

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

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

September 30, 2019, 6:30 p.m.

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

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

Present	Absent	
X		Kyle Palmer
X		Dave Ullan (<i>arrived at 6:31 pm</i>)
X		Becky Ludden
X		Brandon Lemon
X		Charles Baldwin (<i>arrived at 6:33 pm</i>)
X		Chuck White
X		Richard Schmidt
	Excused	Colin Scott
	Excused	Ray Hunter
X		James Rise
X		Ty Boland (<i>departed at 8:23 pm</i>)
		Vacancy

Staff Present:

City Manager, Christy Wurster; Public Works Director, Petra Schuetz; Finance Director, Kathleen Zaragoza; Assistant to the City Manager/City Clerk, Angela Speier

II. APPROVAL OF MINUTES

Member James Rise made a motion to approve the minutes from the meeting held on August 26, 2019. Member Chuck White seconded the motion. There was no discussion and the motion passed unanimously (7-0).

III. PUBLIC COMMENT- None

IV. FOLLOW-UP ITEMS FROM THE AUGUST 26, 2019 MEETING

City Manager Christy Wurster explained staff will be reviewing items the Task Force members asked for at the August 26, 2019 meeting. She said staff followed up with the Marion County Planning Department and learned that rural parks located in the county can only have minimal development. More intensely developed uses such as a sports complex need to be located within a City or a City's Urban Growth Boundary (UGB). The two possible sites that were discussed at the last meeting were both located within Silverton's UGB. Member Rise inquired if the 64 acres just west of the Pine Street High School campus is located within the UGB? Mayor Palmer said it is not located within the UGB.

4.1 Community Center Capital Needs

City Manager Wurster said the City's Building Official conducted an assessment of the Community Center and documented the capital projects that are needed. Then City Engineer Mike White provided a cost estimate for those improvements which total approximately \$1.5 million. She explained the cost estimate does not include the anticipated prevailing wage rates which will escalate the costs over time. The building is owned by the Military Department and the City has a long term lease for use of the building.

The City then subleases to the current tenants. Member Brandon Lemon asked if there is a timeline for the projects. City Manager Wurster responded staff has not provided a timeline, but the more urgent issue would be water intrusion. Staff is planning to bring in Oregon Health and Safety to do a more comprehensive analysis of the building to determine if there are any immediate issues that need to be addressed. Member Charles Baldwin asked why the City would be liable for the improvements if it does not own the building. City Manager Wurster explained the City has been performing regular routine maintenance on the building and has reached out to the Military Department who has indicated they are not interested in performing the necessary capital improvements. Member Baldwin asked if the City has asked if the State would be willing to donate the building to the City. City Manager Wurster said the City has not made that request and would be cautious given the cost to abate the Eugene Field site. Member Baldwin said he understands those concerns, but if the City owned it, it could be sold or otherwise developed. City Manager Wurster stated the City owns the parking lot separately.

Member Lemon said he is concerned with what would happen to the current program uses, because there are a lot of great things that occur at the Community Center. A number of nonprofits use space in the building, including SACA, WIC and the YMCA. He explained the YMCA uses the gym space for youth basketball and pickleball, if they were not able to utilize the space he is not sure where they would go which would be a big loss for the community. City Manager Wurster said staff will be having a conversation with the City Council in order to determine how much they will be willing to invest into the building. She said it will be a policy choice that City Council and ultimately the Budget Committee will need to make on if they would like to make larger capital improvements to a building the City does not own. Chairman Palmer said he would like to see a nonprofit assume the lease and continue the current programming. Member Baldwin would like to see the City obtain ownership of the building and then sell it to a developer. The proceeds could be used for the development of the new Civic Center. Member Dave Ullan said he does not support having the potential parks and recreation district utilize the Community Center for their operations.

