

PARKS AND RECREATION ADVISORY BOARD

October 27, 1993

MEETING MINUTES

I. ROLL CALL

Co-Chair Debbie Craig called to order the Parks and Recreation Advisory Board regular meeting on October 27, 1993 at 6:30 p.m. in the Municipal Court Room in City Hall. Present were Debbie Craig, Mary Olson, Don Patch, and Gary Evans, Staff. Iral Ragenovich, Mike Henley, Parks & Recreation Director, Cindy Lincoln, and Kim Gilmer, Senior Recreation Program Supervisor, arrived later.

II. ORAL COMMUNICATIONS

A. Council's Direction Regarding Commissions

Co-Chair Craig reported on the joint meeting between the Council and Board and Commission Chairs, and made the following points:

- The Council has directed the Boards and Commissions to reduce the number of their subcommittees because of the staff time required to man them;
 - The City Attorney has strictly interpreted the Oregon Open Meetings Law and has declared any meeting at which action towards a decision occurs to be a public meeting (i.e., to be held in a public place with written minutes);
 - The Council has "grandfathered in" most of the PRAB's subcommittees;
 - If a Board or Commission wanted additional subcommittees, they would have to check with the Council;
 - This posed a problem for the PRAB because they used subcommittees in the development of individual parks;
- The Council also directed the Boards and Commissions to rotate leadership annually;
 - They have held to this position in spite of opposition;
 - Recommendation to have a Chair and Vice-Chair (instead of two Co-chairs) with the Vice-Chair rotating in as the new Chair each year.

B. River Grove Elementary School Athletic Field Improvements

~~John Turchi~~
Mike Tershey, River Grove Elementary School Principal, stated that he had three playing fields at his campus in poor condition. He proposed that the city enter into a joint use agreement with the school district to improve those fields to serve as a resource for the entire community. He mentioned that the Lake Oswego school district had pledged \$50,000 for field improvements at River Grove. He realized that the school campus was in the county but noted that they ran Lake Oswego Recreation Department programs at the school.

Dennis Barr and Barry Adamson, parents of River Grove students, spoke in support of the joint use agreement, each commenting on the need in the community for more playing fields.

In the ensuing discussion with Mr. Tershey, the following issues were raised or comments made:

- Would the three fields be an overlay for softball and soccer:
 - They wanted to play district T-ball which did not require dirt in the fields;
- Whether or not monies could be put outside the city limits was an issue for consideration;
- The Board would refer this to the Team Sports Advisory Subcommittee for review;
- A River Grove parents' committee was currently developing a plan for the campus, on which Mr. Tershey would like to work with city staff to develop options;
- The Board would notify Mr. Tershey of the recommendation they made to Council regarding his proposal;
- A joint use agreement between the city and the school district would be necessary.

In the ensuing Board discussion on the proposal, the following issues were raised or comments made:

- The proposal was a good idea but a joint use agreement was necessary;
- The city owned property in the county already (i.e., Luscher Farm): therefore spending money on property in the county was not a legal decision but a political one;
- The joint use agreement needed to make clear that the city got something back from the school in exchange for improving the fields (i.e., first "dibs" on school facilities);
- Interested parties to this proposal included the school district (\$50,000 pledged), and the Soccer Club (\$25,000 available for recommended projects);
- Bill Korasch, School Superintendent, has requested city staff involvement in developing athletic field standards and design to create playable fields;
- Mr. Henley has committed department resources (i.e., Kay Kenyon);
- The Board could recommend the proposal to Council based on the need in the school district as well as on the service provided by youth sports to the community;
- Helping to maintain fields outside the city limits was not an issue (i.e., the city has helped at Riverdale);
- Staff would prepare a report to Council from the Board recommending these field improvements.

III. WRITTEN COMMUNICATIONS

A. Letter from John DeJager

Staff has already written back to Mr. DeJager.

