



**City of Silverton – Parks and Recreation Task Force Committee
Regular Meeting**

Silverton City Council Chambers
421 S. Water Street

July 22, 2019 – 6:30 p.m.

AGENDA

- I. Call to Order, Pledge of Allegiance and Roll Call**
- II. Approval of Minutes** – Minutes from the meeting held on Monday, July 8, 2019
- III. Public Comment** – Items not on this Agenda
- IV. Evaluation of Scenarios and Implementation Considerations**
 - *Motion approving final recommendation to the City Council (Tentative)*
 - *Next steps for the Parks and Recreation Task Force*
- V. Other Discussion Items**
- VI. Adjournment**

A copy of the packet and materials is available for review Monday through Friday 8:00 am to 5:00 pm in the Community Development Office at the Silverton City Hall, located at 306 South Water Street. All documents will be available on our website at www.silverton.or.us.

AMERICANS WITH DISABILITIES ACT (A.D.A.): The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City Clerk at 503-874-2216 at least 48 hours prior to the meeting.

1 CITY OF SILVERTON
 2 **PARKS AND RECREATION TASK FORCE MINUTES**

3 **Silverton Senior Center – 115 Westfield Street, Silverton, OR 97381**

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 5 **July 8, 2019, 6:30 p.m.**

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 7 **I. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

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 9 Chairman Kyle Palmer called the meeting to order at 6:30 p.m. and called roll.

Present	Absent	
X		Kyle Palmer
X		Dave Ullan
X		Becky Ludden
X		Brandon Lemon
	Excused	Charles Baldwin
X		Chuck White
X		Richard Schmidt
	Excused	Colin Scott
	Excused	Ray Hunter
X		James Rise
	Absent	Ty Boland
		Vacancy

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 27 Staff Present:

28 City Manager, Christy Wurster; Public Works Director, Petra Schuetz; Community Development Director,
 29 Jason Gottgetreu; and Assistant to the City Manager/City Clerk, Angela Speier

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 31 **II. APPROVAL OF MINUTES**

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 33 Member White made a motion to approve the minutes from the meeting held on Monday, June 10, 2019.
 34 Member Lemon seconded the motion. There was no discussion and the motion passed unanimously, with
 35 Member Ludden abstaining.

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 37 **III. PUBLIC COMMENT – None**

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 39 **IV. EVALUATION OF SCENARIOS AND IMPLEMENTATION CONSIDERATIONS**

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 41 City Manager Christy Wurster provided a presentation prepared by the Center of Public Service at
 42 Portland State University (PSU). She explained the process to get the creation of a special district on the
 43 ballot and the timeline associated with that process. The first step will be to ask the Silverton City Council
 44 and any other impacted city for their authorization to form a district within their city limits. The
 45 authorization would need to be in the form of a resolution and after that is approved then a Political Action
 46 Committee (PAC) would need to be formed. The PAC would be in charge of the process and will need to
 47 gather at least 1,673 signatures to get the formation of a parks and recreation district on the ballot. The
 48 signatures and all other necessary paperwork needs to be filed with Marion County at least 180 days prior to
 49 the election. The county will then hold two hearings regarding the proposed district. Staff explained the
 50 process is laid out in Oregon State Statute. Member White asked if the county has the authority to stop
 51 the formation process at the hearing stage. Staff will need to follow up with the county and get back to the
 52 Task Force with that information. City Manager Wurster explained it is a lengthy process and will require
 53 engaged citizens to work their way through the process.

1 The Task Force reviewed the proposed district boundary and if other cities in the area should be included
2 or not, because all included municipal governments would need to be supportive of the formation. The
3 boundary is based on the Silverton Fire District, so PSU was able to provide approximate revenues that
4 would be brought in at a variety of tax rates. The Task Force members discussed the current pool levy
5 and how that needs to be incorporated into the permanent rate for the special district. Currently every five
6 years the City has to ask the voters to approve the pool levy in order to raise \$275,000 annually for the
7 pool operations and capital needs. Having a permanent revenue source for the pool would allow for
8 greater funding stability.
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10 After the discussion that took place at the June 10, 2019 meeting PSU developed three alternatives for
11 the Task Force to consider.
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13 **Alternative 1: 6-FTE Aquatic and Recreation Special District**