4.2 Pool Assessment

City Manager Wurster directed the members to the Existing Conditions Analysis and Recommendations report for the Silverton Community Pool that is located in the packet. This assessment was performed in October 2016 and staff has provided a spreadsheet that lists the projects that have been completed to date and the status of the remaining projects. The members discussed the projects that are scheduled to be completed during this fiscal year.

4.3 City of Silverton Parks and their Amenities

City Manager Wurster explained in order to facilitate the discussion regarding the ownership and maintenance of the Silverton parks and facilities staff sent the committee members a survey. This survey provided an overview of each of the parks and their amenities and asked the members which ones they felt should continue to be owned and operated by the City, which should continue to be owned by the City but managed/maintained by a parks and recreation district, and which should be completely transferred to a parks and recreation district. Eight members of the Task Force responded to the survey.

City Manager Wurster reviewed each of the parks and facilities currently owned by the City and the responses to the survey.

Coolidge-McClaine Park

Coolidge-McClaine Park is 9.95 acres and an overview of the park amenities was provided. City Manager Wurster said this is the most utilized park in the City and there is an opportunity to capture some revenue for a district. Five of the eight survey respondents would like to see the City continue to own this park but would prefer the parks and recreation district provide the programming and maintenance.

Old Mill Park

Old Mill Park is 7.7 acres and five of the eight survey respondents would like to see the City continue to own this park but would prefer the parks and recreation district provide the programming and maintenance.

Town Square Park

Town Square Park is 0.62 acres. City Manager Wurster explained the covered bridge is not owned by the City. The bridge is privately owned and the City is not responsible for its maintenance. The majority of respondents felt the City should continue to own and maintain this park.

Pioneer Park

Pioneer Park is a 1.97 acre neighborhood park that is mostly utilized by the residents who live in the surrounding area. There was a tie on this response three felt the City should continue to own and maintain it and three respondents felt the City should own it and a parks and recreation district should maintain and operate it.

Lincoln Street Park

Lincoln Street Park is 0.14 acres and earlier today there was a ribbon cutting ceremony held at the park with the Silverton Rotary Club celebrating the installation of new playground equipment. There was also a tie on this response, three felt the City should continue to own and maintain it and three respondents felt the City should own it, but a parks and recreation district should maintain and operate it.

Silverton Marine Park and Reservoir

The Marine Park and Reservoir includes a 60 acre lake and a 10 acre park. City Manager Wurster explained the reservoir is heavily utilized in the summer months. The City has a park host that resides there year round who opens and closes the gate and can alert the Police Department regarding any security concerns. The City charges \$25 for an annual parking pass or \$5 per day and has budgeted \$25,000 in revenue from the parking. She said there is a potential for some revenue generation and could be an opportunity for kayak and other rentals. The majority of survey respondents feel the City should continue to own the park but the parks and recreation district should maintain and operate it. Members discussed the existing footprint of the park and if parking could be expanded in order to generate more rental opportunities. City staff indicated there should be enough land to increase the parking. Member Lemon said a district could be creative with transportation options through their programming, such as busing people in for events.

Carl Krigbaum, 220 Olson Road. Mr. Krigbaum said the programming is going to drive the changes at the reservoir, but there are additions that need to be made to the infrastructure first. He said there should be dedicated swimming and fishing areas and informational kiosks directing people to the appropriate areas. The Fire District needs to have a jet ski or something for them to use on a regular basis and the fire road needs to be opened up for ambulance access. He said the parking should not be expanded until this type of infrastructure is in place.

