City of Milwaukie

Milwaukie Park and Recreation Board (PARB)

MEETING MINUTES

City Hall Conference Room

February 24, 2015

Members Present:	Bob Cooper (Chair), Lisa Lashbrook, Ray Harris, Tony Andersen, and Lynn Sharp (via phone)
Absent:	Lisa Gunion-Rinker (Vice Chair) and Jeroen Kok (NCPRD Strategic Planning, Development and Resource Manager)
Staff/Visitors:	Mitch Nieman (City staff liaison), Kenny Hill (City staff)

Welcome and Introductions

Chair Cooper began the introductions; everyone introduced themselves.

Review & Approve January 2015 Minutes

Mr. Nieman asked if the members had any comments and if they were ready to approve the minutes from the January 27th meeting.
Member Harris said that he did not receive a copy of the minutes, and therefore could not comment on them. He'd like to have a chance to see them in the future.
Mr. Nieman apologized and said he could send them to Member Harris and will make sure everyone gets a chance to see them going forward. He posts them online, but can also send via email if anyone wishes.
All members agreed it would be nice to have reminder emails about meetings, with the packet of information ahead of time and notes about who is scheduled to attend.
Member Andersen moved to approve the minutes, with a second by **Member Lashbrook**. Motion passed unanimously.

PARB Interview Schedules

Mr. Nieman discussed the interview process for positions on PARB. There will be two new applicants to interview and four people who are reapplying for their positions.
Member Lashbrook asked if there are any vacancies on PARB that are not filled currently.
Mr. Nieman replied that there are no vacancies; every position is filled. However, Chair Cooper is termed out. He explained the process that PARB will decide on a Chair, and then the two applicants will go for the vacant spot.
Mr. Nieman explained that the recommendations will be taken to Council on March 17th. He added that also on this date there will be recognitions for all long-standing board members who are terming out.

Friends of Elk Rock Island/Spring Park

Mr. Nieman said that Carol Fuller, Island Station Resident, wanted to revive the Friends of Elk Rock Island/Spring Park initiative that existed in the past to support and promote the history of that area. He explained that she was going to make an appearance at PARB, do some networking, put up notices,

etc. to get the word out.
Chair Cooper agreed that it would be great to have her visit.
Mr. Nieman mentioned that Councilor Gamba had gone out to hike on Elk Rock Island last weekend, and hauled back three bags of trash. Mr. Nieman then reached out to Ms. Fuller and she agreed that this was even more reason to stimulate the Friends initiative.
The members agreed that since summer was coming, more and more people and trash will exist.
Mr. Nieman said Ms. Fuller was open to input or suggestions from PARB members to help this effort.
Member Lashbrook wondered that since it is being revived, how long ago the Friends program existed.
Mr. Nieman said he was not sure, but that they had multiple events coming up, such as planting events and foot patrolling in April.
Member Sharp asked if there were any partnerships with SOLVE.
Mr. Nieman explained that the City would work with SOLVE during Earth Day events this year, and was hoping to reach out to the areas such as Elk Rock in the south. It would just be a matter of volunteer teams.
The group agreed SOLVE is great to work with.

NDA Visits
Chair Cooper recalled that Mr. Butler was working on the packet of information for the PARB members to use for the upcoming visits to the NDAs.
Mr. Nieman was unaware of this and asked to be filled in so he could help get it done.
Member Lashbrook explained what they were looking for: a cohesive message to give out about the four parks, Riverfront Park, and Friends of Trees/Tree City USA. The members were hoping for a one-pager to hand out.
Chair Cooper suggested adding an update about the Parks Commission, since it was likely to come up again.
Member Lashbrook said she is not available to go to her previously assigned NDA meeting.
Mr. Nieman said that after the one-pager is created, he could send them over with the Staff Liaison so the PARB members don't have to transport them.
Member Sharp asked if there was time for PARB to review a draft of the document.
Mr. Nieman confirmed he would get a draft sent to PARB members by the 3rd, have responses received by the 5th, and then print the final version by the 6th.
Mr. Nieman discussed the upcoming March NDA dates, and the members discussed which NDA meeting they would attend.
The Board decided on the following NDA meeting assignments:

- Hector Campbell, 3/9 at 6:30pm: Member Andersen
- Historic Milwaukie, 3/9 at 6:30pm: Member Sharp
- Lake Road, 3/11 at 6:30pm: Chair Cooper
- Lewelling, 3/11 at 7:00pm: Member Lashbrook
- Linwood, 3/12 at 7:00pm: Member Sharp
- Ardenwald, 3/23 at 6:30pm: Vice Chair Gunion-Rinker
- Island Station, 3/18 at 6:30pm: Vice Chair Gunion-Rinker

(PARB made Vice Chair Gunion-Rinker's assignments, and will email her to confirm and/or change)

PARB Officer Roles

Chair Cooper explained that since he was terming out, PARB will have to decide who will fill the Chair role, and the Vice Chair role, if Vice Chair Gunion-Rinker will want to stay Vice Chair, move up to Chair, or etc.

