



**PARK & RECREATION ADVISORY BOARD AGENDA**  
**Monday, March 13, 2023**  
**6:30 P.M. – IN PERSON / VIRTUALLY VIA ZOOM**

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

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If members of the public would like to comment on an agenda item, please email your comments to [pwoffice@ci.gladstone.or.us](mailto:pwoffice@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on March 13, 2023.

The Parks & Recreation Board will also have Business from The Audience at the end of the meeting. To speak during this time, please email [pwoffice@ci.gladstone.or.us](mailto:pwoffice@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on March 13, 2023 with your topic of discussion.

- Self-Introductions/Roll Call. Current members of the Park and Recreation Board are: Nancy Turner, Ellen Faber, Bruce Hildreth, David Michael, Kim Agrimson and Kate Cornelius, Council Liaison Veronica Reichle.

- Introduction of New Members Kim Agrimson and Kate Cornelius and Council Liaison – Veronica Reichle
- Approval of January 9, 2023 Minutes
- Business from Staff
  - City Council Goals
  - Robin Hood Park update
  - Meldrum Bar Park playground
  - Webster Road and Cason Lane crosswalk update
  - Nature Park paved loop trail update
- Business from Board
  - Summary & Recommendations for placement of new benches, picnic tables, and garbage cans throughout all parks
  - Meldrum Bar Park “unleased dog area” implementation project
  - Formal process – how are recommendations from parks board communicated to the City Council?
  - Next meeting date: based on carry over. April 10<sup>th</sup> or May 8<sup>th</sup>
- Business from Audience
- Next Meeting based on decision of board
- Adjourn

## GLADSTONE PARKS & RECREATION BOARD MEETING MINUTES OF JANUARY 9, 2023

Meeting was called to order at 6:30 P.M. (In Person/and Via Zoom Platform).

### **PRESENT:**

Chair Bruce Hildreth, Nancy Turner, Ellen Faber, David Michael

### **ABSENT:**

None

### **STAFF:**

Darren Caniparoli, Public Works Operations Manager; Kristin Bowen, Executive Assistant for Public Works Department

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#### **1. Self-Introductions/Roll Call:**

#### **2. Election of Chair and Vice Chair:**

Bruce Hildreth was elected as Chair with a unanimous vote. David Michael was elected as Vice Chair with a unanimous vote.

#### **3. Approval of December 12, 2022 Minutes:**

*Ellen Faber made a motion to approve the minutes. Motion was seconded by Nancy Turner. Motion passed with a unanimous vote.*

#### **4. Business from Staff – Darren Caniparoli:**

- Vacant Positions on the Parks Board:  
There are three vacant positions currently and no applications have been received.
- City Council Goal Setting Sessions will be on January 13<sup>th</sup> & 14<sup>th</sup>:  
They will be setting the work plans for the next two years.
- City Council Liaison to the Parks Board:  
The Mayor will make the appointments at the February 14<sup>th</sup> Council meeting.
- Annual Volunteer Orientation and Ethics Training – January 26<sup>th</sup> (via Zoom at 5:30 P.M.):
- Regularity of Meetings:  
Mr. Caniparoli recommended having meetings every other month going forward, unless there is pressing business. There was discussion. It was agreed to keep it as it is and cancel meetings if necessary.

*David Michael made a motion to cancel the February meeting. Motion was seconded by Ellen Faber. Motion passed with a unanimous vote.*

**5. Business from the Board:**

- **Parks Department:**

David Michael feels that the City needs a “Parks Department” to help improve the parks. He said there is no transparency to the public as to the availability and use of capital improvement dollars. He would like to see something similar to what other cities our size have. He would like to put this on the March meeting agenda to discuss this further. There was discussion. Mr. Caniparoli said there is only so much money and they already have issues finding staffing. He doesn’t see any advantages because you would still have the same amount of funds. David Michael feels that it would increase the efficiency of the funding. Ellen Faber doesn’t think that adding the expense of another salary is the way to solve the problem. David Michael thinks that the right person could bring in funding/grants to support their salary and look for more funding opportunities. Chair Hildreth feels there needs to be some expenditures made to make us look more like we are a nice place to visit – there always seems to be money left in the budget. He asked why the funds from the parking fees can’t be used to purchase garbage cans, etc. Ellen Faber suggested that Mr. Caniparoli provide them and the new members with detailed information regarding how the Parks budget works, as well as the hierarchy. This topic will be discussed further at the next meeting.