B. Memo on Teen Center Representative

Co-Chair Craig reported that Ms. Gilmer was preparing a written memo formalizing the verbal agreements reached between the Board and the Teen Center. Mr. Henley stated that he has assigned Kristin Carey, Recreation Specialist, as the staff liaison to the Teen Center; she would meet with Lisa monthly and report back to Co-Chair Craig and Ms. Olson. Ms. Olson said she would work on the formal agreement

regarding the quarterly financial report.

IV. APPROVAL OF MINUTES

A motion was made and seconded to approve the September 13, 1993 minutes. The motion carried unanimously.

Co-Chair Craig stated that the Soccer Club was selling candy, not opening a candy store.

V. GENERAL BUSINESS

A. Old Business

1. Discussion of Joint Meeting with City Council
2. Advisory Committee's Update on Lakeridge Public Meeting re Field Enhancements

Mr. Henley reported to the Board and made the following points:

- Reviewed the proposal to rehabilitate the existing soccer field and to build a soccer and softball field for girls sports next to it;
- The neighborhood concerns expressed at the meeting were as follows:
 - Their homelife was currently disrupted by school kids parking in front of their homes, by extracurricular users, and by trash either blowing in from the field or thrown into yards by kids;
 - Vehicular traffic in the neighborhood as a result of the high school and field was significant;
 - Concern about the lack of a traffic management plan to help mitigate the traffic flow;
 - Emergency vehicles would not be able to get down Cloverleaf because of cars parked on both sides of the road;
 - They used the fields for passive recreation and saw them as open space;
 - They believed they provided a high degree of stewardship for the fields through picking up trash and notifying police when necessary;
 - Controlled access, managing use after hours, the orientation of the ball field, and the short distance to the homes were also issues;
 - Once the baseball field was developed, adults as well as older kids would use it, launching balls and rocks into the backyards;
 - Suggestions included reorientation of the fields, need for support facilities such as restrooms and drinking fountains, use of fencing to discourage access, no scheduled use of the fields on the weekends to allow quiet time for the neighborhood;
 - They favored more rehabilitation projects such as field improvements at Palisades Elementary before pursuing new field developments;
- The neighbors were honest and frank in their concerns:

- Though the city could put a soccer field in outside the design review process, Mr. Henley felt the city owed the neighbors the consideration of notice.

In the ensuing discussion, the following issues were raised or comments made:

- Since the neighborhood concerns seemed to revolve around the baseball field, perhaps the city should put in only the soccer field at this time;
- The soccer field could be laid out so that a baseball field could be added later;
- The Board agreed to recommend development of the soccer field;
- Staff would forward a recommendation to the Neighborhood Traffic Management Advisory Board (NTMAB) to meet with the Palisades neighborhood regarding their traffic concerns.

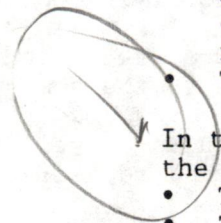


B. New Business

1. Proposed Lake Oswego Cell Site

Kurt Mayer, General Manager; Joe Williams, Radio Engineer; Christina Simons, Site Acquisitions; and Randy Walter, Site acquisitions, (all with GTE Mobilenet) were present. Mr. Walter presented the GTE Mobilenet proposal to the Board and made the following points:

- GTE Mobilenet proposed to install a cellular facility in Cooke's Butte Park in order to better serve its customers in the Lake Oswego area;
- Reviewed the physical reasons why this site was the best choice in the area;
- An equipment and communications shelter and two small poles, approximately 50 to 60 feet in height, comprised a typical facility, which occupied a 50 foot by 50 foot area with a six foot high security fence;
- In order not to affect the character of the park, they proposed burying the facility in a fashion similar to what has had been done with the water tank;
- Since this site had been disturbed previously in the construction of the water tank, no trees would have to be removed for this facility;
- The facility would be located with 50 feet of the water tank.



