

*City of Milwaukie*  
**Milwaukie Park and Recreation Board (PARB)**  
**MEETING MINUTES**  
**City Hall Conference Room**  
**March 31, 2015**

**Members Present:** Bob Cooper (Outgoing Chair), Lisa Gunion-Rinker (Vice Chair), Lisa Lashbrook, Ray Harris, Lynn Sharp, Tony Andersen, and Erin Holcomb (newly appointed to PARB)

**Absent:** N/A

**Staff/Visitors:** Mitch Nieman (City staff liaison), Gary Parkin (Public Works Director, City of Milwaukie), and Jeroen Kok (Planning and Development Manager, North Clackamas Parks and Recreation District), Amy Aschenbrenner (City Staff)

Welcome and Introductions

**Chair Cooper** began the introductions; everyone introduced themselves, including newly appointed Member Erin Holcomb.

Review & Approve Feb 2015 Minutes

**Chair Cooper** asked if the members had any concerns or questions and if they were ready to approve the minutes from the February 24<sup>th</sup> meeting.

**Vice Chair** Gunion-Rinker noticed at the top the minutes said it was the January 27<sup>th</sup> meeting, while it should say February.

**Mr. Nieman** said he would fix the error.

**Vice Chair Gunion-Rinker** moved to approve the February minutes, with a second by **Member Sharp**. Motion passed unanimously.

PARB Reappointments/Appointment Update

**Mr. Nieman** provided a quick update:

Members that were interested in being reappointed went through the interview process and were approved by City Council on March 17<sup>th</sup>. Members included **Member Lashbrook**, **Member Harris**, and **Vice Chair Gunion-Rinker**. In addition, **Ms. Erin Holcomb** appointed to PARB. Council will recognize Chair Cooper's service at the April 7<sup>th</sup> meeting at 7pm.

Vote on PARB Officer Roles

**Chair Cooper** recognized that since he's leaving, PARB needed a new Chair. He also added that in the past PARB has only had Chair and Vice Chair; Treasurer isn't needed and neither is Secretary, since **Ms. Aschenbrenner** has been taking minutes.

**Mr. Nieman** added that all Boards, Commissions, and Committees have the four roles. He explained that these positions could be useful. The artMOB went through similar thought patterns with the discussion of the need of a Treasurer, since they have no budget, but decided the foresight of keeping the position as it would be helpful in any fundraising may want to be done in the future. As for the

need of a Secretary, they would do basic record keeping in the event that City Staff isn't always available to be present at meetings or subcommittee meetings. **Mr. Nieman** added that while PARB has been functioning without the two roles, the bylaws say there technically need to be the four positions. He explained that the board could take time to think about the other roles, but at least the chairs needed to be decided today.

**Chair Cooper** asked if there were any nominations for Chair.

**Member Sharp** nominated **Vice Chair Gunion-Rinker** for Chair, **Member Andersen** seconded.

All voted to approve **Vice Chair Gunion-Rinker** as Chair.

**Chair-Elect Gunion-Rinker** nominated **Member Lashbrook** for Vice Chair, **Member Andersen** seconded.

All voted to approve **Member Lashbrook** as Vice Chair.

**Chair-Elect Gunion-Rinker** nominated **Member Sharp** for Treasurer, **Chair Cooper** seconded.

All voted to approve **Member Sharp** as Treasurer.

**Chair Cooper** nominated **Ms. Holcomb** for Secretary, **Member Andersen** seconded.

All vote to approve **Ms. Holcomb** as Secretary.

#### Friends of Elk Rock Island/Spring Park

**Mr. Nieman** provided a brief update:

Carol Fuller wanted to start doing cleanups at Elk Rock Island and was curious if PARB was interested or wanted to coordinate volunteers/events. She was unable to make this meeting and was hoping to be at the meeting in May.

#### NDA Visits –Update

**Chair Cooper** explained that once a year, PARB members go speak to the Neighborhood District Associations (NDAs), give updates on the parks and take any questions.

**Chair-Elect Gunion-Rinker** provided an Island Station update:

- Neighbors suggested that other neighborhood parks should be developed before Kronberg Park. Kronberg should be last, it was argued, since it is an island that no one can reach. They had issues with the crossing of 99E didn't see how it could be overcome unless there was an overpass of some sort.
- They want to connect Riverfront Park to neighborhood. They also had an idea of pop-up lights activated by pedestrians on 99E.
- Neighbors were excited to get rid of the dam. **Chair-Elect Gunion-Rinker** told them that as far as she knew the project was on hold. The neighborhood had questions as to why that was the case. **Mr. Nieman** clarified that it was on hold by ODOT (not gaining a lot of traction) but still active.
- Neighbors also had concerns about the goose poop in Riverfront Park— with the inability to even walk on the sidewalks and the inability to spray it off since it was so close to the river.