- **Review 2023 Parks Budget:**

Chair Hildreth asked what happens to the funds that aren’t spent at the end of the budget cycle. Mr. Caniparoli said that all budget information is available in the Council packets. He went over how the budget is broken down – labor, materials/services, and capital. As of December 1<sup>st</sup> 10% of the capital budget has been spent – there is currently \$680,744 remaining. Anything that isn’t spent will roll over to the next budget cycle. The maintenance budget has \$128,00 remaining. Ellen Faber feels they should be spending some of the capital budget by ordering garbage cans, picnic tables, etc. Mr. Caniparoli pointed out that it takes a while to stockpile those funds. There was further discussion.

- **Robin Hood Park Vendor Quote:**

Mr. Caniparoli will provide this at the March meeting.

- **Matrix/Scheduling for Prioritizing and Placing New Park Amenities:**

Mr. Caniparoli provided a list of all the current amenities in each park.

There was discussion regarding replacing garbage cans versus doing a project/park. This will be discussed at the next meeting and a decision will be made.

**6. Business from the Audience:**

None.

**7. Meeting Adjourned:**

*David Michael made a motion to adjourn the meeting. Motion was seconded by Nancy Turner. (No vote was taken)*

Meeting adjourned at 7:46 P.M.

\*\*Next meeting will be on March 13<sup>th</sup> , 2023

# CITY OF GLADSTONE

*Glad to be here!*

## CITY COUNCIL GOALS

2023-25



FEBRUARY  
2023



SSW CONSULTING



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# INTRODUCTION

The City of Gladstone is pleased to present the summary of their 2023-25 annual goal-setting retreat. The City Council and Management Team convened on January 13-14, to discuss progress on the 2022 goals, review the current context, refine current goals, set new goals for the years ahead, and develop a process for tracking progress and reporting on the goals.

The City hired the SSW Consulting team to facilitate the workshop and guide the goal refinement and planning process. Prior to the workshop, the SSW team interviewed all City Councilors and gathered input from the department heads to understand their desired outcomes, as well as challenges and opportunities on the horizon that should be considered as the Council refines their goals for the next year. The results of this outreach informed the design of Council Retreat agenda to ensure an engaging and productive work session with the following outcomes.

## CONTEXT

## REFINED FOCUS

## OUTCOMES

## IMPLEMENTATION PLAN

Clear understanding of the community context and status of the 2023-25 goals and objectives to inform the team's goal setting.

Refined and focused goals to ensure a foundation of a strong core services and address current community needs.

Identify focused goals with clear outcomes

Develop an implementation plan that identifies reporting expectations and process for making updates to the goals.

Gladstone City Council and Management Team worked closely to assess the progress of the 2022 goals and discussed if and how these priorities should be adjusted for the coming years, as well as any additional priorities that should be brought forward for consideration. City staff will pursue the 2023-25 goals while continuing to provide core services to support a safe and thriving community.

We feel so fortunate to have a highly engaged City Council and staff who are dedicated to preserving and enhancing the quality of life for residents both today and into the future. We look forward to partnering with our boards, commissions, advisory groups, community partners, and residents to advance the goals.

- City of Gladstone City Council + Management Team -

# Our Team



## City Council

Mayor Michael Milch  
Councilor Vanessa Huckaby  
Councilor Greg Alexander  
Councilor Veronica Reichle  
Councilor Luke Roberts  
Councilor Mindy Garlington



## Management Team

City Administrator, Jacque Betz  
Police Chief, John Schmerber  
Community Services Manager, Tiffany Kirkpatrick  
Public Works Director, Darren Caniparoli  
Finance Consultant, Cathy Brucker  
Human Resources Consultant, Nancy McDonald



## SSW Team

Sara Singer Wilson  
Principal/Owner  
Ashley Sonoff  
Associate  
Sasha Konell  
Communications and Engagement Strategist



Mayor Michael Milch



Councilor Vanessa Huckaby



Councilor Greg Alexander



Councilor Veronica Reichle



Councilor Luke Roberts



Councilor Mindy Garlington





## VISION + CORE VALUES

### Vision

Gladstone is a vibrant and thriving community where all people have access to opportunity to improve their quality of life.