Pettit Property

City Manager Wurster explained the City will be going through a public outreach process with the Sustainable Cities Initiative through the University of Oregon in order to learn how the residents would like to see the Pettit Property developed. She said this is a hidden gem of the community and the uses needs to be thoughtfully planned. She provided the recent history of the site. The Task Force members discussed future uses including a walking trail around the lake and providing a connection to the Oregon Garden. She explained the public visioning process is a City Council goal and will be occurring over the next two months. She explained the forested property has gone unmanaged for a number of years which could be concerning in terms of wildfire risk and an assessment should be done. Member Baldwin explained a couple years ago when this committee discussed this property the City was under pressure to recover the funds spent to purchase the land which came from the sewer fund. He asked if those concerns have been alleviated. Staff explained the property was purchased with System Development Charges (SDCs) in order to expand the wastewater treatment. Since the property will not be utilized for that purpose the SDC fund needed to be reimbursed that money. The City is using the Sewer Fund to pay back the SDC fund which will be completed this fiscal year. The Sewer Fund will now need to be reimbursed its cost. The house sits on a separate 2.28 acre parcel that is owned by the General Fund.

Member Ty Boland advocated for keeping the land publicly owned and would love to see it connected to the lower wetlands of the Oregon Garden. He said the land is fairly well graded and it should be easy to

develop trails. He would like to see it preserved as open space with trail development. Members discussed this property and its potential to help pass the formation of a parks and recreation district. It would offer revenue generating opportunities similar to the reservoir and there is ample parking.

Silverton Community Pool

The majority of the survey respondents (7 out of 8) said they would like to see the City continue to own the pool, but a parks and recreation district could provide the operations and maintenance of the facility.

Community Center

City Manager Wurster explained that prior to the conversation tonight six of the 8 survey respondents felt a parks and recreation district could provide the operations and maintenance of the facility.

Judy Schmidt Memorial Skate Park and Dog Park

City Manager Wurster said the entire site is 11.63 acres but a part of the property has not been developed. The majority of the survey respondents felt the City should own the skate park, but a parks and recreation district could provide the operations and maintenance of the facility. She said the City Council is looking to develop the vacant property into an affordable housing development and would likely not be interested in transferring the entire site to a district. The survey responses for the dog park showed a tie between the city continuing to own and maintain it versus allowing the parks and recreation district to maintain and operate it.

40 acres of undeveloped land off Ike Mooney Road

City Manager Wurster explained this land was donated to the City for a park improvement. The survey responses were also split on this property between the City owning it and the parks and recreation district providing maintenance and operations. A portion of the property is slated for a future substation for the Silverton Fire District. Member Baldwin said the Bike Committee recommended a portion of the property be utilized for bike trails.

Carl Krigbaum asked if there was a way to phase in the operations and maintenance of the parks until the district gets better established. City Manager Wurster said the City would be receptive to that, as well as other ideas from the district. Chairman Palmer asked for a weekly or monthly rundown of what the parks maintenance entails for each of the properties and how long it takes. Public Works Director Petra Schuetz indicated approximately 80 hours per week is spent on parks maintenance.

Member Ullan said he feels if the district were to pass then they should eventually take over the responsibility for all parks, because that is what the property owners are paying for. It would be confusing to piecemeal the responsibility. Member Chuck White said there needs to be a transition period and it is hard to visualize the revenue flow and how all the components are going to come together at this time.

City Manager Wurster said at the last meeting the members asked if the current parks fee would continue to be assessed if a parks and recreation district was formed. The City currently collects \$1.60 per month from utility customers through a fee on the utility bill. A copy of the resolution that established the fee is included in the packet and explains what the money can be spent on. She explained if the district were to take control of all the parks it is likely the fee will be repealed and the City Council could decide what to do with the remaining funds. Chairman Palmer said he thinks in order to make the district sellable to the voters the fee needs to go away, but he is unsure how that would impact the City budget. Even if the district were to take over the maintenance and operations of the parks the City being the owner would still have some funding responsibilities. City Manager Wurster said if the district were to take on the maintenance responsibilities is likely the City could handle the remaining cost through the General Fund without the parks fee. Finance Director Kathleen Zaragoza explained why the fee was established. Member Ludden said people would like to see it taken off their bill, but the timing could be an issue, because the City may want to keep collecting it until property tax revenues begin rolling in for the district. Members discussed the retirement of the pool levy and parks fee would be a good pathway to getting the district formation passed.