**Chair-Elect Gunion-Rinker** provided an Ardenwald update:

- Upon seeing the Four Parks plans, the neighbors asked if those were the "final" master plans, and if not, wanted to know the dates the final master plans would be ready. They were also curious about the next steps in the process (raising funds, etc.). **Mr. Kok** said he

would provide an update later in this meeting. **Mr. Nieman** added that funding was received from Metro to finance the touch-downs of the pedestrian bridge, and the City is working on a potential plan for more funding to complete Kronberg Park and making everything more connected.

**Vice Chair-Elect Lashbrook** provided a Lewelling update:

She had to rush through the presentation, since she was the last item on the agenda. She is hoping to have time next month, especially since she didn't even have time for questions. The Chair wasn't there and it was not the most organized meeting. **Mr. Parkin** added that other speakers took up more time as well.

**Treasurer-Elect Sharp** provided a Historic Milwaukie update:

- The neighborhood had a lively discussion with a lot of questions
- A question why the tree ordinance hadn't already happened and why the focus is only on public land, not private as well
- They also wanted to know the schedule on the parks

**Treasurer-Elect Sharp** provided a Linwood update:

- Most of the neighbors were good to go; no questions

**Member Andersen** provided a Hector Campbell update:

- The neighborhood loved the riverfront park, but didn't know if they'd make the celebration
- They were supportive of skate park, but not in Hector Campbell
- There were concerns about the homeless population around the Max station
- Sara with the neighborhood was continuing to push for community gardens

**Chair Cooper** provided a Lake Road update:

- The neighborhood was happy with the Bowman-Brae advancement
- At Century Park someone wanted a bench near the tennis courts. **Mr. Kok** added that NCPRD received the request, found a bench from another site, and it was recently installed.
- Neighbors noted that it is dark around the park at night. Ideally, they would like added street lights nearby the tennis court area because they cannot see if anyone's lurking in the park. **Mr. Nieman** would talk with the city about possible solutions.
- Tree City USA had support from neighbors. **Chair Cooper** added that one family spoke at the meeting explaining that they had recently cut down a tree in their front yard. The Board talked broadly about how in the future to educate citizens about trees in their yard—maybe the addition of a city arborist might help.

#### NCPRD/City Update

**Mr. Kok** and **Mr. Nieman** gave updates about the following:

- A: Kellogg Bike / Ped Bridge
  - **Mr. Nieman** talked about the IGA with Metro; providing funding to complete the touch downs
- B: Riverfront Park Construction Update & Grand Opening (Mr. Nieman)
  - Restrooms were installed; plantings done; the first drive approach was almost all completed

- Council approved May 1<sup>st</sup> as the Grand Opening, (same date as First Friday)
- The Grand Opening starts at 4pm with various speakers
  - **Mr. Nieman** will ask **Chair-Elect Gunion-Rinker** if she would like to speak on the behalf of PARB
- After speakers and celebratory events wrap up around 5pm, people will be encouraged to head over to First Friday. Later that evening New Century Players has a performance at the Masonic Lodge.
- **Chair-Elect Gunion-Rinker** suggested that PARB members do paddle boarding at the Grand Opening. **Mr. Nieman** said that would be great and that they could talk about that, especially since Zoe Outfitters will provide rentals.
- C: NCPRD Master Plan (**Mr. Kok**)
  - NCPRD met with the Board of County Commissioners several weeks ago, and the short-term reality was that they need to live within their financial means going forward. NCPRD was directed to make revisions to the draft plan to avoid any confusion or false promises. While the plan will be updated, the original plan would be preserved in appendices. The Capital Improvement Plan (CIP) will also be revised to reflect the financial realities. The aspiration lists will be maintained, but the official one would be paired down.
  - **Ms. Holcomb** asked what the immediate priorities were, based on the new budget
    - **Mr. Kok** added that they were currently in the budget process, already looking at their next fiscal year which starts in July 1<sup>st</sup>. In the District Advisory Board Meeting last week they reviewed their draft capital projects list for the upcoming year. The majority of the projects proposed for next year will be located in Zone 3 (the area east of 205). The basis for that was that the vast majority of their capital projects are funded with Parks System Development Charges (assessed when new residential developments happen). Very little was proposed for Zone 1 and 2 (because of funding). **Mr. Kok** can bring the full list to the next PARB meeting if they are curious what's moving forward. **Member Andersen** agreed that it would be helpful to see the list. He thanked **Mr. Kok** for the work they were doing with what they had.
  - **Mr. Kok** added that the operation and maintenance dollars are another challenge going forward. They have to make sure to take care of the present facilities as well.
  - They will be working over the next few months to finalize the plans, meet with city representatives with Milwaukie and Happy Valley, and finalize the list.
  - **Mr. Kok** added that to continue to provide public outreach would be a good idea, in order to keep people involved and also set the stage for future.
- D: Four Parks Master Plan (**Mr. Kok**)
  - He met with Katie, their project manager, yesterday; they were working on the final stages of providing edits, final wordings, and appropriate cost estimates. Edits would go back to the consultants by the end of this week. Next there would be time to review them, post on websites, and get applications ready for the city review process. Once

