

City of Milwaukie
Milwaukie Park and Recreation Board (PARB)
MEETING MINUTES
City Hall Conference Room
May 24, 2016

Members Present: Lisa Gunion-Rinker (Chair), Lisa Lashbrook (Vice Chair), Lynn Sharp (Treasurer), Linda Blue, Ben Johnson, and Andrew Craig

Members Absent: Erin Willett Holcomb (Secretary)

Staff/Visitors: Clare Fuchs (City Staff Liaison), Tonia Burns (NCPRD Natural Resource Coordinator), Amy Aschenbrenner (City Staff)

Welcome and Introductions

Chair Gunion-Rinker called the meeting to order.

Review & Approve March and April 2016 Minutes

Treasurer Sharp moved to approve the March & April minutes with minor corrections, **Member Blue** seconded, and motion passed unanimously.

Park Visit Reports

Chair Gunion-Rinker reported Triangle Park and Ardenwald Park looked great, but Balfour needed another ivy cleaning day.

Member Blue reported that near the wheelchair accessible area at Furnberg Park, there was a space people drink. Maintenance crews were onsite and noted their main job there was to clean up bottles.

Member Craig reported Bowman/Brae Park trees and the fence looked okay. The park did not get a lot of use, but was clean. Standing water was an issue in the winter months.

Ms. Fuchs discussed a citizen complaint about trees on the north side of Water Tower Park.

Member Johnson reported American Disabilities Act (ADA) concerns at Century Park. **Ms. Burns** noted North Clackamas Parks & Recreation District (NCPRD) had an ADA plan. **Member Johnson** also noted low woodchips, weeds, swing belts that may need to be replaced, and a large tree leaning towards the playground that may cause problems. He would look at the Water Tower Park trees during his visit.

Member Blue added there were low woodchips in Furnberg Park as well.

Vice Chair Lisa Lashbrook reported on her visit with Treasurer Sharp to Riverfront Park, noting the weeds, erosion issues, large branches under the tree, and questionable picnic table placement. **Ms. Burns** said the City's Engineering Department was working to set up a meeting with a contractor about the weeds. She also noted people moved the picnic tables, since they were not bolted down.

Vice Chair Lisa Lashbrook said her neighborhood appreciated the fire pit at Riverfront Park, but wanted it bigger like it had been before. **Ms. Burns** discussed the contradictions of having a fire pit that seemed to encourage use, but the need of fire permits. The group noted the fire pit should be under the purview of the Riverfront Task Force (RTF).

Ms. Burns discussed the cost of Riverfront Park's Phase 3 plan. She also noted the Intergovernmental Agreement (IGA) between NCPRD and the City would need to be amended due to park updates.

Vice Chair Lisa Lashbrook reported Ball-Michel Park had a squeaky swing, there was fabric hanging under the slide, fence rails broken, and bushes that could be thinned. She noted the neighborhood was invested in Ball-Michel Park, and was thankful to have it.

Vice Chair Lisa Lashbrook reported Dogwood Park had weeds where PARB had planted the new tree, and she worried the tree had been planted too close to the fence. **Ms. Burns** said the tree was okay.

Treasurer Sharp reported she visited Wichita Park and Stanley Park. Stanley was doing fine; there were just some weeds near the sidewalk.

Member Johnson asked Ms. Burns when NCPRD would address the concerns. **Ms. Burns** noted she made a list of them and also explained NCPRD staff shortages.

Chair Gunion-Rinker noted the parks not reported on would be discussed at the next PARB meeting.

NCPRD Board Meeting Recap

Treasurer Sharp had been attending District Advisory Board (DAB) meetings. She asked Ms. Burns if PARB could be informed of the status of the City's IGA with NCPRD, since PARB wanted to be involved.

Treasurer Sharp took photos of Kronberg Park to give to Council and discussed the idea of a pedestrian crosswalk. **Chair Gunion-Rinker** summarized the liability issues surrounding the discussion of letting people walk alongside McLoughlin Boulevard. She also discussed grant possibilities.

NCPRD Update

Ms. Burns announced the Spring Park Opening on June 1, 2016.

