

Agenda Parks & Trails Advisory Board Meeting Meeting Location: City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055 Meeting Date: Wednesday, February 9, 2022 Meeting Time: 7:00 PM

Page

1. MEETING FORMAT NOTICE

Meeting Format Notice:

The Parks and Trails Advisory Board will conduct this meeting both in-person and electronically using the Zoom video conference platform.

Members of the public may listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge. See the instructions below:

- To login to the electronic meeting online using your computer, <u>click this link:</u> or follow this link: <u>https://us02web.zoom.us/j/86932092043?pwd=UDdHSW1CUER3NFRtTkswS1Fza01JQT09</u>
- Note a passcode may be required:
- If you would rather access the meeting via telephone, dial 1-669-900-6833. When prompted, enter the following meeting number: 869 3209 2043
- If you do not have access to a computer or telephone and would like to take part in the meeting, please contact the Sandy Community Center (503-668-5569) by January 10, 2022 and arrangements will be made to facilitate your participation.

2. ROLL CALL

3. PUBLIC COMMENT

4. CONSENT AGENDA

4.1. Meeting Minutes

Parks & Trails Advisory Board - 12 Jan 2022 - Minutes - Pdf Parks & Trails Advisory Board - 12 Jan 2022 - Minutes - Html

5. CHANGES TO THE AGENDA

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6. NEW BUSINESS

- 6.1. Election of Officers
- 6.2. Board Input on Department Goals
 2.9.22 Staff report Goal Setting .docx
 2.9.22 ATT. A Draft Parks and Recreation Dept. Goals 2022-2023
 2.9.22 ATT. B Meeting Presentation
- 6.3. Hybrid Meetings

7. OLD BUSINESS

8. STAFF UPDATES

Director Update

Additional Staff Updates

9. ADJOURN



MINUTES

Parks & Trails Advisory Board Meeting Wednesday, January 12, 2022 City Hall-Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055 7:00 PM

BOARD MEMBERS PRESENT:	Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Stacy McMahon, Board Member, and Upekala Wijayratne, Board Member
BOARD MEMBERS ABSENT:	Sarah Schrodetz, Board Member and Alexandria Gale, Board Member
STAFF PRESENT:	Laurie Smallwood, Councilor, Sarah Richardson, Community Services, and Rochelle Anderholm-Parsch, Parks and Recreation Director

MEDIA PRESENT:

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https://us02web.zoom.us/j/88053316507?pwd=WGVTcWgxR29EZHFGK3p4RmdYbG1ldz09

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- 2. Roll Call
- 3. Public Comment
- 4. Consent Agenda
 - 4.1. Meeting Minutes

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5. Changes to the Agenda

6. New Business

6.1. Parks and Trails Advisory Board Member Orientation.

Rochelle Anderholm-Parsch, Parks and Recreation Director, introduced Joe Preston, Parks Maintenance Crew Leader. Compliments to the crew for all the work following the storm.

Rochelle asked members to introduce themselves.

Rochelle noted that the board will be sent a Google meeting request. It will include the Zoom link. The agenda will be available to the board 5-7 days prior to the next meeting on iCompass. the city's portal for all public meetings.

Sarah Richardson, Recreation Manager reviewed the board's resource binder. The binder is available as a hard copy or electronic copy. The binder is a starting point and provides a quick reference of information pertaining to board business.

Sarah gave a tour of the city's website and iCompass, the Public Meeting Portal. A few examples of how to find park and trails related pages as well as a general overview of the website were shared.

David Breames asked if there was a better map of the Tickle Creek Trail that shows where you can enter and exit the trail. Stacy McMahon agreed that a better map would be helpful and Will Toogood mentioned that it would be a good candidate for the All Trails website.

Sarah asked the board to read through and sign the Code Of Conduct, and she will send an electronic version that can be signed and returned via email. An overview of Public Meeting Law was provided as well as the new law requiring that public meetings continue to provide access virtually to both board members and the public. This law also allows for testimony by electronic means.

Rochelle reviewed the Bylaws that govern the board as well as the Roles and Responsibilities. Discussed the roles of the board members and of city staff. Rochelle described the ways in which agenda items can be added to board meetings. All the agenda items will be reviewed by the chair and the chair will ultimately set the agenda.

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Rochelle detailed the Roles and Responsibilities and the scope of authority. The board will provide formal recommendations to the Planning Commission and Council. The Board recommends and advises, and Council sets policy. Board is an important advocate for Parks and Trails. Importantly, the Board provides a space for public engagement.

Rochelle talked about what staff will be doing going forward.

Sarah reviewed the rolls of Vice Chair and Secretary.

Sarah asked the board to review the Parks and Trails Code. Important to have a good understanding and noted they are currently under significant review. Also asked the board to review the 2021 Parks and Trails Master Plan.