submitted to the city, it would go through a Staff level review and eventually go to planning commission for review and potential approval. In the May/June timeframe they would expect the 3 master plans to go forward through that process. **Mr. Nieman** clarified that includes everything except Wichita. **Mr. Kok** confirmed; Wichita already had an adopted master plan. **Treasurer-Elect Sharp** asked if she could see the finalized plan. Other Board Members agreed they would like to see it. **Mr. Kok** said he could provide it. **Chair-Elect Gunion-Rinker** noted that she keeps hearing that the process includes the Planning Commission and the City Council, but noted that it never came through PARB. **Mr. Kok** responded that it would, he believes the idea was that they would complete the final drafts and then provide them to PARB to see the final product. **Mr. Nieman** wanted to make sure that gets added to the timeline, that PARB would get the opportunity first to review it and then go to the Planning Commission. **Chair-Elect Gunion-Rinker** is confused as to if PARB would approve it or if they would just get to look at it. **Mr. Nieman** said that technically, since it is Land Use, it would just go to the Planning Commission. However, that does not mean that the Board can make comments and help fine-tune anything that might not look right. He added that Planning will look at it purely from a Land Use perspective, but PARB would provide a functional and community perspective. **Member Andersen** agreed that it's a great idea; to provide the opportunity to evolve the Board beyond just the function of a rubber stamper into a more strategic role. The Board agrees that PARB has a unique and important lens.

#### Discussion of Four Neighborhood Parks

**Chair-Elect Gunion-Rinker** said she knows there were issues with the Bowman-Brae Park regarding the future multi-use trail and if it had been resolved with the landowner.

**Mr. Kok** was not sure of the outcome; he remembered Mr. Butler had been looking into it.

**Mr. Nieman** was unfamiliar with the issue.

**Mr. Kok** explained the background: there was a multi-use path designed into the project, but the property owner to the west had indicated that there was no public right of way across her property and had concerns the City and the Parks District had plans to cross her property. Steve was looking into ownership issues and doing research to determine if there was existing public right of way across the property or if the City had to address it in the future to complete the connection for bikes and pedestrians. **Mr. Kok** added that we would connect with his staff if they had heard any more.

**Mr. Nieman** added he could do follow up as well.

**Chair-Elect Gunion-Rinker** brought up a similar issue: in regards to Balfour, the plans noted the need for a drinking fountain because it's on the TSP pathway, and it was not on the plan. She was also concerned about the community garden plots that disappeared on the plans.

**Vice Chair-Elect Lashbrook** added that she was shocked to see the drawing was completely different than on the NCPRD website; that the community gardens went away.

**Mr. Kok** added that the community gardens were still there; but the modification eliminating the plot layout, has to do with the city's park master plan process. The master plan drawing was like a blueprint; (not allowing changes) you would have to go through the entire process again to make changes. He

added that Steve's concern was that if you drew in specific plots then you'd be limited to those plots, but the blank area leaves it up to what's needed and decided upon by the community. The intent was to have community gardens, but not get locked into a specific configuration. He appreciated the concern, but wants to make clear that the intent was to have that space for community gardens.

**Vice Chair-Elect Lashbrook** added that there was flex for other pieces in the plan, so why not the flex for the gardens? For example, the playground was drawn in, so were they limited to that specific playground design?

**Mr. Kok** added that once the plans are adopted, there would not be much room left for flexibility. They wanted to make sure there was always room for changes to reflect what was needed by the community.

**Chair-Elect Gunion-Rinker** asked about the drinking fountain.

**Mr. Kok** said typically they don't provide drinking fountains in neighborhood parks. There was additional cost and maintenance involved.

**Chair-Elect Gunion-Rinker** added that they wanted it included because it was on the walking/biking path and it would provide a little respite area. There would also be water needed for the community garden, so it could tie in together.