### Values

Partnerships

Sustainability

Transparency

Adaptability

Diversity, Equity + Inclusion

# SETTING THE CONTEXT

## Accomplishments

2022 was a very productive year for the Gladstone team, as there were some major wins and accomplishments across the board throughout many departments. Below is a high-level overview of the goals accomplished or are ongoing.

City of Gladstone

### 2022 YEAR IN REVIEW - ACCOMPLISHMENTS

#### Public Works

- Sewer DEQ Mutual Agreement Order requirements + sewer improvements
- Final inflow + Infiltration Study turned over to DEQ 08/2022
- City entered into agreement with WES to reduce I+I in our system
- CDGB ADA ramp projects
- Barclay/ Portland Storm Line Project
- Design complete of the Webster + Cason pedestrian crossing project
- WES maintaining 82nd Street pump station requirements
- Annual Slurry Seal of City streets complete

#### Senior Center

- Returned to full operations post-COVID
- Completed an assessment to consider expansion of services to a broader segment of the population
- Nutrition Coordinator Position reviewed for possible FTE
- Services are ongoing and growing
- Resource center use increased due to recruiting volunteers
- Ongoing partnerships with Gladstone SD to provide more learning programs/ services
- Ongoing media relationship to enhance the Senior Center's image and comm. awareness
- Increased recreation activities/ exercise programs
- Received grant for \$75K for dining/meal space + TRAM
- Expansion of inter-generational programs
- Continued engagement to update the name for the Senior Center

#### Police Department

- Ongoing work to complete Strategic Plan
- Phase 1 of peer support initiated for mindfulness + resiliency
- Continues progress to update Gladstone Municipal Code
- School Resource Officers in all school facilities
- Completes curriculum for Citizen's Academy
- Added developmental goals to employee evaluation forms
- Enhancement of GPD's media strategy

#### Finance

- Banking request complete with new contract with US Bank
- Framework for cost allocation plan
- Program in place for financial forecasting
- Financial forecasting software purchased + implemented
- Capital equipment + improvement plan 90% complete
- Ongoing ARPA spending through 2026

#### Fire Department

- Gladstone Fire Station 22 remodeled
- City entered an affordable agreement with Clackamas Fire District

