

**City of Milwaukie**  
**Milwaukie Park and Recreation Board (PARB)**  
**MEETING MINUTES**  
**Milwaukie City Hall**  
**May 20, 2014**

**Members Present:** Bob Cooper (Chair), Lisa Gunion-Rinker (Vice Chair), Ray Harris, Lisa Lashbrook, Mike Miller, Christie Schaeffer, & Lynn Sharp.

**Absent:** None.

**Staff/Visitors:** Steve Butler (City staff liaison) and Jeroen Kok (North Clackamas Parks and Recreation District staff liaison)

Minutes

The minutes from the April 22, 2014, meeting were unanimously approved, upon a motion by **Member Harris** and a second by **Member Sharp**.

Review of the 2014 PARB Report to the City Council

Most of the meeting was focused on finalizing the report on the PARB's activities during the past year and the 2014-15 PARB Work Plan (see the attached documents – Attachments A and B). When reviewing the task about identifying new open space sites, **Member Sharp** asked if NCPRD had reviewed the County's list of tax-acquired properties. **Jeroen Kok** said that NCPRD staff had reviewed the County's list, but none of the parcels were suitable for open space or park use. **Chair Cooper** suggested that the PARB review the County's list, as well as looking at the City's vacant parcels, on an annual basis.

Minthorn Wetlands Area

**Mr. Butler** reminded the PARB that they had indicated an interest in having one or two signs installed along the edge of the Minthorn wetland area to inform the public about appropriate behavior and use of that natural resource area. His plan will be to have some proposed sign language, indicating hours of entrance and behavioral rules, ready for review at the next PARB meeting.

Update on Four Parks Master Plan RFQ

**Mr. Kok** reported that Statements of Qualification (SOQ) had been submitted by five consultant teams – Cardno, Greenworks, JD Walsh, Lango-Hanson, and Natural Systems Design. The evaluation criteria were: (1) Content; (2) Understanding; (3) Experience and References; and (4) Capability. The SOQs were reviewed by a review panel made up of Jeroen Kok & Katie Dunham (NCPRD); Lynn Sharp (PARB), and Steve Butler (City of Milwaukie). The panel narrowed the list down to two consultant teams, whom were interviewed by the panel. One consultant team was selected, references were then checked, and the County's purchasing department will be finalizing the details.

**Mr. Butler** mentioned that the issue of conducting a master plan for Kronberg Park (vs. a concept plan) was discussed during the interview stage. He said that there are still a lot of

“moving pieces” regarding Kellogg dam removal, so he felt that it made sense to focus on the upland portion of Kronberg Park and that the end product should be “grant worthy.” **Member Sharp** concurred that the focus should be on the upland area, and the transition area can be the focus of Phase 2. **Member Gunion-Rinker** agreed that the master plan should be one that is grant worthy. **Councilor Miller** said that the City has been in the same place for a number of years regarding Kronberg Park; he said the project should concentrate on the upland area above the natural features of Kellogg Lake and involve the citizens in considering options. **Chair Cooper** indicated that appeared to be the consensus position of the PARB.

#### Divvying Up the Parks Maintenance Visits

The PARB members created a site visit list by deciding which PARB member would visit each park in Milwaukie (see the attached list – Attachment C). The site visits are intended to assess the maintenance needs of each park, both at the beginning of the season and at the end.

#### Upcoming events

The PARB presentation to the Council will be on June 3, starting around 5:30. **Chair Cooper** agreed to make the presentation, and asked that the other PARB members attend if possible. The next PARB meeting will be on June 24. **Member Gunion-Rinker** said that the Ardenwald/Johnson Creek NDA will be having a plant sale fundraiser for Balfour Park on June 7 and 8, 11 a.m. to 4 p.m.

#### Next Steps/Adjournment

**Member Harris** moved, with a second from **Member Gunion-Rinker**, to adjourn the meeting; motion passed 5-0.