

AFFIDAVIT OF POSTING
ORDINANCE CB-0-115-89

STATE OF OREGON)
)
COUNTIES OF CLACKAMAS)
AND WASHINGTON)
)
CITY OF WILSONVILLE)

I, the undersigned, City Recorder of the City of Wilsonville, State of Oregon, being first duly sworn on oath depose and say:

On the 1st day of March, 1989, I caused to be posted copies of the attached Ordinance CB-O-115-89, an Ordinance establishing a Parks and Recreation Advisory Board; repealing Section 2.300 and 2.302 of the Wilsonville Code and declaring an emergency, in the following four public and conspicuous places of the City, to wit:

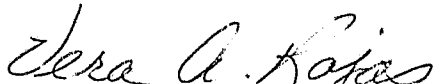
WILSONVILLE CITY HALL

WILSONVILLE POST OFFICE

LOWRIE'S FOOD MARKET

KOPPER KITCHEN

The ordinance remained posted for more than five (5) consecutive days prior to the time for said public hearing on the 6th day of March, 1989.


VERA A. ROJAS, City Recorder

Subscribed and sworn to before me
this 23rd day of March, 1989.


NOTARY PUBLIC, STATE OF OREGON

My Commission expires: 8-23-89

ORDINANCE NO. 346

AN ORDINANCE ESTABLISHING A PARKS AND RECREATION ADVISORY BOARD; REPEALING SECTIONS 2.300 AND 2.302 OF THE WILSONVILLE CODE AND DECLARING AN EMERGENCY.

WHEREAS, the Wilsonville City Council approved Resolution No. 685 which rescinded the appointment of the Park and Recreation Commission; and

WHEREAS, Resolution No. 685 directed the Mayor to appoint a committee of concerned citizens and staff to study the continuance of a Parks and Recreation Commission; and

WHEREAS, the committee has completed its study and has forwarded a recommendation to the City Council on establishing a Parks and Recreation Advisory Board;

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

Section 1 - Sections 2.300 and 2.302 of the Wilsonville Code are hereby repealed.

Section 2 - Sections 2.300 - 2.303 are hereby added to the Wilsonville Code as follows:

2.300 - Parks and Recreation Advisory Board

a. A Parks and Recreation Advisory Board is hereby created. The Parks and Recreation Advisory Board shall consist of nine (9) members. At least six (6) members of the Parks and Recreation Advisory Board shall be residents of the city. Three (3) members may reside outside of the city limits but must reside within the boundaries of the West Linn, Canby, Sherwood, or North Marion School Districts. Members shall be appointed by the Mayor with the consent of the City Council. Of the members first appointed, four members shall be appointed for a two-year term and five members shall be appointed for a

four-year term. Subsequent appointments shall be for a term of four years. No member shall hold appointment for more than two (2) consecutive terms.

b. At its first meeting in each calendar year, the Board shall elect a Chairperson and Vice Chairperson. The Chairperson shall preside at all meetings and the Vice Chairperson shall preside over the meetings in the event that the Chairperson is absent. Unless otherwise specified, Robert's Rules of Order shall govern the meetings. Board members shall serve without pay but may be reimbursed for any expenses incurred in the discharge of their duties, with the approved city policies and with prior approval of the Parks and Recreation Director.

c. Five members shall constitute a quorum.

d. Parks and Recreation Advisory Board members shall make every effort to attend all meetings. In the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Parks and Recreation Board may recommend removal of said member. Removal must be approved by the Council.

e. The Board shall hold at least four meetings per year to conduct its business. All meetings of the Board shall be open to the public.

Section 2.301 - Purpose

The purpose of the Parks and Recreation Advisory Board shall be as follows:

To act as a channel of communication for the general public and the municipal administration. To take initiative in planning of present and future park and recreation needs to support the people of Wilsonville. To advise the City Council on various policy matters which have been referred to them in regard to the provision of park and recreation services to the total community.