#### Administration

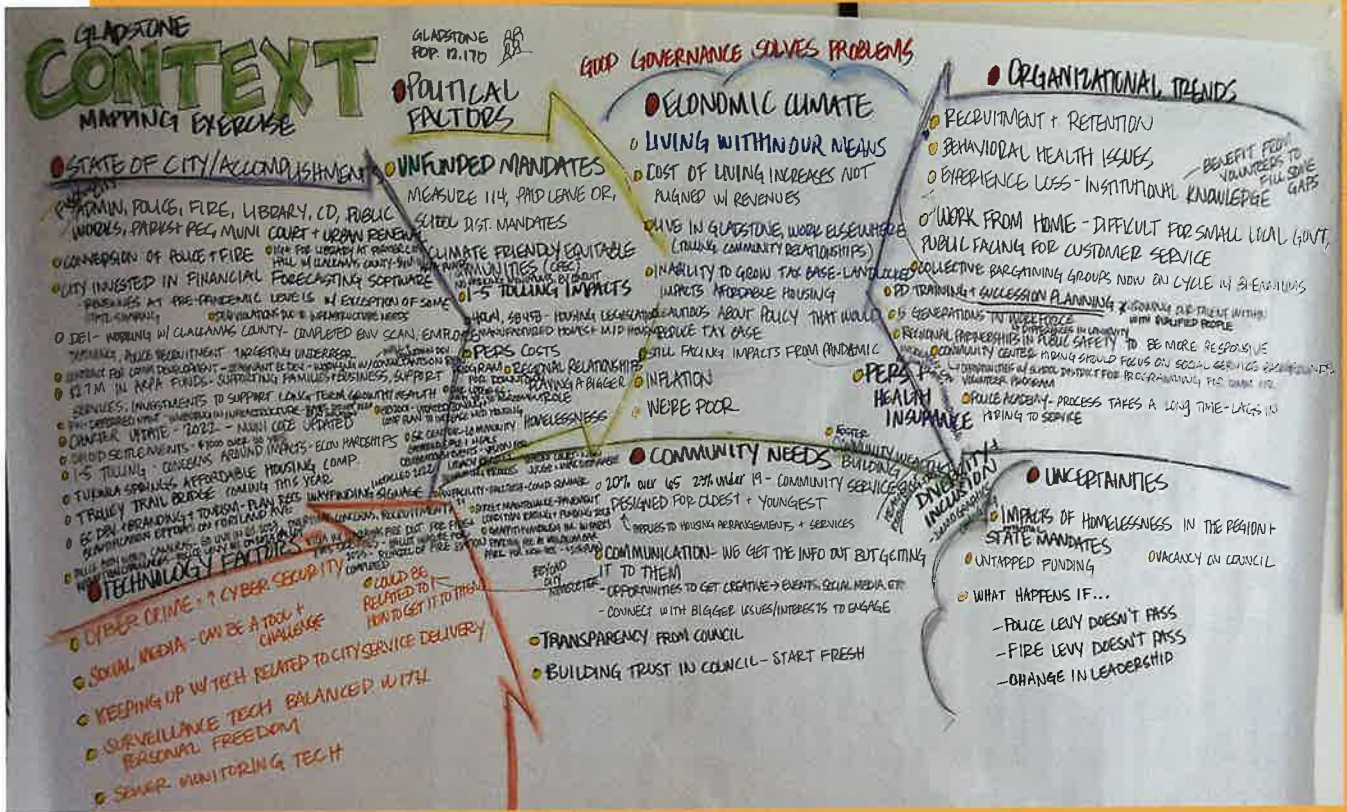
- Municipal judge recruited
- Chapter 5.04 Business Tax adopted
- Elected Official emergency management training
- Old City Hall demolished in preparation for new library
- Ongoing participation for the Gladstone library planning task force
- AFSCME contract negotiations complete
- Gladstone Police Association contract negotiations complete
- Complete IGA for 82nd Street Pump Station
- Street pavement + maintenance projects
- Planning services RFP complete

#### Municipal Court

- Department of Revenue automated system
- Electronic transfers of abstracts to DMV
- Documents purged that exceeded the Oregon records Retention Schedule

#### Information Technology

- Conversion of City Council/ Court Room for Zoom meeting access
- Conversion to Clackamas Fire Department
- Decommission/ removal of last of City equipment from Old City Hall
- City Admin + Police Department cell phones
- Equipment replacement of cycle now in place for 20 Police MDC's
- Starting conversion of Exchange server to MO365
- Equipment replacement cycle for City Desktop Systems
- New public works facility information tech reviews input



### Environmental Scan

City Council and the Management Team completed an environmental scan exercise to identify and explore factors that will affect the future of the organization including the economic landscape, community trends, political influences and impeding legislation, technological advances, and uncertainties. The amalgamation of these external and internal factors create a shared context of the current reality of the organization and community. Council and staff will utilize this information to build a common foundation of understanding to proactively respond to these opportunities and threats in the goal-refinement process. The following graphic summarizes the information shared during the context mapping session.

The group discussed their shared perspectives on the state of Gladstone and recent accomplishments, political factors that will impact the future, the current economic climate and needs of the community, organization trends that impact the internal workings of the City, technology factors that can impact staffs work both positively and negatively, and then uncertainties in the near future.



## 2023-25 COUNCIL GOALS

City Council and the Management Team revisited the organization's 2022 goals to discuss progress in achieving these goals, as well as consider if and how any of the goals should be adjusted to align with the current community context and build on the success of previous years. The team also explored all additional focus areas that should be considered to address community opportunities and challenges on the horizon.

Council and staff worked together to share their ideas and priorities as they related to each of the goal areas. Following the retreat, together staff and the SSW Team refined these ideas into objectives and considered the appropriate timeline for the objectives based on current projects in progress, available resources, staff leads, and involvement of the City boards and commissions in implementing, advising, or reviewing work as it progresses. The information is detailed in the table below.

