the North Clackamas Regional Parks and Recreation District; and

WHEREAS, voters approved the formation of the District in the November, 1990 General Elections; and

WHEREAS, the area within the Milwaukie City limits has been designated as one of the neighborhood groups within the district and as such will participate in the District as an advisory group; and

WHEREAS, the City of Milwaukie desires the advisory group to fully represent the needs of its residents; now therefore,

THE CITY OF MILWAUKIE DOES ORDAIN AS FOLLOWS:

Section 1. The first sentence of Section 2, Ordinance No. 1452 codified in Section 2.12.020 of the Milwaukie Municipal Code is amended to read as follows:

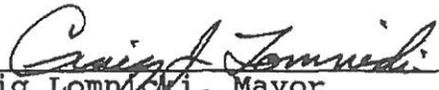
The commission shall consist of seven members appointed by the council, all of whom must be city residents.

Section 2. Ordinance No. 1555, adopted November 1, 1983, amending the first sentence of Section 2, Ordinance No. 1452, and codified in Section 2.12.020 of the Milwaukie Municipal Code is hereby repealed.

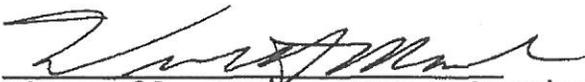
Read for the first time on February 5, 1991, and moved to second reading by unanimous vote of the City Council.

Read the second time and adopted by the City Council on February 5, 1991.

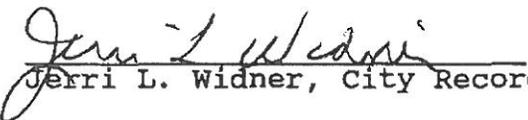
Signed by the Mayor on February 5, 1991.


Craig Lomnycki, Mayor

APPROVED AS TO FORM:


O'Donnell, Ramis, Crew & Corrigan

ATTEST:


Jerri L. Widner, City Recorder