Section 2.302 - Parks and Recreation Advisory Board Duties and Responsibilities

a. Give due attention and study to recreation and park service as they affect the welfare of the people of Wilsonville.

b. Interpret the recreation and park services of the department to the community.

c. Interpret community recreation and park needs to the city.

d. Take initiative in planning for future recreation and park areas and facilities, as well as considering means of bringing present areas and facilities up to an acceptable standard.

e. Serve as a sounding board for the department administrator and staff to test their plans and ideas.

f. Recommend policy.

g. Enable civic and service organizations to accomplish results through cooperation.

h. Encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the recreation and park facilities.

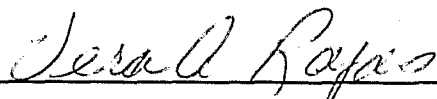
i. Generally enlist community interest in recreation and parks.

Section 2.303 - Advisory Functions


The actions of the Parks and Recreation Advisory Board shall be advisory only and shall not constitute policy of the City and shall not be binding upon the City Council or upon the City. The City Council may adopt all or any part of any recommendation of the Board, with or without changes, as city policy.

Section 3 - Emergency declared - In order to successfully plan and advise the City Council on Parks and Recreation matters, it is necessary to establish the Parks and Recreation Advisory Board as soon as possible; therefore, an emergency is declared to exist and this ordinance shall take effect upon its adoption.


SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting on the 21st day of February, 1989, and scheduled for a second reading at a regular meeting of the Council on the 6th day of March, 1989, commencing at the hour of 7:30 o'clock p.m. at the Wilsonville City Hall.


VERA A. ROJAS, City Recorder

ENACTED by the Council on the 6th day of March, 1989, by the following votes:
AYES: 5 NAYS: 0.


VERA A. ROJAS, City Recorder

DATED and signed by the Mayor this 7th day of March, 1989.



JOHN M. LUDLOW, Mayor

SUMMARY of Votes:

Mayor Ludlow	<u>AYE</u>
Councilor Stark	<u>AYE</u>
Councilor Edwards	<u>AYE</u>
Councilor Clarke	<u>AYE</u>
Councilor Chandler	<u>AYE</u>

Summary of the
Parks and Recreation Commission Study Committee
February 10, 1989

COMMITTEE MEMBERS: Vicki Blacken, Mardi Braymen, Jim Gillies, Johnny Ragin, Jay Schack, Dr. Dale Johnston, Mary Wood, Dee Thom, Steve Munsterman, and Deborah Bleser.

Notice: Larry Ulrich did not attend any of the committee meetings. His job is transferring him to another state, therefore, he was very busy and couldn't participate.

The Committee met three times:

January 10: 7-9 p.m.

January 25: 7-9 p.m.

February 8: 7-9 p.m.

Minutes of each meeting are attached for your information.

The Committee members worked well together. Their input, comments and suggestions were vital. I felt as though Mardi Braymen's past experience with the rescinded Parks and Recreation Commission was imperative. She seemed to bring a guiding light to some of the committee's concerns which effected the committee's final recommendations.

The committee has completed their recommendations to City Council through a proposed ordinance which establishes a Parks and Recreation Advisory Board. The proposed ordinance is attached.

The committee familiarized themselves with the Salem Parks and Recreation Advisory Board Manual of Operations. Many portions of that manual were adopted to suit the proposed Wilsonville Ordinance recommendation. This manual was an excellent guide and resource material for the committee members.

Our final meeting was held on February 8, 1989. The committee reviewed their original mission statement, goals and tasks. The committee was successful in reaching all designated goals.

MISSION STATEMENT (Commitment Statement)

The Wilsonville City Council has appointed eleven individuals who have committed to assist the City Council in conducting a study which will determine the necessary existence, purpose and role of a Parks and Recreation Commission.

It is the city's mission to offer a high quality Parks and Recreation Program and Services to the citizens of Wilsonville.

GOAL: City Staff shall send written notification of a first meeting date and location to all designated committee members.

Task: Establish a first meeting agenda, distribute this agenda to committee members at least one week before the meeting date.