Mr. Nieman added that at the next PARB meeting they would be able to take a vote because they would have the new appointment from Council. He said he could add voting to next meeting's agenda.

NCPRD/City Update:

Mr. Nieman provided an update on the following items:

- Four Parks Master Planning
  - **Mr. Nieman** said that Mr. Kok reported that NCPRD staff was finalizing the master plan documents and drawings. They were also working on submitting the application materials for the master plan review process.
- Kellogg Bike/Pedestrian Bridge
  - The City Council approved funding to construct the approaches for the bridge.
- Riverfront Park
  - Construction was coming along well. The City has not received the permit from ODOT yet, but the contractor is prepping so it will be ready when they get the permit. Recently the floating dock was installed and the boat launch completed.
  - Plantings were looking good, with City Staff person Julian Lawrence, Landscape Maintenance Technician, planting with high school students and teaching them about Stormwater. The joint effort was such a success that Kellogg also took the idea and was partnering with the high school.
  - The utility were relocated, and the existing poles would be removed sometime next week by PGE. The restroom facility was being built offsite and would be delivered soon.
  - There were different ideas for an official Grand Opening date. There was an idea for May 1st because that would allow plenty of notice for dignitaries to plan to attend, and that date would also be the First Friday event downtown, which could coincide nicely. However, the Marine Board wants the park open no later than April 1st because of Chinook season. **Mr. Nieman** concluded by summing up that it was looking like May 1st will be the opening, but they were not ruling out April 1st. The board discussed the different dates, and agreed it was hard to keep the public from using the park before the official opening since people are excited about it. **Mr. Nieman** added that he created a Riverfront Task Force Facebook page, and would post updates and photos of the progress.
  - **Member Sharp** asked about the Councilors talking to the Legislature to put pressure on ODOT to re-do the Kellogg Creek Bridge. **Mr. Nieman** said Councilor Gamba and Councilor Power were going down with him on Thursday to Salem and they might ask. He added that there is confusion about who officially owns the dam, bridge, and fish ladder.

- NCPRD Master Plan
    - **Mr. Nieman** congratulated **Member Andersen** on his recent appointment to the Advisory Board for the Parks District. He added that Mr. Kok reported that the District Advisory Board (DAB) and the Parks District approved an approach that called for edits to the draft district master plan that would adjust expectations to be in line with the current financial situation of the district, and adjust the district CIP plan. Mr. Nieman said staff from the Parks District and City Staff would work together as it moves forward.

Tree City USA Status

Member Sharp reported no further progress on Tree City USA status since the last PARB meeting. She would need to work with **Mr. Hill** and NCPRD and was hopeful to meet in March, maybe have the subcommittee meet the 17th.

Member Sharp added that Mr. Butler had been providing staff communications by sending out agendas and etc. to members of the Subcommittee and City Council, she asked if **Mr. Nieman** could provide this as well.

Mr. Nieman said he could provide this, and said he would send out a Doodle Poll so Subcommittee members could send back their availabilities to meet.

Next Meeting

Chair Cooper interjected that for the next PARB meeting on March 24th he would be out of town with his family on Spring Break. The members discussed different, and decided on the 31st of March to be the next PARB meeting.

Joint City Council/PARB Meeting

Mr. Nieman explained that every year City Council meets with all the Boards, Commissions, and Committees, and this year PARB was scheduled for July. He will keep the members updated as it gets closer.

Member News/Reports

Member Lashbrook wanted to add visuals to the NDA meeting materials. The members agreed visuals would positively add to the information. **Mr. Nieman** will ask Mr. Kok for final concept photos.

Member Andersen asked if there would be any potential problems with people seeing the photos and thinking they did not have any input into the design.

The group agreed that there were plenty of opportunities for people to get involved, but would be good to see people passionate and caring about the parks.

Adjournment - A motion to adjourn was made by **Member Harris** , with a second by **Member Lashbrook**; Motion passed unanimously. Meeting Adjourned at 8:15am.

Action Item: From now on, **Mr. Nieman** will send email blasts to the PARB members with the link to the upcoming agenda, and asking if anyone cannot attend.