In the ensuing discussion with the GTE Mobilenet representatives, the following issues were raised or comments made:

- The poles needed to be higher than the tree canopy;
- The site was unmanned with maintenance access one or two times a month;
- The utilities would remain underground as they were now;
- Mr. Walter showed photographs of the site to illustrate the location of the facility within the park, noting the facility would occupy an area of approximately 10 feet by 30 feet;
- Mr. Walter raised a balloon on the proposed site to test visibility of the poles from the neighborhood, stating that the balloon was not visible from SW Palisades Crest Drive, and that he had received no comments from the neighborhood;

- GTE Mobilenet's purpose was to design a facility that would not alter the character of the park as a viewpoint or change the usage in the area for city water operations;
- What would be the amount of the lease payments:
 - A typical lease fee for a facility approximately 200 square feet in size was \$800 to \$1000 a month;
- A cellular facility in this location would enhance the 911 emergency services system;
- Facilities at three sites with taller poles (c. 100 plus feet) would be required to provide comparable coverage if the facility could not be located in Cooke's Butte Park;
- Mr. Walter explained the three large circles drawn on the map;
- GTE Mobilenet's plan met the Zoning Code and Comprehensive Plan requirements;
- Concern expressed at locating even a small facility in a park for which the master plan has not been developed;
- Why wouldn't a tower on top of Mountain Park give comparable coverage:
 - Mountain Park was at a lower elevation;
- Cellular One had cellular sites in Mountain Park and Lake Grove;
- Lake Oswego area customers were pressuring GTE Mobilenet to provide better service (i.e., high dropped call ratio, poor call quality due to a weak signal);
- Only the slender metal poles would be visible (i.e., no fencing);
- This proposal would require a variance to the zoning code height limitation;
- 911 has been very supportive of this proposal because it would allow GTE Mobilenet to route area 911 calls directly to Lake Oswego 911 instead of the calls being picked up by another jurisdiction:
 - Legislation was under consideration to require cellular service providers to provide "priority access" to public safety agencies in an emergency situation;
- GTE Mobilenet has been trying to find a site in this area for five years.

In the ensuing Board discussion, the following issues were raised or comments made:

- GTE Mobilenet was looking for a new high point because their competition already had the other high points;
- This decision could be deferred until there was a master plan for the park (scheduled for 1998 or 1999);
- The site GTE wanted was the best viewpoint in the park;
- Perhaps GTE could landscape the facility;
- Mr. Henley commented that he saw this as similar to the conditional use situation at Luscher Farm, noting that staff had built a rationale for Luscher Farm around needing a master plan to make decisions;
- Why couldn't GTE share sites with the other company;
- Preserving the ridgeline was also a concern.

The Board voted three to one ^{PATCH} against approving GTE's application to build a cellular tower in Cooke's Butte Park.

2. Review/Recommendation on the Master Fee Schedule

Mr. Henley reported to the Board and made the following points:

- Staff would like to have the master fees adopted every January in order to have revenues in place before the budget process;
- Both the golf course and tennis center were enterprise funds (i.e., totally self-supporting from direct user fees);
- The golf course fund tended to be healthy:
 - Staff was currently working on a master plan for the golf course;
 - Though the golf fund did not have any reserves, there was a starting balance this year of \$83,000, which was sufficient when combined with the revenues generated during the heavy use months (July - October);
 - The fund did not have a large cash carryover because fees have not been increased in several years while personnel services increase approximately 6% a year;
 - Suggestion to fund the master plan through a revenue bond (paying off the debt service with user fees);
 - Explained why they needed to build a capacity reserve at the golf course to fund improvements;
 - Users might accept fee increases to build the capacity reserve if they understood that the money would be used to pay for the plan to improve the golf course and to pay for new maintenance equipment;
 - Staff looked at fees at similar golf courses across the state and set fees that were comparable;
- A full year increase would generate an additional \$90,000 in revenue.