GOAL: A full informational packet will be distributed to committee members, including: existing city codes and policies as they pertain to Parks and Recreation Commission, brief history summary of the past Wilsonville Parks and Recreation Commission, present goals and objectives for the Parks and Recreation Department and present goals of the City of Wilsonville.

Task: Each committee member should familiarize themselves to the information.

GOAL: Establish a target date to complete the study.

GOAL: The Committee will be responsible to develop a written proposal for City Council, stating the committee's findings and their recommendations as it pertains to establishing a Parks and Recreation Commission.

GOAL: City Council will report their final decisions in written form to each committee member.

City of Wilsonville

Parks and Recreation Commission Study Committee

COMMITTEE MEMBERS

Vicki Blacken
10270 S. W. Ashton Court
Wilsonville, OR 97070
682-2524

Johnny Ragin
29750 S. W. Courtside Dr. #9
Wilsonville, OR 97070
Hm: 682-8019/Wk: 682-1887

Mardi Braymen
30950 S. W. Willamette Way W.
Wilsonville, OR 97070
682-9028

Jay Schack
32395 Boones Bend Road
Wilsonville, OR 97070
694-5525

~~Larry Ulrich
11584 S. W. Proakness
Wilsonville, OR 97070
682-1165~~

Dr. Dale Johnston
29890 S. W. Town Center Loop W.
Wilsonville, OR 97070
Hm: 678-1563/Wk: 682-9046

Jim Gillies
7505 Schroeder Way
Wilsonville, OR 97070
682-2471

Mary Wood
6840 S. W. Montgomery Way
Wilsonville, OR 97070
682-0985

Dee Thom
Administrative Assistant
City of Wilsonville
P. O. Box 220
682-1011

Deborah Bleser
Parks & Recreation Director
City of Wilsonville
P. O. Box 220
682-1011

Steve Munsterman
Property Maintenance Supervisor
City of Wilsonville
P. O. Box 220
682-1011

City of Wilsonville

Parks and Recreation Commission Study Committee

Wednesday, January 10, 1989

7:00 - 9:00 p.m.

Wilsonville Community Center

AGENDA

- I. Introductions**
- II. Review the Purpose and Role of the Committee**
- III. Discuss Housekeeping Details**
 - A. Convenient Meeting Date and Time**
 - C. Determine Number of Meetings Needed**
 - D. Chairperson/Facilitator**
 - D. Groundrules**
- IV. Discuss Information Packet**
- V. Open for Discussion and Questions**
- VI. Adjournment**

City of Wilsonville
Parks and Recreation Commission Study Committee

Meeting Minutes of
Tuesday, January 10, 1989 - 7:00 - 9:00 p.m.
Wilsonville Community Center

Committee Members Present: Vicki Blacken, Mardi Braymen, Jim Gillies, Johnny Ragin, Jay Schack, Dr. Dale Johnston, Mary Wood, Dee Thom, Steve Munsterman, and Deborah Bleser.

Committee Members Absent: Larry Ulrich.

One Interested Citizen Attended: Al Turner

Each member of the Committee introduced themselves. Deborah Bleser read the Committee's mission statement, goals & objectives that were distributed in the mail with the Meeting agenda. No comments were given regarding the mission statement, goals and objectives by Committee members.

The Committee decided on three more meeting dates: **Wednesday, January 25, February 8 and February 22, 7:00-9:00 p.m.** The group will determine at a later meeting if more scheduled meetings are necessary.

The Committee chose not to select a chairperson. The group requested that Deborah Bleser, Parks and Recreation Director, facilitate the scheduled committee meetings. Deborah accepted the facilitator responsibilities.

The following groundrules were established by the Committee:

- * Use informal "point of order"
- * Don't spend precious committee time correcting minute meeting typo's and other un-meaningful tasks.
- * Talk issues, not people.
- * Public input should be directed to any Committee member in written form. The Committee member will then address the Citizen's input at the following scheduled Committee meeting. Committee members should not restrict any citizen's opinions or ideas.

