

LINKING AGRICULTURE
WITH INDUSTRY



4222 N.E. OLD SALEM RD.
ALBANY, OREGON 97321

PHONE (541) 928-4523
FAX (541) 928-8945

**SPECIAL CITY COUNCIL MEETING
DECEMBER 26, 2017
4:00 PM**

Call Meeting to Order

Pledge of Allegiance

Roll Call

Adoption of the Consent Agenda

- None

Linn County Sheriff's Office Report

- None

Guest Presentation

- None

Public Comments

City Manager's Report

- None

Old Business

- None

New Business

- 1) Acceptance of Conser Land Donation
- 3) Contract for Planning Services
- 4) Parks Committee report – Dave Frances, discussion only
- 5) Options for filling City Managers position – Mayor, discussion only.

Closing Public Comments

Mayor and Council Comments

Adjournment:

Upcoming meetings:

January 9, 2018 Council Meeting 6:30 PM

January 16, 2018 Planning Commission Meeting 6:00 PM

January 23, 2018 Council Work Session 4:00 PM



TO: Millersburg City Council
FROM: Kevin Kreitman, Interim City Manager *KK*
DATE: December 22, 2017, for the December 26th City Council Meeting
SUBJECT: Acceptance of Land Donation from J. Conser and Sons, LLC.

Action Requested: Acceptance and authorization to sign attached warranty deed for land donation as identified in the attached Findings of Fact and Conclusions of Law on Application for Expedited Land Division, Code Interpretation; and signing of the proposed plat that will be available at the meeting.

Discussion: As was shared at the December 12, 2017 City Council Meeting, the City received an application from J. Conser & Sons LLC (Conser) on October 20th, 2017 for an Expedited Land Division in accordance with Section 2.360 of the City's Land Use Code. The request for the land division was based on Conser's desire to donate approximately 11.15 acres of wetlands and riparian area in the Crooks Creek area. Conser also requested the City accept said property as a land donation before the end of the year if the land division is approved and Council so approves.

The area of the proposed land division and potential donation to the City of Millersburg is identified in our comprehensive plan, and apart from the Willamette River flood plain, has the largest concentration of trees and brush in the City (page 26 - section 9.20 of the comprehensive plan). Section 2.360 states the following: "When an expedited land division for residential use only is requested by an Applicant the City shall use the procedures for an expedited land divisions specified under **ORS 197.365** in lieu of the procedures described in **Section 2.320** through **2.329** if the application complies with the conditions and standards of **ORS 197.360** through **197.380**."

Due to work load and staff changes, the City notified Conser of the difficulty completing this action by the end of the year; the City proposed an option for potentially addressing the issue by scheduling a meeting with applicants and our City Attorney and Land Use Attorney to see if it may be possible to complete the necessary requirements by the end of the year, providing Conser was willing cover the City's costs associated with the Attorney's time.

Conser accepted the City's offer and we moved forward with the request for an expedited review. The application and associated letter, an area map for the proposed property, and a copy of the Notice of Expedited Land Use Division Application was mailed to property owners within 100 feet of the property in question per City code. The 14 day period to submit written comments regarding this application expired on December 21, 2017, with no comments received. Attached for your review is the Notice of Findings of Fact and Conclusions of Law on Application for Expedited Land Division, and the Code Interpretation which approved the proposed partition and subsequent dedication of the two parcels.

Recommendation: If Council so desires to accept the land donation, staff requests a motion to authorize acceptance of said donation upon finishing the steps necessary to make the parcels lawful by signature, and recording; and further to provide authorization for the City Manager (Interim) to sign the attached warranty deed upon lawful completion of the parcels.

Budget Impact: City costs for Attorney fee's associated with this action will be reimbursed by Conser.

Millersburg City Council
Page 2
December 22, 2017

Attachments:

Warranty Deed.

Findings of Fact and Conclusions of Law on Application for Expedited Land Division.

Copy of the Partition Plat will be provided at the meeting.