Don Robertson, Board Chair, thanked staff and also David for throwing his hat in the ring for Vice Chair. Don asked for staff updates.

7. Old Business

8. STAFF UPDATES

8.1. Director Update

Rochelle shared that the Pool Exploratory Task Force is close to completing their work. The board will receive updates as it moves forward as well as plans for the Community Campus as a whole.

Key positions are being hired and staff looks forward to being able to fully open and providing more programs and services.

The department has been working with Development Services on the review of the Parks and Trails System Development Charges and Fee in Lieu as well as updates to the Parks and Trails related Codes.

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Thank you to Joe and his team for the work on the Asset Management selection. Will help identify park assets and safety and will help prioritize work and communications.

The department was successful in securing a grant for a trail connection from the Community Campus to the Sandy River Park. The Notice to Proceed is expected sometime late spring or early summer.

Looking forward to working with the board.

Don asked if the council will be reviewing goals and whether the board will have an opportunity to provide input. Councilor Laurie Smallwood, Board Liaison, invited the board to share their thoughts and to please utilize her to communicate with council.

Don thanked Joe for attending and wanted to recognize the Parks crew for their maintenance of Tickle Creek Trail. Noted that the community had posted on Social Media positive comments about the work.

- 8.2.
- 9. Adjourn

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8.2.

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City of Sandy 39250 Pioneer Blvd., Sandy, OR 97055

Meeting Date:	Feb. 9, 2022
То:	Parks and Trails Advisory Board
From:	Rochelle Anderholm-Parsch, Parks and Recreation Director
Subject:	Input to assist the Parks and Recreation Department with 2022-2023 Goal Setting

DECISION TO BE MADE:

Provide input regarding the Park and Recreation Department's 2022-2023 goals.

PURPOSE / OBJECTIVE:

To provide input regarding the draft goals listed in the attachment, and to help prioritize the Department's Capital Improvement Project (CIP) list.

BACKGROUND / CONTEXT:

The Parks and Trails Advisory Board is an important advocacy and advisory board to the Parks and Recreation Department. Therefore, it is important for the Parks Board to supply input, and advise the Department during annual goal setting.

KEY CONSIDERATIONS / ANALYSIS:

It is important to remember that the advisory board provides input to the Department, and in turn the Department uses this input when aligning its goals and objectives with the Council. Although goals are vetted and discussed by the Parks Board, several factors will be considered such as, availability of funding, and policy decisions made by the Council.

The prioritization of goals helps set the course for the Department and provides guidance to staff in order to seek out funding and move initiatives forward. The goals will be reported on regularly and may be adjusted depending on funding and Council objectives.

RECOMMENDATION:

Support the 6 goals listed and assist in prioritizing the CIP project list.

BUDGETARY IMPACT:

Please see notes on Attachment A.

SUGGESTED MOTION LANGUAGE:

I move that we support the 'Draft Parks and Recreation Dept. Goals for 2022-2023' and the prioritization of the CIP list as discussed.

LIST OF ATTACHMENTS / EXHIBITS:

Attachment A: Draft Parks and Recreation Dept. Goals for 2022-2023 Attachment B: Meeting Presentation

STAFF CONTACT: Rochelle Anderholm-Parsch 503-489-2157 randerholmparsch@cityofsandy.com



DRAFT PARKS AND RECREATION DEPT. GOALS FOR 2022-2023

GOALS FOR 2022-2023

Goal #1

 Support department efforts in moving forward the next phase of the Community Campus project.

Background

In 2016 the City of Sandy purchased property now known as the Community Campus from the Oregon Trail School District. The site is 14.00 total acres, with 0.25 of those as developed acres, and 7.10 acres that is considered natural area or open space. 1 This purchase included the Olin J. Bignall Aquatic Center, currently closed, and the old Cedar Ridge Middle School, also closed to the public. From June 2018 to May 2019 the City opened, operated, and maintained the aquatic center. On April 19, 2021, the Council requested the formation of a Pool Exploratory Task Force (PETF) to evaluate options and provide a recommendation to the Council regarding the future of the Olin J. Bignall Aquatic Center. The PETF work is scheduled to complete their work and provide a recommendation to Council by the end of January 2022. The next phase will build upon the work that the PETF has completed. This work includes the development of a conceptual design for the whole site including indoor aquatic, recreation, and community space needs, as well as site development design, construction documents, and potential construction of park amenities.

Council Goal Alignment

• 8(a). Appoint a committee to guide the next steps for the Community Campus and aquatics

Timeline

• 2022-2023

Budget Implications

- Cost to take the process through an Request for Proposals
- Determined through policy decision and support by Council

Staff recommendations

 Advocate for the department to continue efforts to move forward with the next phase of the Community Campus process. This includes evaluating and prioritizing park improvements.