The Committee meetings are open to the public to attend and listen. The meeting time should be announced in the Wilsonville Spokesman newspaper

so concerned citizens may have the opportunity to attend. Deborah Bleser will submit this information to the newspaper reporter/editor, Ellen Kyle.

The Committee will target to prepare and announce their recommendations to the City Council on March 6, 1989. Deborah Bleser will deliver the Committee's recommendations. The Committee members have been requested to be present at the March 6 Council meeting to answer any questions which Council or the Mayor may have.

Dee Thom was requested by a Committee member to briefly expand on the past history. Ms. Thom basically reviewed the information which was distributed in the Committee packets as well as reviewed the existing parks in Wilsonville:

Memorial Park - developed for organized play.

Boones Ferry - A more subtle, low-organized play park.

Tranquil - Undeveloped, approximately 4 acres.

Nike - Undeveloped, 41 acres (recently acquired).

Dee Thom shared information as to why the City and the Planning Commission no longer develop open-space in each subdivision in the City which the Master Plan indicates. The City's costs for insurance and liability, park maintenance and the purchase of play equipment was high and not feasible. The City did not have sufficient funds. Therefore, the property owners/builders are now responsible to develop open space in the areas.

The group discussed the need for a City swimming pool, and the past surveys which were conducted. Also the "fine-tuning" of the ballfields and concession area in Memorial Park. A Committee member asked Deborah Bleser about the Volunteer Program which she intends to organize. Deborah explained her viewpoints and direction for the program.

Mardi Braymen, past Councilor and Parks and Recreation Commission liaison, was requested by a Committee member to explain why the past commission was rescinded. Mrs. Braymen explained that it was a struggle for Council to make that decision. There were personality conflicts between Councilors and Commissioners resulting in a communication problem on both sides. The Commission was addressing small, minute items. It became a no-win situation on both sides. Some of the problems existed due to the lack of direction in the Code and Charter as to what the Commission's purpose and role is.

Several members commented that the Salem Parks and Recreation Advisory Board Manual of Operations will be a good model to use as reference and a guide.

Discussion took place as to the importance of the Commission being a liaison for public contact and input.

Deborah was asked if she felt that a Parks and Recreation Commission is helpful and necessary. She stated, "Yes", if the Commission has a specific, defined purpose and role and is a working board. She recommended that the group of individuals would become a sounding board for Deborah and a liaison with the public.

The Committee unanimously agreed that they would recommend that a Parks and Recreation Commission be established in Wilsonville.

Dee Thom stressed the importance of Deborah Bleser, Parks and Recreation Director, having the responsibility to support and direct the department as well as the daily operations. While the Commission would work with Deborah and Council as to issues and projects which the citizens would recommend. Consider changing the Parks and Recreation Commission name to include "Advisory". The Committee requested the following additional information:

- * A copy of the City Charter
- * Organizational Chart - Employees as well as City Boards and Commissions
- * budget structure and process