Grantor:

J. Conser & Sons, LLC
1010 Airport Road SE
Albany, OR 97322

Grantee:

City of Millersburg
4222 Old Salem Road, NE
Albany, Oregon 97321

After Recording Send to:

Grantee.

Send tax statements to:

Grantee

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that J. Conser & Sons LLC, an Oregon Limited Liability Company, ; hereinafter called Grantor, conveys and warrants to the City of Millersburg, hereinafter called Grantee, and unto Grantee's heirs, successors and assigns all of that certain real property with the following described real property free of encumbrances except as specifically set forth herein situated in the County of Linn, State of Oregon, described as follows, to-wit:

Exhibit A

Subject to all matters of record.

The true consideration for this conveyance is a gift.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2010.

IN WITNESS WHEREOF, the Grantor has executed this instrument this ____ day of December, 2017.

J. Conser & Sons, LLC

By: _____
Print: _____
Authorized Member

* * *

ACCEPTANCE:

Pursuant to ORS 92.014(2), the dedication of land for public purposes set forth in this instrument is hereby approved and accepted by the City of Millersburg this ____ day of _____, 2017.

By: _____
Kevin Kreitman, Interim City Manager

STATE OF OREGON)
) ss.
County of Linn)

This instrument was acknowledged before me on this ____ day of _____, 2017, by _____, Authorized Member, J. Conser & Sons, LLC, Grantor.

Notary Public for Oregon
My Commission Expires: _____

STATE OF OREGON)
) ss.
County of Linn)

This instrument was acknowledged before me on this ____ day of _____, 2017, by _____, Interim City Manager, City of Millersburg, Grantee.

Notary Public for Oregon
My Commission Expires: _____

LINKING AGRICULTURE

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4222 N.E. OLD SALEM RD.

ALBANY, OREGON 97321

PHONE (541) 928-4523
FAX (541) 928-8945

**Findings of Fact and Conclusions of Law
on
Application for Expedited Land Division,
Code Interpretation.**

Re: Application No. 201017. Phase 5 of Sweetwater Estates Additions Subdivision Tentative Plan Approval – Application for Expedited Land Division and Code Interpretation.

I. PARTITION APPLICATION - EXPEDITED

Criteria – Partition via Expedited Land Division:

The applicant seeks to create this partition by means of an Expedited Land Division. As the code and State Law read, this is to be a very straightforward, somewhat administrative-level process. An expedited land division is provided for under the Millersburg City Land Development Code (MLDO), Section 2.360. This section provides:

When an expedited land division for residential use only is requested by an Applicant the City shall use the procedures for an expedited land division specified under **ORS 197.365** in lieu of the procedures described in **Section 2.320** through **2.329** if the application complies with the conditions and standards of **ORS 197.360** through **197.380**.

The criteria under the State law for an expedited land use division is as follows:

Criterion 1: Includes only land that is zoned for residential uses and is within an urban growth boundary.

Finding: All the subject property is zoned for residential use and within the urban growth boundary.

Conclusion: Because the property is zoned for residential use and inside the City Urban Grown Boundary; this criterion is met.

Criterion 2: The division is solely for the purposes of residential use, including recreational or open space uses accessory to residential use.

Finding: The parcels created will result in one parcel for solely residential uses and the other two wetland/riparian-area parcels for open space and recreation accessory uses. Although not financially practicable or the intent of the application, because all the underlying zoning allows for residences even on the property within the wetland/riparian open space areas, all the parcels may also be utilized for purposes of residential use.

Conclusion: Because the parcels may be all used for residential use and/or recreational or open space uses accessory to the residential uses, this criterion is met.

Criterion 3: Does not provide for dwellings or accessory buildings to be located on land that is specifically mapped and designated in the comprehensive plan and land use regulations for full or partial protection of natural features under the statewide planning goals that protect:

- (i) Open spaces, scenic and historic areas and natural resources;
- (ii) The Willamette River Greenway;
- (iii) Estuarine resources;
- (iv) Coastal shorelands; and
- (v) Beaches and dunes.

