

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

Silverton City Council Chambers – 421 S. Water Street, Silverton, OR 97381

August 26, 2019, 6:30 p.m.

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

Chairman Kyle Palmer called the meeting to order at 6:35 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
X		Colin Scott (<i>arrived at 6:38 p.m.</i>)
	Excused	Ray Hunter
X		James Rise
	Excused	Ty Boland
		Vacancy

Staff Present:

City Manager, Christy Wurster; Community Development Director, Jason Gottgetreu; Kathleen Zaragoza, Finance Director; and Assistant to the City Manager/City Clerk, Angela Speier

II. APPROVAL OF MINUTES

Member Lemon made a motion to approve the minutes from the meeting held on July 22, 2019. Member Ludden seconded the motion. There was no discussion and the motion passed unanimously (7-0).

III. PUBLIC COMMENT- None

IV. EVALUATION OF SCENARIOS AND IMPLEMENTATION CONSIDERATIONS

Updated Budget Presentation

City Manager Christy Wurster explained there will be three parts to the presentation tonight. Finance Director Kathleen Zaragoza will present an updated budget, Community Development Director Jason Gottgetreu will present information on the district boundary, and City Clerk Angela Speier will provide an elections overview.

City Manager Wurster reviewed the direction provided by the Task Force at the July 22, 2019 meeting. Director Zaragoza explained she changed the layout of the budget document that has been provided to the Task Force from Portland State University (PSU). She also modified a few of the following line items; including, the FICA Medicare rate, retirement contribution, full family health insurance costs, workers compensation rate, and life insurance to better reflect the current rates. Staff is proposing the district consist of the following positions: Director/General Manager, Account Clerk II, and Parks Worker II. The Director position would be funded for all five years. The Parks Worker would be part time during year two and full time beginning year three. The Account Clerk II would be hired part time during year three and become full time by year five. She explained the property taxes included in the revised spreadsheet is the

same number that was provided by PSU. If the Task Force decides to include the Drakes Crossing Fire District in the proposed boundary the property tax revenue would increase by approximately \$39,325. She explained this is a conservative revenue number and she also removed the first year delinquent property taxes, since these would not be collected the first year. Staff also included some facility rental revenue, because if the district were to take over Coolidge-McClaine Park they would receive money from pavilion rentals, as well as the Community Center. Also included in the second fiscal year is revenue from the loan proceeds, this will allow for the construction of the sports complex.

Director Zaragoza reminded the members the first year the district will not be receiving any tax revenue. The bulk of the property taxes will come in December 2021. The district may have to obtain a short term loan in order to pay the Director/General Manager until the property taxes are received. She reviewed the changes staff made to the expenditure line items that differ from PSU's budget. Chairman Palmer asked about the need to include the office building lease line item if the district were to operate and manage the Community Center space. Director Zaragoza said if the district decides to go that route the line item would be reduced down to pay for utility and maintenance costs. City Manager Wurster explained the district would need to have a direct relationship with the National Guard if they choose to assume management of the Community Center and the City would divest itself and will enter into a sole lease agreement for the Council Chamber space from the district. A non-profit organization will also have greater fundraising capabilities which could be utilized to help make upgrades to the Community Center.

The last page of the revised budget is the pool which the first year is largely based on the City's budget. Director Zaragoza said there were no changes to the loan payment. The revised budget also shows a contingency at 15 percent, a fund reserve for the capital facilities, and debt specific reserve which is a local budget law requirement where a local government must have at least one-year of debt payment in this fund. It was assumed the debt payment would be semiannual. Chairman Palmer asked if line item 51066 in the pool budget was for city staff to contract with the district to perform water quality tests and custodial work at the facility. Director Zaragoza explained this item was carry over from the PSU budget, but that could be folded into the operations contact with the YMCA or another entity. Member Scott inquired why the field lease to the School District increases after the first year, because it should stay a flat \$20,000. Director Zaragoza responded PSU was likely adjusting for inflation, but that line could be amended as well.

Member Ludden asked why the cost for the slope stability is coming out of the pool levy and not the City coffers. Since it was determined the pool is not creating the issues with the bank stability. Staff explained \$30,000 was budgeted for the study. Director Zaragoza reviewed the capital projects that have been included in the pool budget. Member Ludden asked what would happen to the parks maintenance line item in the City budget if the district were formed. City Manager Wurster explained the district would manage Coolidge-McClaine Park, the area behind the library, the pool, and the Community Center. The remaining parks (Town Square, Lincoln, Pioneer, and Marine) would be maintained and managed by the City. The areas that are unknown at this point include the dog park, Skate Park, the Pettit Property, and the 40 acres of area that is undeveloped. The Senior Center would continue to be maintained by the City.