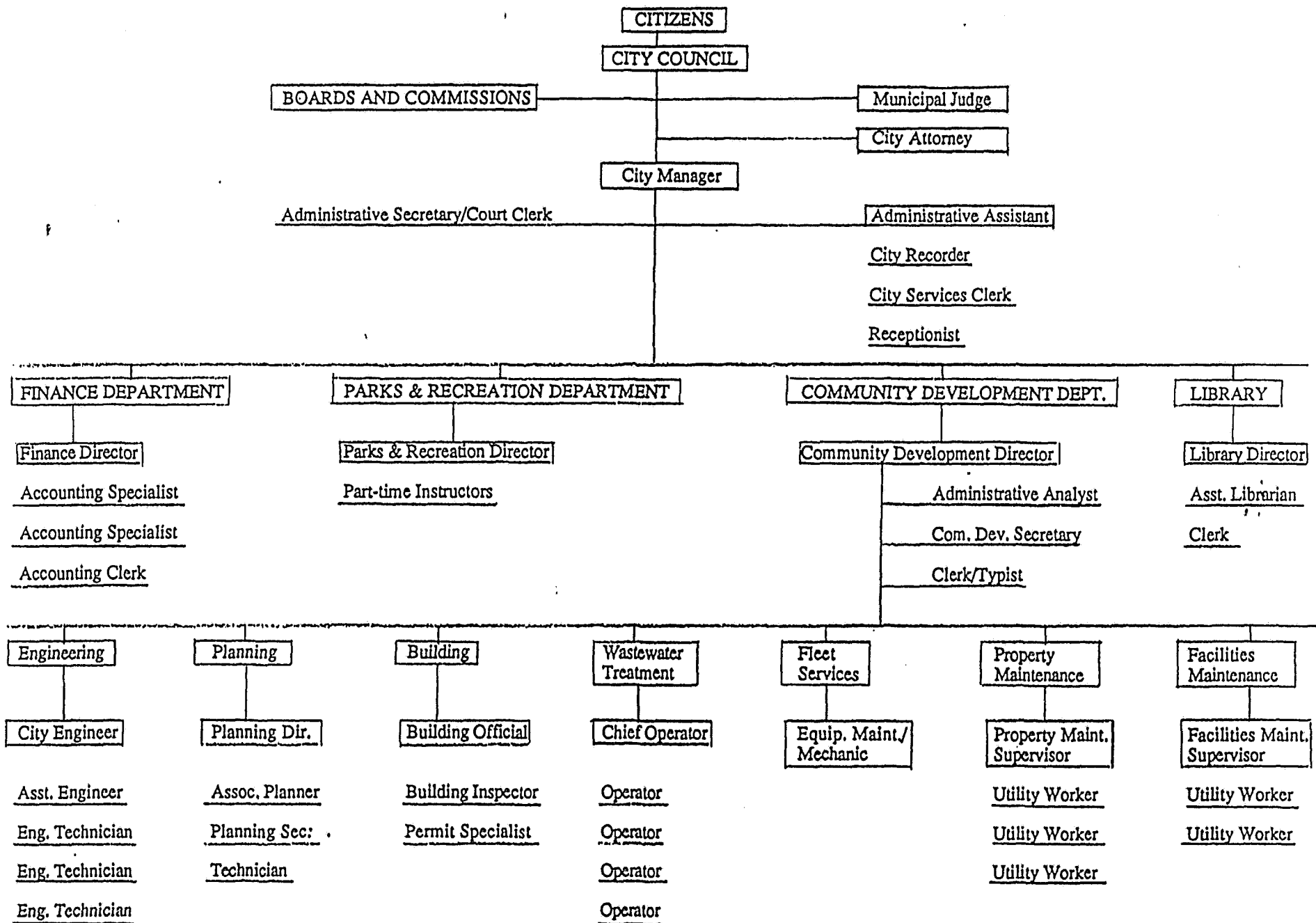
The requested information is enclosed and Mr. Pete Wall, City Manager, will be attending the January 25, 1989 meeting to review the information and answer any questions you may have.

Prior to the next meeting, the Committee members should answer the following questions:

1. Number of desired Commissioners?
2. The restriction of in and out City Commissioner requirements?
3. Do we want advisor's along with Commissioners?
4. Thing about how we change the Code to be compatible with the City Charter.

Adjourned at 9:00 p.m.

db:pjm



City of Wilsonville

Parks and Recreation Commission Study Committee

Wednesday, January 25, 1989

7:00 - 9:00 p.m.