**Mr. Kok** said that as funding was identified the drinking fountain could easily be added.

**Mr. Nieman** proposed that board members could think about language that they would comfortable with in those areas, in case there are not any changes or if it would get locked down.

#### Tree City USA Subcommittee Report

**Treasurer-Elect Sharp** received an example ordinance from the Arbor Day Foundation (Tree City USA). She placed some information into an ordinance, but still had questions for planners and in order to complete a full draft she needed the tree list and the application form in Word format.

**Mr. Nieman** said possibly someone from the city's engineering department will help out instead of a planner. He would confirm with **Mr. Parkin** which department would provide the information.

**Treasurer-Elect Sharp** said she was making progress. After she completes the draft, it would need to be reviewed by a planner and then she would send it out to PARB hopefully by next meeting.

**Mr. Nieman** will make sure to get **Treasurer-Elect Sharp** the lists and information she needed. He would like to get it reviewed by the engineering department first and then send it to the City Attorney's Office for an overview.

**Treasurer-Elect Sharp** added that there was a simple form that itemizes tree-related expenses.

**Mr. Parkin** said they were working on it, and looking how much the citizens pay to the park district and what percent of those funds could be spent on the trees.

**Mr. Kok** said he could provide Milwaukie-specific numbers.

**Treasurer-Elect Sharp** added that they were thinking about a budget request for City Council to support an arborist on staff or a city-contract arborist.

**Mr. Parkin** added that they were looking to hopefully find a way to have someone on staff

**Mr. Nieman** added that there could be an IGA with Portland.

**Member Andersen** and **Member Harris** liked the idea of a contracted arborist.

**Mr. Parkin** said it would be good to identify how much time they would need someone, and if it could

be supported in house, that would be better, but they would see.

**Treasurer-Elect Sharp** said she would try to figure out what other cities they have cost-wise and program-wise.

**Mr. Nieman** added that Metro might have something like a shared resource for smaller cities.

**Treasurer-Elect Sharp** hoped to have a pretty complete ordinance to show PARB by the next meeting.

**Chair-Elect Gunion-Rinker** added that she knew people were excited, and she already had people lined up for the heritage tree program.

**Member Harris** suggested an info booth at the Sunday Farmer's Market.

**Mr. Nieman** would send a doodle pool for times if they want to work the booth and he would get some great new materials for the booth.

**Treasurer-Elect Sharp** added that after this meeting they would decide a date for their next subcommittee meeting.

#### Joint City Council/PARB Meeting

**Mr. Nieman** said it looked like it would be in June, but might be modified to a later month. He added that it would be during a City Council Work Session (Council was looking at work sessions starting at 4pm instead of 5pm, but had not made the official time change yet). Those meetings are held on the first and third Tuesdays, and currently **Mr. Nieman** was looking at the second June meeting—June 16<sup>th</sup>, but reiterated that it might be pushed to the July 7<sup>th</sup> meeting.

**Member Andersen** asked what the conversation would look like.

**Mr. Nieman** said it would be mainly an update that touches on such topics like what PARB would like to get accomplished this year, what they are currently working on, what resources they may be asking from Council—including what items they may be asking Council for support on, etc.

#### Member News/Reports

**Chair-Elect Gunion-Rinker** talked about the Earth Day event on Saturday April 18<sup>th</sup>.

**Mr. Nieman** added that in addition to the clean-up portion there would be plantings all around town.

**Chair-Elect Gunion-Rinker** talked about her neighborhood's plant sale fundraiser for their park. It would be May 2<sup>nd</sup> and 3<sup>rd</sup> from noon to 5pm at her house. She was hoping to put up flyers soon.

**Mr. Nieman** wanted to make sure the details were on the city calendar.

**Mr. Nieman** added that The Annie Ross House and the Library will both have plant sales on May 9<sup>th</sup>.

**Treasurer-Elect Sharp** added that the Hearty Plant Society on April 18<sup>th</sup> and 19<sup>th</sup> was having their "Hortlandia" event at the convention center.

**Mr. Kok** talked about the International Trails Symposium that was coming up on May 17<sup>th</sup> in Portland

**Mr. Kok** would send out an email via Mitch: they were working on a project to install wayfinding signage along the trolley trail. They were working with Metro, but would also be reaching out in the community for important destinations along the Trolley Trail Corridor to include. He would send out an email later today.

Adjournment - A motion to adjourn was made by **Member Harris**, with a second by **Chair-Elect Gunion-Rinker**. Motion passed unanimously, meeting adjourned.