Ms. Fuchs discussed the City Manager's desire to get bids for a fence and survey at Spring Park. **Ms. Burns** said she would deal with the fence, and give Ms. Fuchs contact information for surveyors.

Ms. Burns announced NCPRD had a new director, and was losing longtime planner Katie. She provided a brief Wichita Park update and discussed grants.

Recap of RTF /PARB Joint Meeting

Member Johnson showed the group the plan they had been working on.

Ms. Fuchs said she would follow up with the City's Planning Department. **Chair Gunion-Rinker** noted that PARB needed to go back to City Council with the plan, not the Planning Department. She explained Council asked PARB to create a plan, and PARB was ready to show it to Council and move forward. She noted the need to get the plan in motion, if the plantings were to be done in October. The group discussed the order of the process moving forward.

501(c) 3 Parks Foundation

Chair Gunion-Rinker reported the subcommittee wrote bylaws for the Parks Foundation. She was hoping to have the details done in June and would then bring them to PARB for edits. The subcommittee would schedule their next meeting.

Round Table Discussion

City Council/PARB Meeting in July

Ms. Fuchs noted PARB was scheduled to meet with City Council at the August 16 Work Session.

NDA Visits in September

Chair Gunion-Rinker explained September would be a good time to visit the Neighborhood District Associations (NDAs). PARB needed to get talking points together in the next few months.

Vice Chair Lisa Lashbrook suggested creating a calendar with events that typically occur during the year, such as meetings with Council and NDAs. The group discussed Google Calendar.

Treasurer Sharp said PARB members could ask NDAs if anyone was interested in spearheading a Friends Group activity or project.

The group discussed adding items to the next PARB agenda: figuring out NDA meeting talking points, a financial agenda presented by Treasurer Sharp, and the Tree Board.

PARB Parks Tour

The group discussed touring all City parks together in the summer. **Treasurer Sharp** would talk to Ms. Burns about utilizing a car.

Seed Bomb Discussion

Chair Gunion-Rinker discussed the feasibility of seed bombs. **Member Johnson** talked about the success rates. The group agreed they would need to specifically know what types of seeds were involved. **Ms. Fuchs** would ask the group who wished to do the seed bombs.

City Update

Ms. Fuchs provided a brief update, noting she would be attending the second meeting regarding the Elk Rock Island property transfer to the City of Milwaukie. She also discussed her workload, and **Chair Gunion-Rinker** volunteered to create and send out the PARB agendas for future meetings.

Member News/Reports

Chair Gunion-Rinker discussed the plant sale happening at her house on Saturday May 28, 2016.

Vice Chair Lisa Lashbrook observed that the discussion about PARB's mission and vision statement needed to resurface. **Chair Gunion-Rinker** summarized the progress that had been made, and **Member Blue** offered to adjust the mission statement she wrote that was not used for the 501(c)3 foundation.

Treasurer Sharp noted PARB needed to decide if PARB would serve as the Tree Board required by Tree City USA, or if it would be a separate entity. **Member Craig** believed the Tree Board and the Heritage Tree Board should be one and the same. The group discussed heritage trees.

Adjournment – A motion to adjourn was made by **Vice Chair Lisa Lashbrook** with a second by **Member Blue**. Motion passed unanimously, meeting adjourned 9:01am.



PARB

Milwaukie Park and Recreation Board, 10722 SE Main Street, Milwaukie, OR 97222

Chair: Lisa Gunion-Rinker

Vice Chair: Lisa Lashbrook

Members: Lynn Sharp, Erin Willett Holcomb, Ben Johnson, Linda Blue; Andrew Craig

Staff Liaisons: Mitch Nieman and Clare Fuchs

AGENDA: May 24, 2016 | 7:30 - 9:00 a.m. | Milwaukie City Hall

1. Welcome & Introductions (Lisa GR) 7:30 a.m.
2. Review & Approve March and April 2016 Minutes (All) 7:35 a.m.
3. Park Inspection Reports (All) 7:40 a.m.
4. Joint PARB/RTF Meeting Debrief (Lisa G) 8:00 a.m.
5. 501c3 Discussion (Lisa G) 8:05 a.m.
6. Plans for Upcoming Events/Repairs/Building Parks and the Schedules (Tonia) 8:15 a.m.
7. Kronberg Update from Council Study Session Last Week (Lisa G) 8:20 a.m.
8. Meeting with City Council this Summer (Clare) 8:30 a.m.
9. Visits to NDA's: Assignments and Message (Lisa L) 8:35 a.m.
10. PARB Parks Tour (as a group) (Lisa L) 8:45 a.m.
11. Roundtable (all) 8:50 a.m.