Wilsonville Community Center

AGENDA

- I. Introductions
- II. Comments Regarding Meeting Minutes of January 10, 1989
- III. A. City Organizational Chart - Pete Wall, City Manager
B. Discuss City Boards/Commissions - Pete Wall
City Manager
C. City Charter - Pete Wall, City Manager
D. Budget Structure & Process - Pete Wall,
City Manager
- IV. Commission Members
A. Number of Commissioners
B. Requirements for in/out City residency
- V. The Need for "Advisors"
- VI. Charge Code to be Compatible with City Charter
- VII. Establish the Commission Purpose, Role & Duties
- VIII. Written Public Comments/Concerns
- IX. Discussion
- X. Next Meeting - Wednesday, Feb. 8, 1989
Adjournment

City of Wilsonville
Parks and Recreation Commission Study Committee

Meeting Minutes of
Wednesday, January 25, 1989 - 7:00 - 9:00 p.m.
Wilsonville Community Center

Committee Members Present: Vicki Blacken, Mardi Braymen, Jim Gillies, Johnny Ragin, Jay Schack, Dr. Dale Johnston, Mary Wood, Dee Thom, Steve Munsterman, and Deborah Bleser.

Committee Members Absent: Larry Ulrich.

Guest: Pete Wall, City Manager

One Interested Citizen Attended: Al Turner

Pete Wall, City Manager attended this meeting at the Committee member's request for more information as it pertained to the city's organizational chart, city boards and commissions, city charter and the city budget structure and process.

Mr. Wall explained how the Council-Manager form of government parallels the typical corporate organization.

<i>Corporate:</i>	<i>City:</i>
Stockholders	Voters
↓	↓
Board of Directors	City Council
↓	↓
Pres./CEO	City Manager
↓	↓
Employee's	Employers

The City of Wilsonville operates with a Council-Manager form of government. 73% of cities in the U.S. have this form of government. This form of government was created by a reaction to corruption and complexities in the 1900's when the "spoil system" was used by appointing friends and acquaintances.

Mr. Wall explained how our current educational system does not pay a lot of attention to local government operation and many people/citizens misunderstand local government operations as well as have misconceptions.

The City Council are elected officials (Mayor and four councilors). The Mayor presides over the City Council meetings, maintains order and has the appointing authority of boards and commissions. The mayor also is the official signer of all city documents.

The Council must act collectively as a group. In order to act on any issue the majority vote determines the action.

The City Manager appoints all staff. This person enforces ordinances, is the budget officer, organizes departments and staff. The City must have a City Manager according to the City Charter.

Advisory Boards & Commissions:

All boards and commissions are appointed by the Mayor, with the consent of the City Council. The boards and commissions are all advisory, all powers must remain with the elected officials. City Council is responsible for all actions.

Design Review Board - Deals with planning applications.

Budget Committee - Mandated by state law. This committee is a 10 member body, consisting of five elected officials and five citizens.

Library Board - Governed by state law and city ordinances.

Transportation Advisory Commission - Previously named the Traffic Safety Commission. This Commission was established because of the new Wilsonville Transit system.

Planning Commission - Deals with planning applications.

Budget Process:

The budget process is dictated under Oregon State Law. The law requires that a Budget Committee be appointed consisting of five elected officials and five city residents. Must have a designated Budget Officer which is the City Manager. The budget must be presented in a specific format, either by program budget or by line item. Wilsonville operates under the line item budget, it's easier to use this system as well as supplements may be added to this type of budget. The Budget Committee must have a chairperson and a secretary.

The Budget Officer is responsible to prepare the budget and present to the Budget Committee a budget summary which must be printed in the newspaper.

The City Council will conduct a public hearing. The budget would then be adopted. City Council can make changes in the budget if approved by the Budget Committee. If the change is more than a 10% increase, the process must begin from scratch. The budget must balance and may not show a deficit. An audit is conducted annually by a C.P.A. and a report is sent to the Secretary of State Audit Division.

Wilsonville has a \$11.5 million budget which includes 15 different funds.

The General Fund is supported mainly by property tax dollars. The single purpose funds would be water, sewer, L.I.D. funds, etc. The city has approximately 2,500 different line items.

The Parks and Recreation Department is a general fund budget and is subsidized by tax dollars and class fees.