14 City Manager Wurster explained this scenario includes six or fewer full-time employees who would play a
15 convening and coordination role for the district. The permanent property tax rate would be \$0.85 per
16 \$1,000 assessed value and the City's pool levy would be retired. Under this scenario the ownership of the
17 pool would transfer to the district. The district would not develop new athletic fields until the pool could be
18 rebuilt. She explained the City had the pool assessed in 2016 and that report indicated the pool has
19 several years of life left. Members discussed the need to prioritize the outdoor sports fields over the pool.
20 The district would be able to ask voters for a levy and/or general obligation bonds. They will also have the
21 ability to assess System Development Charges (SDCs) on new development in addition to the City's
22 SDCs. The City will likely retain the ownership of the parks and the district would lease space from the
23 City. The district could contract with the City to assist with the pool maintenance if needed. The district
24 would lease commercial office space and would work in close coordination with a nonprofit. The members
25 reviewed the six positions and their job duties and concluded the number of positions seems excessive.
26 They also discussed the revenue estimate that would be generated from user fees, which will likely need
27 to be adjusted.
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29 **Alternative 2: 4-FTE Recreation Special District**

30 City Manager Wurster said this scenario would include four employees and would require the City to
31 retain ownership and continue the maintenance at the pool. The district would have grants available to
32 the City and the School District to assist in site development. They would invest in the land and build the
33 athletic field complex and provide the maintenance and turf management of that complex. Essentially this
34 scenario provides the field development only. A permanent rate of \$0.72 per \$1,000 assessed value plus
35 the continuation of the pool levy would be needed under this scenario. Member Ludden inquired about
36 statement made by PSU that the district cannot receive grants, but can give them, which seems odd. City
37 Manager Wurster said all taxing authorities should be eligible to receive grants and is positive other parks
38 and recreation districts have received grants, but will look into it further.
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40 The Task Force decided not to pursue this scenario, because they are concerned about asking for a
41 permanent rate for the district and the pool levy. If the permanent rate for the district passes they are
42 worried there would not be the support for the pool.
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44 **Alternative 3: City Enhanced LOL and Foundation**

45 City Manager Wurster explained in this scenario the City would continue the pool levy and at the end of
46 the levy would ask for an increase in the amount to help fund the reconstruction of a new pool facility.
47 This would not solve the problem with field development or the "free rider" issue.
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49 **Task Force Feedback**

50 Members discussed the need to blend the scenarios. They would like to see the first scenario, but with
51 fewer FTE, in order to allow for the development of a sports complex. They discussed the district
52 contracting with the City to provide some of the pool maintenance needs and then further training the pool
53 staff on checking chemicals. This would allow the remaining district employees to focus on the field
54 development, because the pool would be covered. The members would like to see the FTE lowered to 3-
55 4 and rely more on contracting with other entities to perform some of the duties described in the
56 materials, such as payroll. As the district grows and becomes more established they can then look to hire

1 additional employees if needed. They could start with a contracted project manager in the beginning in
2 order to get established and then after the infrastructure is in place a general manager could be hired.
3 The board members will also help with the start-up of the district. Then the money that is saved in
4 personnel costs can be shifted to pay for the development of the sports complex.

5
6 Members discussed the boundaries and would like to see the boundary expanded in the northwest corner
7 and southwest corner. They would also like to see an alternative map with Scotts Mills removed.
8

9 The members would like to see the permanent rate be \$0.85 per \$1,000 assessed value with the
10 personnel expenses being approximately \$300,000 and then the remaining revenue generated would be
11 used for facilities. The voters will need to be able to see that their money will be spent on something other
12 than staffing costs. Discussion ensued about possible agencies that could help with the development of
13 the district, such as the Mid-Willamette Valley Council of Governments. Chairman Palmer said he would
14 like to see the staffing level at three FTE, the pool levy retired with the district taking over the ownership
15 of the pool. They would still continue to contract with the YMCA for operations and the City as needed for
16 maintenance. The City could buy land with SDCs and then work with the district on the facilities. Member
17 Ludden said a key piece in all the scenarios was the nonprofit foundation component, which will help with
18 obtaining grants and fundraising. The members talked about trail development and see the City helping in
19 the development and retaining ownership of those spaces, with the district maintaining them. Similar to
20 what has been discussed with the parks system. The members would like to see the field development
21 prioritized over the pool reconstruction. Once the fields are developed then the district would focus on the
22 pool redevelopment. Public Works Director Petra Schuetz explained the City will be updating the Parks
23 Master Plan this fiscal year and it could include sports field development, which would allow SDC funds to
24 be utilized for this purpose.
25

26 Staff will refine the scenario discussed tonight and create two different boundary maps with the additional
27 property added and one that removes Scotts Mills. The next meeting is scheduled for Monday, July 22,
28 2019 at the Community Center. At that meeting the members will further refine the recommendation and
29 discuss if it is something they would like to recommend to City Council.
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31 **V. OTHER DISCUSSION ITEMS – None**

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33 **VI. ADJOURNMENT**

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35 Member White made a motion to adjourn and Chairman Palmer adjourned the meeting at 8:08 p.m.
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37 Respectfully submitted by:
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40 /s/Angela Speier, Assistant to the City Manager/City Clerk