City of Milwaukie
Milwaukie Park and Recreation Board (PARB)
MEETING MINUTES
City Hall Conference Room
March 22, 2016

Members Present: Lisa Gunion-Rinker (Chair), Lisa Lashbrook (Vice Chair), Lynn Sharp (Treasurer), Erin Willett Holcomb (Secretary), Linda Blue, Ben Johnson, and Andrew Craig

Staff/Visitors: Mitch Nieman (City Staff Liaison), Clare Fuchs (City Staff Liaison), Tonia Burns (NCPRD Natural Resource Coordinator), Amy Aschenbrenner (City Staff)

1) Welcome and Introductions

Chair Gunion-Rinker called the meeting to order and began introductions. Clare Fuchs, the new Sustainability Director with the City, introduced herself.

2) Review & Approve February 2016 Minutes

Vice Chair Lisa Lashbrook moved to approve the February minutes, **Member Craig** seconded, and motion passed unanimously.

3) 501(c)3 Parks Foundation

Chair Gunion-Rinker reported that she and Vice Chair Lisa Lashbrook and Member Blue had a subcommittee meeting to discuss the parks foundation. PARB needed to decide what type of organization it would be before applying for 501(c)3 status. She explained the subcommittee believed it should be either an unincorporated association or a private foundation.

Secretary Willett Holcomb said that if it were designated as an unincorporated association, it would put liability on each member. **Mr. Nieman** added that once designated as a 501(c)3 organization, it would be its own entity and not under the City. **Chair Gunion-Rinker** thought the neighborhood district associations (NDAs) were similar, but **Mr. Nieman** noted those were treated differently.

Chair Gunion-Rinker asked PARB what type of board was desired, and explained the process going forward. She suggested the subcommittee create a rough draft and bring it back to the group. **Secretary Willett Holcomb** agreed to look at the draft after the subcommittee was finished.

4) Tree City USA Status

Mr. Nieman congratulated the group on the Tree Ordinance passing City Council. He said it would go into effect 30 days after March 15th. He discussed the following requirements for Tree City USA status:

- a) Tree Ordinance – The City now had a Tree Ordinance.
- b) Tree Board – The next process was to formally establish a Tree Board. **Mr. Nieman** asked PARB what they wanted the member makeup to look like. He explained the process of establishing bylaws. **Treasurer Sharp** asked if she could be on PARB and the Tree Board and **Mr. Nieman** responded yes,

the Tree Board could even be the PARB itself. **Member Craig** suggested a separate entity, since PARB's meeting agendas were already full. **Chair Gunion-Rinker** noted the benefit of having more people involved. **Member Craig** liked Mr. Nieman's suggestion to recruit interested parties during the Arbor Day celebration. The group talked about possible people to bring in, including **Chair Gunion-Rinker's** suggestion to ask Mark Hughes. **Mr. Nieman** suggested tabling at the Arbor Day event and then bringing names to a PARB meeting and going from there.

Arbor Day Celebration – **Mr. Nieman** provided an update for the April 23rd event. He noted a spot in Dogwood Park where the ceremonial tree could be planted. **Ms. Burns** explained that NCPRD had found a different spot for the ceremonial oak tree. The group discussed the size and location of the tree. **Mr. Nieman** was concerned about losing grassy open space for future events. The group discussed future uses of space in that area. **Vice Chair Lisa Lashbrook** suggested meeting at the site to take a look, and the group decided to look at the spot after the meeting. **Mr. Nieman** would get the tree ordered and ready. He mentioned giving trees away during the event, and would work on procurement. **Vice Chair Lisa Lashbrook** suggested that **Treasurer Sharp** speak at the ceremony, and she agreed.