The Parks and Recreation Department has two budgets:

\$_____ Operating
\$_____ Capitol item expenses & improvement
(has been in existence for three years)

\$250 per family dwelling

\$.003 X the value of the development

Summary of Meeting Recommendations:

A discussion then followed on specific recommendations the Committee would be making to the City Council.

Parks and Recreation Advisory Board:

Nine commissioners, no advisors.

No more than three commissioners from outside of the city limits to include: West Linn, Canby, Sherwood and North Marion School Districts. No City Council members need be on the Commission.

Recommend to City Council to appoint commissioners of various age levels and interest groups.

Purpose Statement (drafted by Jim Gillies)

To act as a channel of communication between general public and the municipal administration. Take initiative in planning of present and future parks and recreation needs to support the people of Wilsonville. To advise City Council on various policy matters which have been referred to them in regards to the provision of parks and recreation services to the total community.

Outline of Duties & Responsibilities

1. Give due attention and study to parks and recreation service as they affect the welfare of the people of Salem.
2. Interpret the park and recreation services of the department to the community.

3. Interpret community park and recreation needs to the community.
4. Take initiative in planning for future park and recreation areas and facilities, as well as considering means of bringing present areas and facilities up to an acceptable standard.
5. Serve as a sounding board for the department administrator and staff to test their plans and ideas.
6. Recommend policy.
7. Enable civic and service organizations to accomplish results, through cooperation.
8. Encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the park and recreation facilities.
9. Generally enlist community interest in park and recreation.

Next meeting will be Wednesday, February 8 from 7:00-9:00 p.m.

City of Wilsonville

Parks and Recreation Commission Study Committee

Wednesday, February 8, 1989

7:00 - 9:00 p.m.

Wilsonville Community Center

AGENDA

- I. Review of Minutes of January 15, 1989 Meeting -
Comments & Corrections
- II. Review Draft Park and Recreation Advisory
Board Ordinance
- III. Summarize other Recommendations to City Council
- IV. Set Date for Next Meeting (If Necessary)
- V. Adjournment

City of Wilsonville
Parks and Recreation Commission Study Committee

Meeting Minutes of
Wednesday, February 8, 1989 - 7:00 - 8:00 p.m.
Wilsonville Community Center

Committee Members Present: Vicki Blacken, Mardi Braymen, Johnny Ragin, Jay Schack, Dr. Dale Johnston, Mary Wood, Dee Thom, Steve Munsterman, and Deborah Bleser.

Committee Members Absent: Jim Gillies, Larry Ulrich.

An apology was made by Deborah Bleser regarding the late mailing of the January 25 meeting minutes and copy of the draft ordinance. The snow days really threw my work schedule off.

Correction of the Agenda for February 8. Number 1 should read Review of Minutes of January 25, 1989, not January 15. No other corrections were made.

The Committee reviewed the draft ordinance which Pete Wall and Deborah Bleser prepared on behalf of the committee. The committee had no changes and approved all sections of the draft ordinance.

The committee agreed that no other additional recommendations were necessary.

The committee members were asked to attend the February 21 and March 6 City Council meeting when this proposed ordinance is addressed to the City Council.

A summary of the committee's work will be written by Deborah Bleser, Parks and Recreation Director and forwarded to City Councilors.

No other meeting date was scheduled. The committee felt that their work was finished.

The committee reviewed the original written goals and tasks. All goals and tasks were accomplished!

Pete Wall and Deborah Bleser thanked the committee members for their input and assistance on this project.

Deborah asked the committee if any member would be interested in being a Parks and Recreation Advisory Board Member.

Responses were as follows:

Johnny Ragin - Yes, I am interested.

Mardi Braymen - Maybe.

Jay Schack - Yes.

Mary Wood - Maybe.

Jim Gillies - Absent.

Dr. Dale Johnston - Maybe later.

Vicki Blacken - No comment.

ONCE AGAIN: THANK YOU FOR ASSISTING US IN DEVELOPING A NEW
PARKS AND RECREATION ADVISORY BOARD RECOMMENDATION.

Adjournment at 8:00 p.m.

db:pjm