GREEN FEES
& DRIVING
RANGE

In the ensuing discussion on the golf course, the following issues were raised or comments made:

- Concern over increasing the junior and senior fees;
- Fridays would be considered as a weekend at a higher rate because the volume of users on Friday was the same as on Saturday or Sunday;
- Green fees revenues were down due to the weather, though driving range revenues were up;
- Staff would be addressing a policy on renting out after hours city facilities such as the clubhouse and amphitheater.

Mr. Henley reported on the tennis center:

- Staff creatively balanced the budget last year by shifting money around (the center would be shut down if it ran on a deficit);
- The center was marginally used and in need of management support to market it but the city did not have the money for a manager;
- Staff has created some new fees, increased other fees, and cut expenses by closing the center on Saturday nights;
- Suggestion to run the center for a year to see if the changes worked;
- If the center remained marginal, the city could look into leasing the facility to a commercial operation;

- The courts and recent improvements were good but the facility did not have amenities such as a viewing area or showers and locker rooms;
- This was primarily a winter facility used only four or five months a year.

In the ensuing discussion on the tennis center, the following issues were raised or comments made:

- The new cardkey fee and decision to deactivate the cards at the end of the year was intended to control access to the center, which was not staffed;
- The usage rate between November and March was 83% to 85% overall but only 30% during the summer, averaging to 65% usage over a year;
- \$42,000 - \$45,000 were needed for capital improvements at the center (i.e., court resurfacing, cleaning equipment, air vent covers);
- Staff was negotiating with Annie Miller to manage the center parttime in exchange for court time;
- Developing outdoor courts linked to the center would make it a year round tennis facility but it was in Springbrook Park;
- Providing childcare would help fill the courts also;
- Suggestion that the Tennis Advisory Committee look at options for the Tennis Center.

→ The Board recommended that the fee schedules go to the appropriate subcommittees for review.

Mr. Henley stated that the fees for the Adult Community Center would be discussed through the council budget hearings. He reviewed the new fees for the swimpark, noting staff would have the swimpark cleaned up for next year. Ms. Olson commented that the season pass should be less than the \$25 listed because families wouldn't save any money on a \$25 pass.

Mr. Henley reviewed the new sports activities fees:

- Tournament reservation fee of \$100 per day per field plus applicable light charges;
- Field light charges to go to a light bulb replacement fund;
- Field lighting card nonrefundable fee of \$10 per card per season per issuance:
 - The field lighting cards would generate an invoice to allow staff to monitor group use;
 - The fee was also an encouragement for responsible use of the lights.

3. Waluga Park Revised Master Plan

Mr. Henley reviewed the changes made to the Waluga Park Master Plan based on the suggestions received from the PRAB and the NRC:

- Relocation of the trail from the east side to the west side;
- Provision of additional picnic shelters in front;
- Removal the basketball court (possibly the neighboring church would allow public use of its courts in return for court improvements);
- Reconstruction of the restrooms;

- Retention of the culdesac to help traffic flow;
- Toning down of the former group picnic area;
- Various changes made to the trails and boardwalks.

Mr. Henley mentioned a suggestion of Dorothy Atwood's to bring the road into the park and build the parking area in the middle (similar to Washington Park);

Mr. Henley stated that the straight pathway abutting the road that the NRC wanted raised ADA issues because of the steepness of the path. He commented that the neighborhood was against the proposed soft path that formalized the existing informal pathway in an attempt to prevent the development of other informal pathways.

Mr. Henley said staff was bringing in a petrochemical consultant to test the area for asphalt contamination because of the asphalt dumping that the city has done there for years. He believed that the Division of State Lands would require the testing. Co-Chair Craig commented that the testing should be done only if required as it was an expensive process.

The Board decided to change their regular meeting date from November 17 to November 16 to accommodate the Waluga Neighborhood Association meeting on Waluga Park scheduled for November 17.

VI. ADJOURNMENT

Co-Chair Craig adjourned the meeting to Executive Session at 8:50 p.m.

VII. EXECUTIVE SESSION