Goal #2

• Continue work with Development Services on several projects.

Background

- Thes projects include:
 - Updating chapters 17.32 & 17.86 Parklands and Open Space of the Sandy City codes;
 - Updating the parks system development charges as well as the fee-in-lieu methodology;
 - Removing duplication of trails and multi-purpose trails found in the Transportation Plan and the Parks and Trails Master Plan and then amending and adopting the Parks and Trails Master Plan.
- Regarding code changes, the Parks Board has provided comments during their Oct. 2021 meeting. These comments were provided to Development Services. Currently Development Services and the Parks and Recreation Department are working with City attorneys on review and also incorporating additional comments.

Council Goal Alignment

• 2(c). Update the development code

Timeline

• 2022-2023

Budget Implications

• Once SDC's and Fee In-Lieu are updated this will directly affect revenue for the department.

Staff recommendations

• Advocate in support of code changes. Support the results of the SDC and Fee-in-Lieu findings and recommend to Council support of methodology update. Provide input, and recommend to Council to amend the Parks and Trails Master Plan.

Goal #3

• Initiate Department-wide cost recovery work.

Background

• To date the department has not initiated cost recovery analysis, or goals. This work will include hiring a consultant who will guide the department through analysis and recommendations. Cost recovery work will result in public engagement, input from PTAB and the council resulting eventually in a department cost recovery policy and the creation of a department master fee schedule.

Council Goal Alignment

- 5. Maintain financial strength and sustainability.
 - (a) Diversify revenue sources, analyze new revenue streams, look at cost recovery where possible



Timeline

• 2022-2023

Budget Implications

• Virtual cohort package is approximately \$6000-\$7000

Staff recommendations

Support staff's efforts to pursue cost recovery work. This includes participating
throughout the process by providing recommendations about policy. Actively contributing
to discussions focused on philosophical budgetary questions leading to a more
sustainability and fiscally responsible budget management.

Goal #4

Develop a formalized policy and process to recruit, train, retain, and celebrate volunteers.

Background

 Volunteers are a vital part of the City and the Parks and Recreation Department. In order to continue the great work already built by the Parks and Recreation staff, a formal process will need to be developed to recruit, train and retain volunteers.

Council Goal Alignment

 8(d). Explore Council and community recreation services needs and determine how the organization can support this

Timeline

• 2022-2023

Budget Implications

• Staff time dedicated to creating a process and then implementing the changes.

Staff recommendations

 Support staff's efforts to formalize the volunteer recruitment, training and retention practices. PTAB to provide input as staff works through the process of creating and formalizing volunteer recruit and training processes.

Goal #5

• Build upon and expand the existing Pesticide Policy to create a full Integrated Pest Management (IPM) Policy.

Background

PTAB and staff created a Pesticide Policy which was codified by the Council. This policy
is a great start and has provided the foundation in which to build upon. The next phase
will help the department build an effective and environmentally sensitive approach to
pest management that relies on a combination of common-sense practices. An effective
IPM is a strategic guide to manage public spaces utilizing a wide range of 'tools' from
mulching to application of pesticides.



Council Goal Alignment

• 8(e). Incorporate biodiversity into our parks and green space

Timeline

• 2022-2023

Budget Implications

 Dedicating staff time to get their pesticide applicator licenses and/or applicator apprenticeship.

Staff recommendations

Support staff's efforts to build upon the existing Pesticide Policy. Advocate to the Council
on the importance of dedicated funding to continue to move towards best practices, and
underscore the value of having a robust IPM Department policy.

Goal #6

• Provide input on the prioritization of the Parks and Recreation Department's Capital Improvement Projects (CIP).

Background

- It is the role of PTAB to recommend and provide input regarding the Department's CIP plan.
- A draft list includes the following (not in order of priority)

Project	Details	Notes	Ranking
Community Campus next phase	Support creating of Request for Proposal and the formation of a Technical Advisory Committee	At this time no funds are required. Supporting the process and movement forward	
Shelters/Bathrooms in Parks	Explore options and funding for a restroom at Bornstedt, or identify and find funding for shelters in other parks.	Identify funding or possible grants to do this work.	
Tupper Park	Explore options for a new playground and possibly daylight the creek and fix drainage issues	Identify funding or possible grants to do this work.	
Meinig Park	Park improvements to possibly include; electrical, heated bathrooms for year-a-round use, parking lot pervious asphalt restoration	Work is in progress to repair the pervious parking lot to address the flooding issues. Funds for the other repairs will need to be identified.	
Lang Acquisition	Identify land based on the Master Plan. This should include identifying land adequate for a future multi-purpose sports field.	There are funds set aside for land acquisition.	
Deer Point	Phase 1: basic trail, additional benches, additional dog stations	Based on a preliminary FCS report found in the Master Plan Deer Point could be 66% eligible for SDC's. However, this could change after the SDC update is complete. Another consideration is the concept plan in the Master Plan is based on land dedicated by the developer.	



