

**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 15<sup>th</sup>. 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 Mart 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 23<sup>rd</sup> 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 2<sup>nd</sup> 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 16<sup>th</sup> 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 4<sup>th</sup> 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 23<sup>rd</sup>.

**Mr. Nieman** reminded members to RSVP for the Volunteer Appreciation Dinner on April 7<sup>th</sup>.

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