

**City of West Linn
Parks and Recreation Advisory Board Summary Notes
July 20, 2016**

Members Present: Don Kingsborough, Steve Miesen, Scott Etheridge, Vicki Handy and Steve Millage

Staff Present: Ken Warner & Ken Worcester

Council Liaison: Councilor Bob Martin

Guests: Larry Meese, Meredith Olmsted, Noelle Bledy, Steve

Meeting called to order by Don at 7:03 pm

- 1. Introductions** - Don K
- 2. Approval of tonight's agenda** with additions
 - a. We will add regular items to our agenda: park your debrief and kayaking
- 3. Community Comments**
 - a. Meredith Olmsted – Vigilant community input in Trails Master Plan. Should the City build a trail? Community input to build the best trail possible.
 - b. Ken Worcester explained that he let City Council know about a Grant Opportunity for I 205 Trail (Funding in 2019)
 - c. Larry mentioned that the Arch Bridge Project has a trail on the other side of the highway.

4. Draft Master Plan Scope & Schedule

Ken Worcester explained that we want to be completed by July 2017.

Discussion ensued on getting community input and finding out what is important to our community. Possibly a survey before developing anything else. Look top have public input early on in October/November. Scope of Master Plan should look at all areas: parks, recreation programs, capital improvements as in the past has focused on parks. Parks needs are defined and emphasis is on recreation and facilities going forward.

Board discussed RFP Evaluation criteria to find a partner that reflects the City's desires

RFP Evaluation Criteria

Requirement	Mandatory	Points
Content: Proposal contains all required efforts.	Yes	5
Approach to community involvement and input points for citizens to ensure transparency.	Yes	15
Process to evaluate current recreation programs and water sports, use, needs and future options.	Yes	25
Process to evaluate current parks, open space and trails; use, needs and future option	Yes	25
Process to capture the unique character of West Linn.	Yes	10
Effective use of City resources	Yes	5
Experience of the proposer and or subcontractor in like projects and history of the company or individual will be considered.	Yes	15
Fee and schedule will be evaluated on the guaranteed maximum price lump sum fee required to meet the requirement in the RFP.	Yes	15

Input by PRAB:

- Survey
- Presentation with a common template for each of us to use with groups (Vicki)
- Community groups

5. Approval of Summary Notes: Approval of Summary Notes – Scott Made motion and Steve seconded to approve the Summary Notes from April 14, 2016 meeting. Motion Passed.

6. Other Project and Event Updates

- Cedar Oak Boat Ramp: Aug 15th start - Oct 10th completion; final funding is secured
- Willamette Trail Dedication were very successful. We had several groups (approx. 70 people) joined in the celebration: The Garden Club 100th anniversary; the Annexation of Willamette 100 year anniversary; Mill leadership.
- Street Dance was cancelled due to rain.
- Old Time Fair went very well with great fireworks; carnival and food vendors report extremely large crowd; unique timber show with hatchet throw, pole climbing and axe throwing; great parade
- Grants are available through the Economic Development Tourism Grant.

7. Park Tour Debrief

- Great use of time to view the parks.
- Mayor Axelrod wants to spearhead Ivy pull on Goat Island with PRAB and City Council. We want this to be a citizen event. Russ Axelrod and Steve and Steve will meet to discuss.

Kayaks

- Build a sign with a map of Willamette River at the point where Tualatin River meets Willamette River. Clear the ramp and add parking.
- Continue / invest in the kayak and paddle board services on the Willamette.
- Build water sports facility

Meeting Adjourned at 9:25 pm