	Dog Park Improvements. Could include shade or shelter in the dog area, reconfigure the entrance to the small dog park.	There are already funds raised for this project in the amount as of 1/31/22 is \$20,177.61.		
Community Garden repairs	This work will include repairing the planter beds, and possibly incorporating pollinators gardens.	There is dedicated funding for this work, \$5,000		
Trail from Community Campus to Sandy River Park	Trail between Community Campus park and Sandy River Park	Received Recreation Trails Program (RTP) grant in the amount of \$35,580 with a total estimated project cost estimated at \$48,728. The RTP grant is expected sometime late spring or early summer.		

Council Goal Alignment

- 2. Be proactive in managing and planning growth.
- 7(a). Engage the community on community issues and in celebration.

Timeline

• 2022-2023

Budget Implications

• Identify available allocated funding, grant opportunities, and available SDC funds.

Staff recommendations

• PTAB will help prioritize a list of CIP projects. Staff will identify grants and identify, report on and pursue additional funding opportunities.

COUNCIL GOALS 2021-2023:

1. Plan and provide sustainable infrastructure

a). Implement the next phase of the wastewater facilities plan and move forward with adequate funding

b). Complete the alternatives discharge including the analysis of constructed wetlands

- and incorporate into the Wastewater Facilities Plan
- c). Continue progress on Bell Street/362nd road improvements
- d). Evaluate our current water suppliers relationships and adopt Water Master Plan
- e). Complete the transportation system plan and prioritize projects
- f). Continue to grow SandyNet to make it self-sufficient for the long-term
- g). Implement the Transit Master Plan

2. Be proactive in managing and planning for growth

a). Collaborate with the Planning Commission to develop policy and provide criteria for approving and/or recommending variances and zone changes

- b). Begin the update of the City's Comprehensive Plan
- c.) Update the development code



3. Foster economic recovery and growth

a). Develop a COVID-19 community recovery plan (i.e. business recovery, utility payment assistance plan, etc.)

b). Develop a long-term plan for economic development that provides clear direction for commercial, industrial, small business growth

4. Update Council policies and rules

5. Maintain financial strength and sustainability

a). Diversify revenue sources, analyze new revenue streams, look at cost recovery where possible

6. Collaborate with regional and community partners to address homelessness

- a). Appoint a homelessness task force
- b). Create a plan to address homelessness in Sandy

7. Engage the community on community issues and in celebration

- a). Develop a strategy to engage and involve more people before decisions are made
- b). Celebrate Sandy's history and 110th anniversary

8. Expand recreation opportunities that align with community needs

- a). Appoint a committee to guide the next steps for the Community Campus and aquatics
- b). Complete the parks and trail master plan
- c). Develop a plan for the Community Campus
- d). Explore Council and community recreation services needs and determine how the
- organization can support this
- e). Incorporate biodiversity into our parks and green space



Parks and Trails Advisory Board Meeting

February 9, 2022

Topic Objectives

- Discuss and seek input on Department Goals for 2022-2023
 - Update: Overview of the Council Goals
 - Input: Overview the Draft of the Department Goals
- Spend time helping the Department prioritize Capital Improvement Projects for 2022-2023



Council Goals*

- 1. Plan and provide sustainable infrastructure
- 2. Be proactive in managing and planning for growth
- 3. Foster economic recovery and growth
- 4. Update Council policies and rules
- 5. Maintain financial strength and sustainability
- 6. Collaborate with regional and community partners to address homelessness
- 7. Engage the community on community issues and in celebration
- 8. Expand recreation opportunities that align with community needs

*Full list of Council goals can also be found in your PTAB manual



Draft Department Goals

Goal #1

• Support department efforts in moving forward the next phase of the Community Campus project.

Goal #2

Continue work with Development Services on several projects.

Goal #3

Initiate Department-wide cost recovery work.

Goal #4

Develop a formalized policy and process to recruit, train, retain, and celebrate volunteers

Goal #5

 Build upon and expand the existing Pesticide Policy to create a full Integrated Pest Management (IPM) Policy.

Goal #6

 Provide input on the prioritization of the Parks and Recreation Department's Capital Improvement Projects (CIP).



Discuss Goals 1 -5

Open up for discussion: Goals 1 - 5

Goal #1

Support department efforts in moving forward the next phase of the Community Campus project.

- Support
- Edit

Goal #2

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- Support
- Edit

Goal #3

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- Support
- Edit

Goal #5

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- Support
- Edit

END OF DISCUSSION GOALS 1-5



Discuss Goal 6

Goal #6

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