4.4 Sample Election Documents

City Manager Wurster said Marion County has confirmed the forms discussed last month (SEL 370, 371, and 470) will be the filing forms the chief petitioners will use for the process. The City has budgeted \$10,000 for the cost of the election. The filing fee to get the proposal on the ballot is based on the number of precincts that are included in the proposed area. There are eight precincts located within the Silverton Fire District and two in the Drakes Crossing Fire District for a total of ten. The cost is \$100 per precinct so the filing fee will be approximately \$1,000. Marion County has confirmed the petitioners will have to pay for the cost of the election if the measure makes it to the ballot. They estimate this cost to be \$2.00 per registered voter for a total of \$23,242. There are a number of factors that go into the cost for an election including if other districts will have anything on the ballot, so these are rough estimates. This cost will be due after the election and will be charged if the measure passes or not. This means a significant amount will need to be raised before the November 2020 election. The Task Force would need to ask the City Council for the additional funds or raise the money through another mechanism.

4.5 Extent of District Boundary

The Task Force members decided to include both Scotts Mills and the Drakes Crossing Fire District into the proposed district boundaries. Members will need to discuss this proposal with Scotts Mills soon in order to gauge their interest. If the Scotts Mills City Council does not wish to be included they can be removed from the proposed district boundary.

4.6 Name of District

Member Baldwin made a motion to name the district the Silver Falls Parks and Recreation District. Member Ludden seconded the motion. There was no further discussion and the motion passed unanimously (9-0).

Staff will provide a description on what the labor for each of the parks entails and how much staff time is being spent in each of the parks. Staff will also provide a map of the Silverton UGB.

V. OTHER DISCUSSION ITEMS

The members discussed whether or not to consider the Community Center as an option for the district moving forward. City Manager Wurster said City Council will be discussing the capital improvements needed at the Community Center during a Work Session in January or February, as well as options moving forward. Member Baldwin said he feels like the City should try to obtain ownership of the building and use it as an asset to do good work in the City. Staff will be reaching out to the Military Department prior to the City Council Work Session with the list of needs and cost estimate in order to see if they would be willing to come together to fund the more immediate infrastructure needs.

Member Ty Boland left the meeting at 8:23 p.m.

Mayor Palmer shared an email submitted by Member Colin Scott who was unable to attend the meeting. His viewpoint is the proposed district should focus on developing new land and not take on the maintenance and operation of the current parks.

Member Ludden made a motion to not consider the Community Center as part of the proposed parks and recreation district. Member Ullan seconded the motion. There was no discussion and the motion passed unanimously (8-0).

The members discussed the Silverton Municipal Pool and whether it should be operated and maintained by a parks and recreation district. The partnership with the YMCA would continue with the district. Member Baldwin made a motion for the City to retain the ownership of the Pool and enter into an agreement for the use and maintenance with the parks and recreation district. Member Lemon seconded the motion. There was no further discussion and the motion passed unanimously (8-0).

Members discussed the two different categories of parks and how the Pettit Property (not including the residence), the Marine and Reservoir Park, and the undeveloped area off Ike Mooney are not like the

other City parks. Member Baldwin made a motion for the City to retain the ownership of the Pettit Property and consider an agreement with the parks and recreation district at a later date. The motion died due to lack of a second.

Member Lemon made a motion to move the Pettit Property, the Marine and Reservoir Park, and the undeveloped property off Ike Mooney to continue to be owned by the City, but allow the parks and recreation district to maintain and operate them. Member Ludden seconded the motion. The residence would not be included with the Pettit Property. Member Baldwin asked if the Parks and Recreation District would be required to develop a Master Plan for the Pettit Property. City Manager Wurster indicated that would likely be a requirement depending on how the outreach goes. Member Baldwin does not feel enough planning has been done on the property to turn it over to a district and stated he is against the motion as it stands. Member Rise indicated this motion shows the Task Force is looking to grow parks and recreation in other areas than just a sports complex which could help get the measure passed. There was no further discussion and the motion passed 7-1, with Member Charles Baldwin voting no.