Finding: This is an application for a partition only, not an application for building permits or development approval which would provide for placement of dwellings or accessory buildings on the subject property. The partition application will not provide for dwellings or accessory buildings to be located on land that is specifically mapped or designated in the comprehensive plan and land use regulations for full or partial protection of natural features under the statewide planning goals. The subject property is not within the Willamette River Greenway, estuarine resources, coastal shorelands, and beach and dunes. The property is not within any designated open space, scenic or historic areas identified under any City or state map or plan.

The property is within a drainage and flood hazard area as mapped in document M-5 of the Millersburg Comprehensive Plan. However, this area is not identified as a “natural resource” under either the Comprehensive Plan or City Land Development Ordinance. Even assuming that portions of the area mapped as drainage and flood hazard area is a natural resource, nothing regarding the proposed land use action would eliminate or alter application MLDO Section 7.010 et. seq. which provides specific area protection for placement of improvements on flood hazard areas, wetlands and riparian areas.

Conclusion: Because the partition application is not an application that would authorize the placement of dwellings or accessory buildings on protected land, this criterion is met. While dwellings could be placed on all three parcels created, the criteria under the City code, including MLDO Section 7.010, would apply to ensure protection of any natural feature on the subject property. This criterion is met.

Criterion 4: Satisfies minimum street or other right-of-way connectivity standards established by acknowledged land use regulations or, if such standards are not contained in the applicable regulations, as required by statewide planning goals or rules.

Finding: The partition will not result in any changes to any street or right of way not already approved by the City of Millersburg under File No. 05-002. There is no evidence that minimum street or connectivity standards will be affected by the partition.

Conclusion: This criterion is met because the approved street and right of way design from File No. 05-002 remains and the partition will it result in a deviation from existing minimum street or other right-of-way connectivity standards.

Criterion 5: The partition will result in development that either:

(i) Creates enough lots or parcels to allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site; or

(ii) Will be sold or rented to households with incomes below 120 percent of the median family income for the county in which the project is built.

Finding: Criteria for an expedited land division allows parcels to be created for residential use, open space, and recreation which are accessory to the residential uses. The partition would allow the placement of a dwelling on each parcel created. Under the RR-10 zoning, the maximum density is one single-family residence per parcel. MLDO 4.113(2). The parcels created will accommodate 100% residential density in the zone. As part of a final phase under File No. 05-002, the ultimate density for the property will be much higher.

Conclusion: The partition will result in development that will create parcels that allow building residential units at 80 percent or more of the maximum net density permitted by the zoning designation of the site. Under the current RR-10 zoning, each parcel will be permitted to place a residential unit allowing for 100% maximum density. Therefore, this criterion is met.

III. CODE INTERPRETATION APPLICATION

Criteria – Code Interpretation

MLDO 1.150 allows the City to interpret the content or applicability of its Code. Clarifications and interpretations of this Code may be made by the City Manager or referred to the Planning Commission. Interpretations of the code must be reasonable given the text and context of the code provision being interpreted.

Criterion 1: A person requesting an official interpretation shall submit the request in writing and may offer an opinion or recommendation.

Finding: This application is in writing and offered opinions and recommendations.

Conclusion: Because application is in writing and offered opinions and recommendations, this criterion is met.

Criterion 2: Public notifications and Public hearing by the Planning Commission will be scheduled for interpretation affecting adjacent property owners.

Finding: Public notices were sent on December 7, 2017 to all adjacent property owners. A public hearing is unnecessary because this interpretation does not adversely affect adjacent property owners because it is an interpretation on how to proceed on an already-approved subdivision final plat requirements. There are no identifiable affects to adjacent property owners by this decision. Consequently, a public hearing and a decision from the Planning Commission is not required and the decision may be made by the City Manager.