The Council and the Management Team discussed the importance of having a progress reporting structure to support the implementation of these goals and provide an accountability measure. City staff will develop work plans to implement each objective under the goal areas. Staff will engage with Council periodically throughout the year during work sessions to discuss progress, work through any challenges, and receive guidance on key decision points.

### Goal 1 Economic Development

#### Outcomes

- **Robust economic ecosystem**
- **Support, maintain, and grow ALL businesses**
- **Revitalization to make Gladstone's downtown an inviting place**

#### Strategies

	Project Lead	Implementation
1.1 Create limited duration Economic Development/Tourism position	Administration	End of Year 1
1.2 Enhance partnership with Clackamas County Economic Development Department	Administration	Year 1
1.3 Prepare annexation analysis	Administration	Year 1-2
1.4 Explore urban renewal plan refinement opportunities to include Portland Avenue	Administration	Year 1
1.5 Explore Main Street Program	Administration	Year 2
1.6 Implement Climate Friendly and Equitable Community Initiatives	Planning/Administration	Year 2
1.7 Research funding opportunities to implement elements from the Downtown Revitalization Plan (Portland Avenue Street Improvements)	Administration	Year 1-2
1.8 Implement elements of the Gladstone Brand and Tourism Strategy	Administration	Year 1

# 2023-25 COUNCIL GOALS

## Goal 2 Infrastructure

### Outcomes

- **Solid foundation of infrastructure to support future growth and meet current system demands**
- **Sustainable plan and stable financing for maintenance and upgrades**
- **Well maintained roads**
- **Address DEQ violations**

### Strategies

### Project Lead

### Implementation

2.1 Construction for Inflow & Infiltration infrastructure projects per DEQ memo of agreement	Public Works	Year 1
2.1 Complete Capital Improvement Projects in the Oak Lodge Service Area	Public Works	Year 2-5
2.3 Streets Pavement Management Program Implementation	Public Works	Year 1
2.4 Financial Forecasting: Update of forecasting software to include the Capital Improvement Plan (CIP) with a six-year perspective and incorporate available resources for funding capital improvement projects.	Finance	Year 1-2
2.5 Complete Evergreen Storm Line Replacement Project	Public Works	Year 1
2.6 Complete 82nd Drive Pump Station Replacement Project	Public Works	Year 2-5
2.7 Complete Trolley Trail Bridge Replacement Phase II	Administration	Year 2-3
2.8 Complete Public Works Facility	Admin./Public Works	Year 1-2
2.9 Complete unilateral flushing maintenance program	Public Works	Year 1



# 2023-25 COUNCIL GOALS

## Goal 3 Communications and Engagement

### Outcomes

- Foster trust within Council and staff
- Build trust with community
- Enhanced engagement with the community
- Increased involvement for all

### Strategies

	Project Lead	Implementation
3.1 Diversity, Equity, Inclusion training for elected officials and employees	Administration	Year 1
3.2 Implement City Council Team Agreement	City Council	Year 1
3.3 Participate in the Clackamas County Research Justice Study	Admin./Council	Year 1-2
3.4 Police Department Community Academy	Police	Year 1
3.5 Implement Police Body Worn Cameras	Police	Year 1
3.6 Implement Police Department Analytical Internal Tracking System to track various components, including community	Police	Year 1
3.7 Update Police Department Strategic Plan to include community input.	Police	Year 1-2
3.8 Community engagement to update the name of the Senior Center	Senior Center	Year 1
3.9 Amend membership and duties of the Senior Center Advisory Board to include diverse multigenerational/youth participation	Senior Center	Year 1
3.10 Develop a master site plan for the Senior Center	Senior Center	Year 1-2
3.11 Provide expanded multigenerational services, programs and activities at the Senior Center	Senior Center	Year 1-2
3.12 Use professionals to enhance communication messaging and engagement	Administration	Year 1
3.13 Explore Youth Advisory Council	Administration	Year 1

# 2023-25 COUNCIL GOALS

## Goal 4 Parks

### Outcomes

- Clear understanding of parks funding and service structure
- Prioritize park improvement projects and identify funding options