The Task Force discussed Town Square Park and how it does not have any real recreation capabilities and serves more like a City courtyard. This park will continue to be owned and maintained by the City. Chairman Palmer made a motion for Lincoln Street Park, Coolidge-McClaine Park, Old Mill Park, Pioneer Park, the Skate Park, and the Dog Park to continue to be owned by the City but have the parks and recreation district take over the operation and maintenance of them. Member Ullan seconded the motion. Member Baldwin asked about the unique uses of Coolidge-McClaine Park that are invaluable to the community, but provide little recreational or monetary value. Staff listed the annual events that occur at the park and fees associated with rentals. Member Baldwin voiced his concern that the City would lose control over those uses such as Homer Davenport Days. City Manager Wurster explained the City can work those details out through a formalized agreement with the district board. The members discussed the fees associated with festivals. Chairman Palmer said expanding the trail south would be a great opportunity for a district. There was no further discussion and the motion passed unanimously (8-0).

Members discussed the timing of the City Council presentation and the idea of disbanding the task force during the election process.

Carl Krigbaum reminded the Task Force last month he brought up the idea of creating a vision and mission for the recreation district. He proposed the following vision statement: The Silver Falls Parks and Recreation District has the vision to promote community and connectivity for the members of our district and its visitors. The Silver Falls Parks and Recreation District has the mission to promote healthy community living by providing recreation and leisure opportunities through programming and open spaces and parks and recreation facilities entrusted to the district's care. He explained this encompasses both the operations and programming components of the district. He explained the programming needs to encompass the whole community and offer opportunities for residents to engage in a wide-range of activities not just ball fields and parks. Chairman Palmer said the district would create a stable entity that could provide support to the volunteer groups that are already providing recreational services. The members thanked Mr. Krigbaum for his input on the vision. He explained this is just a starting point.

Member White made a motion to include the modified Silverton Fire District boundary, the Drakes Crossing Fire District and the City of Scotts Mills in the proposed parks and recreation district. In the event Scotts Mills does not want to participate they will be removed from the proposed boundary. Member Lemon seconded the motion. There was no discussion and the motion passed unanimously (8-0).

Member Lemon asked if it would be possible for the City to provide the funding for the election and then if the district were to pass if the City could get reimbursed. City staff would need to seek advice from Legal Counsel. Member Lemon made a motion to ask the City Council to pay the full amount of the election costs. Member White asked if there needs to be a cap placed on the amount. Member Lemon amended his motion to add a not to exceed amount of \$25,000. Members discussed fundraising options. Member Ludden seconded the motion. There was no further discussion and the motion passed unanimously (8-0).

Chairman Palmer said he would like to touch base with Scotts Mills and schedule another meeting of the Task Force to go over the City Council presentation. Staff will tentatively schedule the presentation to City Council for November 4, 2019. Staff will work with the Senior Center to schedule the next meeting of the Task Force on Wednesday, October 16, 2019.

Member Baldwin made a motion to create a subcommittee in order to work with staff on the presentation to City Council in November with the recommendation that this task force be disbanded. Chairman Palmer said he does not feel like there is a need for a subcommittee, he can work with the Finance Director on a revised budget and prepare a draft presentation for the members to review on October 16, 2019. Member Baldwin revised his motion to allow Chairman Palmer to draft the presentation for the committee's review on October 16, 2019. Member White seconded the motion. There was no further discussion and the motion passed unanimously (8-0).

Chairman Palmer will reach out to the Mayor of Scotts Mills regarding their interest in a parks and recreation district.

VI. ADJOURNMENT

Member Ludden made a motion to adjourn and Chairman Palmer adjourned the meeting at 9:34 p.m.

Respectfully submitted by:

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