Member Scott asked if the Task Force has discussed which parks should be included in the district. Director Zaragoza explained staff was including facilities that have the biggest revenue potential. Member Scott said he has been approached by community members who have voiced their support in not including the current parks and prefer to have the district focus on the construction of the sports complex and new recreation opportunities. They would rather see Coolidge-McClaine stay a City park. City Manager Wurster explained the City would continue to have one FTE budgeted for parks maintenance.

Member Ludden asked if the City would continue to collect the Parks Fee on the utility bill. Director Zaragoza explained the City could look into this, but it would largely depend on how much the district wants to take over. Member Ludden asked if the City would transfer any of the Parks SDC's to the district. City Manager Wurster said staff did not anticipate transferring SDCs to the district, but it could be evaluated based on what they have been collected for.

Updated Boundary Map

Community Development Director Jason Gottgetreu reviewed the iterations of the district boundary looked at by the Task Force. At the last meeting the Task Force directed staff to add the Drakes Crossing Fire District into the proposed boundary. This brings the number of registered voters in the area to 11,621. There are 6,986 registered voters inside the Silverton city limits and 4,635 outside the city limits. At the beginning of the process the survey results showed 48 percent of Silverton residents would be supportive of forming a Parks and Recreation District compared to 43 percent living outside the city limits.

Director Gottgetreu explained the average assessed value of property with structures in the proposed boundary is \$228,000. At \$0.85 per \$1,000 the average homeowner would pay an increase of \$192 annually for the proposed district. This represents \$16 per month for rural residents and \$9.75 a month for Silverton residents, because the pool levy would be retired. He provided a map that showed the monthly range each property would pay and the majority of the properties would be below \$23 per month. The survey results showed those individuals willing to pay more in property taxes indicated they would pay somewhere in the \$1 - \$20 range.

Sports Complex

PSU proposed one little league baseball field, two softball fields and one full-sized soccer field. Also included are bleachers, a parking lot, restrooms, concession stand, and equipment shed. He reviewed two possible vacant, flat, and accessible sites within the Silverton Urban Growth Boundary (UGB) that could potentially fit this large of a complex. The first site is located off Oak Street across the street from the Seventh-day Adventist Church. This site is 19.43 acres and is big enough to support two soccer fields and two baseball fields, but it lacks nearby sewer. The second site is located on First Street and Hobart. This site is 15.69 acres and is not as rectangular as the previous site and has an acute angle located on the northern piece of the property, thus it would be hard to place the same number of fields. The site could fit two ballfields and a soccer field. This site also lacks nearby sewer, but is flatter than the previous site.

The Task Force discussed the two sites, the process for annexation and how the future phase of the Pioneer subdivision could impact the first site discussed. The annexation process would need to occur in order to extend city services to the site and the biggest cost will be the sewer extension. City Manager Wurster said the utility extension is not reflected in the revised budget. Member Scott asked if there are other possible sites for the sports complex. Director Gottgetreu said there is 24 acres of vacant property across from the Oregon Garden, but it is not as flat as the properties previously discussed. He also explained the City could go through the UGB amendment process, because the Ike Mooney property needs to be added as well. It will be an easier process, because the City has an adopted Parks Master Plan that indicates Silverton has a deficit and a need for a sports complex. The UGB expansion would have to be for a parks use and not a residential use, so the City could not sell the Ike Mooney property in order to use the money to purchase a different property that is more suitable for a sports complex. Member Ullan asked if the complex could be built outside the city limits. Director Gottgetreu said it could, but the district would need to work with Marion County to determine which zoning designation would be appropriate for parks use. He said there is a lot of exclusive farm and timber use land surrounding Silverton. Task Force members discussed other possible locations.

Carl Krigbaum, 220 Olson Rd. Mr. Krigbaum asked about property located on Eska Way by the Forrest River facility which could be a good location, because it could be linked to Mark Twain Elementary School. Director Gottgetreu explained there will be size limitations to the lots in the industrial area, most of the parcels are around 5 acres and there will also be wetland impacts.

Overview of Election Timeline

City Clerk Angela Speier explained she has spoken with the Secretary of State's Office and Marion County Elections. The process will be guided through the Marion County Elections Department. The group is not required to form a Political Action Committee (PAC) prior to the petition being certified to the ballot. After the petition is certified to the ballot a PAC would need to be formed in order to advocate for the measure.

Step 1: File Prospective Petition with Marion County Elections

City Clerk Speier recommended the chief petitioner(s) fill out the SEL 370 form and attach the following information:

- A resolution from the City Councils of Silverton and Scotts Mills consenting to the formation of the district.
- A description of the boundaries.
- Designate not more than three people to serve as chief petitioners.
- An Economic Feasibility Statement that will be used as the basis for the permanent tax rate.