- c) Per Capita Allocation – **Mr. Nieman** recalled that **Treasurer Sharp** did an analysis with Gary Parkin last year and offered to follow up. **Treasurer Sharp** would send him what she received from Mr. Parkin. She also recalled the funds had to be spent by the City. **Mr. Nieman** would review the information and then send it to their contact at the Department of Forestry.

5) Council/PARB Goals Update

Chair Gunion-Rinker recapped the goals and began discussing the progress that had been made. **Mr. Nieman** added that PARB's meeting with Council would likely be August 2nd this year.

The group discussed the progress on Council's goal of completing neighborhood parks and developing a stronger strategy for maintenance of existing parks. **Chair Gunion-Rinker** said the Wichita park application was being submitted, and **Treasurer Sharp** noted the neighborhood agreed for funds to go to the park. The group also noted PARB was in the process of forming a 501(c)3 organization which would help with maintenance, and **Mr. Nieman** said he had a contact at Lake Oswego who worked with friends groups whom he will ask for advice. **Ms. Burns** discussed finding solutions to problems in all of the parks in each neighborhood. She suggested PARB members attend neighborhood meetings, and offered to attend as well. **Vice Chair Lisa Lashbrook** suggested going to all NDAs at a minimum of once a year. The group agreed, and also discussed touring all parks in Milwaukie, especially for newer PARB members. **Mr. Nieman** would work on scheduling a tour. The group decided to attend NDA meetings in June and work on developing what they wanted to say. **Secretary Willett Holcomb** suggested that if soliciting advice from the neighborhoods regarding parks, it would be good to know what was actually possible before prematurely promising to resolve complex issues.

The group continued to discuss both progress and work to still accomplish related to their goals of including improving NCPRD & City communication, working with NCPRD to address maintenance issues, and enhancing community relations with neighborhoods and schools.

Chair Gunion-Rinker provided an overview of the PARB mission and vision statements. The group

discussed if there would be a larger Sustainability Board, and decided to take their lead from Ms. Fuchs once she was more settled in her job at the City. **Secretary Willett Holcomb** believed PARB was too small to deal with the big umbrella of sustainability, but could rather work on sustainability within parks. **Chair Gunion-Rinker** noted this item could be addressed again in June or July.

Chair Gunion-Rinker recapped what had been decided previously related to the Riverfront Task Force (RTF) and PARB. She believed it made sense to have PARB deal with all parks. **Member Craig** did not like the idea of folding the groups together, as it would result in too many people. **Mr. Nieman** noted that until Riverfront Park was completed, RTF board members would still be serving. He recapped RTF's thought to take items out of Phase III and make them into smaller projects to get accomplished. **Member Blue** noted there would be confusion once a 501(c)3 organization was formed and if those funds go to Riverfront Park or other parks in the City. The group discussed the positive progress that had been made related to PARB and RTF.

6) Joint PARB/RTF Meeting Debrief

Mr. Nieman noted the next joint meeting would be May 16th at 6:30 pm in City Hall Conference Room.

7) NCPRD Update

Ms. Burns announced that NCPRD was hoping to have the Spring Park opening on May 4th from 5pm to 7pm. The Island Station Neighborhood would help sponsor the event. She also discussed the interactive interpretive sign for Spring Park.

Ms. Burns talked about grants that were being submitted. **Mr. Nieman** explained the District was in the process of amending their Capital Improvement Projects (CIP). The District was looking for PARB's feedback, and **Ms. Burns** asked members if they saw elements to change to notify Councilor Wilda Parks sooner rather than later so she could bring it to the District Advisory Board (DAB).

Ms. Burns reported NCPRD was making progress with Happy Valley discussions. She also talked about North Clackamas Park and the multiple layers of activities that happened at the site, and noted the possibility of using land at the Turning Point Church to spread out park activities.

8) Member News/Reports

Mr. Nieman explained that the Nature in Neighborhoods grant program was included in Metro's upcoming bond on the November ballot. The City of Milwaukie had used those funds in the past and he talked about the benefits of the program.