### Strategies

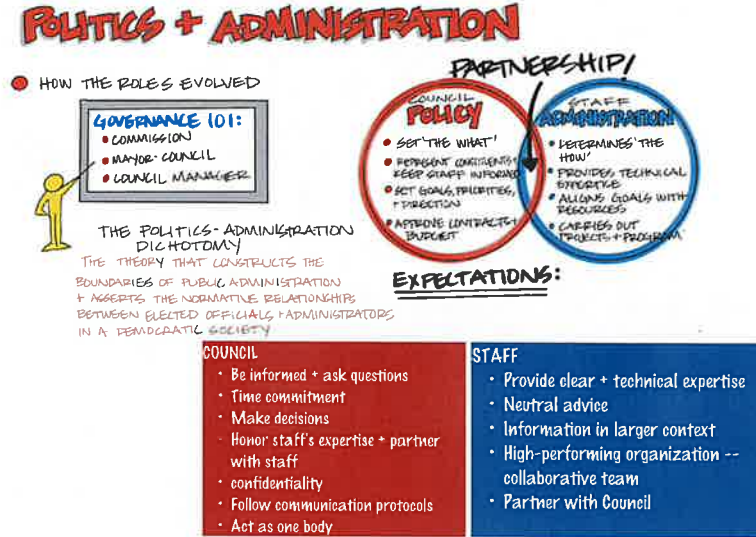
#### Project Lead

#### Implementation

4.1 Hire one full time position for ongoing maintenance needs (budget availability dependent)	Admin./Public Works	End of Year 1
4.2 Educate City Council and Parks Board on how Parks are funded	Admin./Finance/PW	Year 1
4.3 Rezoning of Nature Park and Meldrum Bar Park parcels to open space	Public Works/Planning	Year 2
4.4 Complete Webster and Cason Pedestrian Improvement	Public Works/Planning	Year 1
4.5 Complete Nature Park Paved loop trail (grant dependent)	Public Works	Year 1-2
4.6 Complete Improvements to Robin Hood Park	Public Works	Year 1
4.7 Research funding opportunities to complete projects in master plan	Admin./Public Works	Year 2
4.8 Meldrum Bar Park Playground Replacement Project	Public Works	Year 1

# TEAM EXPECTATIONS

Together, Council and staff discussed Governance 101 within the Council-Manager form of government. The team shared their expectations of one another to best work in partnership and achieve the outcomes they desire for the year ahead. The following graphic outlines this relationship.



Gladstone Council and staff concluded a successful day of goal setting and refinement by sharing their expectations for the Team Agreement to be the most efficient and productive team possible as they push their goals forward.

## Team Agreement

For Council success, we agree to....

### Open Communications

We will be open and transparent in our communications. In our engagement with each other, staff, partners, and the community, we will listen to understand diverse perspectives.

### Respect

We will exercise respectful leadership with our fellow Councilors, staff, and community through civil discourse. We will promote inclusion to make our community feel safe and use inclusive language that is respectful.

### One Team

We will act as One Body and support one another for the success of the team in serving the Gladstone community. We commit to praising one another in public and if differences need to be addressed, we will discuss them one-on-one.

### Meeting Civility

We will come prepared to our meetings, reviewing packets in advance, and providing questions to staff in advance as needed. We will have broader, exploratory discussions in work sessions to support our decision-making process in Council meetings. We will stay focused on the issues and make decisions. We will be clear and fair, asking questions to inform and ensure transparency to the community.



**ECONOMIC DEVELOPMENT**



**INFRASTRUCTURE**



**COMMUNICATION + ENGAGEMENT**

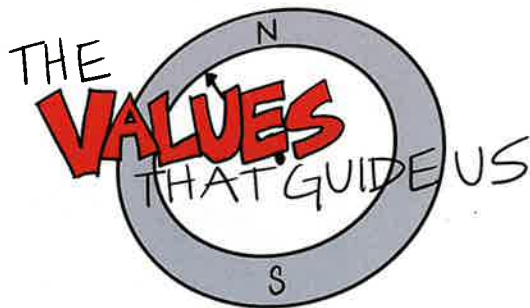


**GLADSTONE**

Oregon

**2023/25  
CITY COUNCIL  
GOALS**

**PARKS**



- **PARTNERSHIPS**
- **ADAPTABILITY**
- **SUSTAINABILITY**
- **DIVERSITY, EQUITY, + INCLUSION**
- **TRANSPARENCY**

# CITY OF GLADSTONE

*Glad to be here!*



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