Step 2: Circulate the Petition

After the prospective petition is filed and approved by Marion County the signature gathering can begin. ORS 198.750 governs the content required on the petition and City Clerk Speier reviewed the 12 items that must be included. She explained the petition must include signatures from 15 percent (1,744) of the electors in the proposed jurisdiction and they must be secured within six months of the date of the first signature.

Step 3: Filing the Petition

The petition must be filed with Marion County Elections no later than 180 days before the date of the next statewide primary or general election. The general election will be held on November 3, 2020, so the petition must be filed with Marion County by May 6, 2020. The County Clerk has 10 days from the date the petition is received to review the petition and determine whether it has been signed by the required number of qualified electors. In addition to the petition, the SEL 704 Security Deposit Form must be filed with the Secretary of State and a security deposit of up to \$10,000 is required at the time of filing.

Step 4: Initial Hearing

Once the petition is approved, Marion County will need to set a hearing date between 30-50 days after the petition is filed. They are responsible for the notice associated with the hearing. The County Commission will consider local comprehensive planning for the area, economic, demographic and sociological trends and other factors when determining if the proposed area would benefit from a parks and recreation district. The county may adjust the proposed boundaries within certain limitations.

Step 5: Order and Final Hearing

Marion County will schedule a final hearing between 20 and 50 days from the date of the order. If an order of formation is entered by the Board of Commissioners, within 10 days they must file copies of the order with the Oregon Department of Revenue and the Oregon Secretary of State.

Step 6: Election

Marion County is responsible for providing a notice and order that an election be held as well as fixing the date of the election. The ballot will include a single question for both the formation of the district and setting the permanent rate. The first board will also be elected on the same ballot. The board will be made up of 3 or 5 members and the members must be electors within the district. The board members will serve staggered four-year terms and it will need to be determined if they will be elected at large or by zone/ward.

City Manager Wurster explained the City has budgeted \$10,000 for the filing fee. Legal Counsel has confirmed the money can be legally transferred to the nonprofit group that will be formed in conjunction with the district prior to the petition being filed with Marion County. This will be subject to City Council approval as well.

Next steps for the Parks and Recreation Task Force

The Task Force will need to determine if the Scotts Mills City Council is interested in being included in the district or not. In addition, the Task Force should also consider forming the nonprofit in order to start fundraising and tracking revenue and expenditures. As explained earlier there will be a gap between when the district is formed and when property taxes are received.

Chairman Palmer suggested having another meeting of the Task Force to further discuss the inclusion of Scotts Mills and determine which facilities should be maintained and/or transferred to the parks and recreation district. He also requested a list of the capital needs associated with the Community Center. The Task Force members discussed the best way to approach Scotts Mills about their interest.

Member Ullan asked what other recreation possibilities could help sell people on the formation after the sports complex is built. The group should figure out what the long term goal of the district is. Member Scott said he feels the Pettit Property would be a selling feature for residents, because there is huge recreational potential there. City Manager Wurster explained the City is entering into an agreement with the University of Oregon to conduct the public outreach in order to determine what the public would like to see regarding the development of the Pettit property. This work is planned for the fall term.

Member Ludden said the PSU report makes several references that the City has no idea how much revenue is generated at the pool from the patrons. She said it was in the YMCA's annual report submitted to the City and is not an unknown factor. She further explained pools are rarely ever self-supporting.

Members discussed the timing of when the Board of Directors would begin meeting if the district were to pass. Including the development of bylaws and hiring a General Manager. City Manager Wurster explained once the Task Force comes to the City Council with a recommendation on the formation of a district that the Parks and Recreation Task Force would be disbanded. Member Scott asked if the Special Districts Association could help with strategy. Staff will reach out to the Association to see what kind of services and help they can provide.

Carl Krigbaum suggested the Task Force establish a vision and mission to help determine which properties should be included in the district. It will also be critical to developing a marketing strategic plan moving forward. Chairman Palmer suggested using a framework, such as looking at revenue and recreational potential.

The next meeting of the Task Force will take place on Monday, September 30, 2019. Staff will present the list of capital needs for the Community Center. Staff will also provide a list of parks and facilities so the Task Force can decide which parks and facilities should be maintained and/or transferred to the district. Staff will also provide a summary of the capital needs at the pool and what projects are projected to be completed in 2020. If the district were to pass the City would not levy the pool rate during the last year, but there are always funds that carry over from year to year and that money could be transferred to the district if they were to take on the pool. If the district were to take over the Community Center the rental revenues could also start immediately.

V. OTHER DISCUSSION ITEMS – None

VI. ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Respectfully submitted by:

/s/Angela Speier, Assistant to the City Manager/City Clerk