Chair Gunion-Rinker reminded the group about the Earth Day event on April 23rd.

Mr. Nieman reminded members to RSVP for the Volunteer Appreciation Dinner on April 7th.

9) Adjournment – A motion to adjourn was made by **Vice Chair Lisa Lashbrook**, with a second by **Secretary Willett Holcomb**. Motion passed unanimously, meeting adjourned 9:03am.

Prepared by: Amy Aschenbrenner, City staff

City of Milwaukie
Milwaukie Park and Recreation Board (PARB)
MEETING MINUTES
City Hall Conference Room
April 26, 2016

Members Present: Lisa Gunion-Rinker (Chair), Lisa Lashbrook (Vice Chair), Lynn Sharp (Treasurer), Erin Willett Holcomb (Secretary), Linda Blue, Ben Johnson, and Andrew Craig

Staff/Visitors: Clare Fuchs (City Staff Liaison), Tonia Burns (NCPRD Natural Resource Coordinator)

Ms. Fuchs provided an overview of her job with the City.

The group discussed the following topics:

- Elk Rock Property Transfer
- The suggestion to have Friends of Elk Rock come talk to PARB.
- A recap of Arbor Day - the Proclamation was not read, but was read later.
- Arbor Day tree was not planted where the hole was dug, is there a hole somewhere at Dogwood Park?
- The need for cleanup – especially blackberries.
- Kronberg Park and Dogwood Park – North Clackamas Parks & Recreation District (NCPRD) has done a lot of cleanup and restoration plantings.
 - The Kronberg Park master plan was done last year.
 - The Dogwood Park master plan was maybe done eight years ago.
- The formation of a Friends group
- The need for more appropriate tools for the cleanup of parks at City volunteer events
- The need to do safety/users patrol at the parks:
 - North Clackamas, Mill, Homewood, Kronberg, and Wichita – **Treasurer Lynn Sharp**
 - Furnberg and Stanley – **Secretary Willett Holcomb**
 - Ardenwald, Spring, Triangle – **Vice Chair Lisa Lashbrook**
 - Balfour – **Chair Lisa Gunion-Rinker**
 - Water Tower Park – **Member Ben Johnson**
 - Dogwood, Riverfront, and Ball-Michel – **Chair Gunion-Rinker**
 - Century Park – **Member Ben Johnson**
 - Scott, Willow – **Member Andrew Craig**
- 501 c 3 – Tualatin Hills Park & Recreation District (THPRD) –comparison to NCPRD
- Next meeting is May 24th at 7:30 AM. – City Hall.
- Tualatin Heritage Tree – **Clare will send Tualatin contact to Treasurer Sharp**
- The upcoming Riverfront Task Force (RTF) and PARB Joint Meeting on May 16
- The frozen affect Urban Renewal will have on parks.
- Clack County separate board vote in November

- The grant application for Wichita Park
 - NCPRD staff did the grant application – the Neighborhood District Association (NDA) was not involved.
- Discussion that Councilor Parks should come to PARB meetings.
- Anyone can become a member of the District Advisory Board (DAB).
 - A PARB member should become a member of DAB.
 - DAB meetings are monthly.
 - Happy Valley was not happy with the System Development Charges (SDCs).
- Ms. Burns will share the grant application sent to State Parks – application was sent in for Wichita Park
- Milwaukie could go out for a bond just for City parks.
 - NCPRD is against this because there are already NCPRD and Metro Parks taxes.
 - There is a limit to which bonds the City can apply for, due to compression.
- The suggestion to give PARB a Finance contact to find out more about bonds.
- The closure of the bridge and why it was closed.
 - NCPRD has to talk to Planning about mitigation plantings.
- The discussion of the Kronberg crossing as an urban renewal project.
- A tent sinking into the Minthorn Wetlands.
- The calendar for Community Gardens.

Adjournment – A motion to adjourn was made by **Vice Chair Lisa Lashbrook**, with a second by **Secretary Willett Holcomb**. Motion passed unanimously, meeting adjourned 9:03am.

Prepared by: Clare Fuchs (City Staff Liaison) & Amy Aschenbrenner (City Staff)