Conclusion: Because this interpretation only interprets whether an interim partition is a major modification of a prior-approved subdivision permit, it does not affect adjacent property owners. The property is already scheduled to be subdivided and the interim partition is merely an intermediary step to the subdivision plan.

Code Interpretation

The applicant proposed an interpretation of MLDO 2.339 regarding the applicability of MLDO 2.339 should the partition proposed by the applicant be approved. Specifically, MLDO 2.339(1) provides upon submittal of final plat,

the “City Manager or designee [shall] determine that the land division as shown is substantially the same as it appeared on the approved Tentative Plan and that there has been compliance with provision of law and of this Code and any conditions of Approval attached to the Tentative Plan.”

MLDO 2.339(3) requires the City Manager to determine if the final “Plat conforms to the approved Tentative Plan”

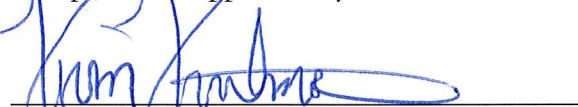
Finding:

The City Manager finds that under the tentative subdivision plan approved in File No. 05-002, the proposed partition and subsequent dedication of the two parcels containing 11.15 acres of riparian and wetland will not result in a non-conformance or deviation from the approved Tentative Subdivision Plan that would result in the inability, under MLDO 2.339 or any other similar criteria in the Code, for the City Manager or designee to approve the final plat.

The partition itself does not itself create a non-conformance or substantial deviation defined under MLDO 2.339 or any other City code for the approved 2005 Tentative Subdivision Plan in File No. 05-002 that would disqualify the property from later qualifying for final plat review. The City recognizes the Applicant has previously recorded 3 of 5 Phases of developed lots under this approval. The entire development approved under File No. 05-002 is a vested development. That prior approval a “permit” as defined by ORS 227.150(1) allowing for future subdivision in a series of phases. Three of the five phases are complete thereby vesting the development. This partition is an interim step towards completing the final Phases of the 2005 Tentative Subdivision Plan and the permit requirements.

This code interpretation is made in conjunction with an expedited land use division as provided under MLDO 2.360. Therefore, the procedures in MLDO 1.150 need not apply. MLDO 2.360 allows expedited land division if they comply with the conditions and standards of **ORS 197.360** through **197.380**. Under ORS 197.360(4), “all elements of a local government comprehensive plan and land use regulations applicable to a land division” are subject to an expedited land use division. Because the code interpretation in this instance is a necessary condition of the land division requested, the code interpretation may be expedited with the partition application.

Accepted and Approved by:



Kevin Kreitman – Interim City Manager

12/22/2017
Date



TO: Millersburg City Council
FROM: Kevin Kreitman, Interim City Manager *KK*
DATE: December 18, 2017, for the December 26, 2017, City Council Meeting
SUBJECT: Contract for Planning Functions

Action Requested: Council approval to enter into a contract for Planning Services.

Discussion: During review of the City Planning functions and services, a number of deficiencies have been identified. To address these issues the Mayor and I have met with and had discussions with three consultants to address the City's need for Planning Services.

Based on those discussions we would like to request Council approval to enter into a Professional Services Agreement with MorganCPS. The Principle John Morgan, who was highly recommended by our land use attorney, would be identified as our City Planning Director.

Attached you will find a copy the proposal for professional services outlining the areas we have discussed with John and asked to be included as part of the services he would provide to the City to address our Planning Service needs.

Recommendation(s): Approval for the City Manager with consultation of the City Attorney, to draft and enter into a Professional Services Agreement per the attached proposal for service; with John Morgan of MorganCPS for service as the City Planning Director.

Budget Impact: Cost associated with billable hours, and planning activity. The majority of associated cost outside of process reviews, forms and code updates should be supported by fees associated with planning activity requests.

Attachment:
Proposal for professional services



December 20, 2017

Kevin Kreitman, Interim City Manager
City of Millersburg
4222 Old Salem Road NE
Albany OR 97321

Dear Mr. Kreitman:

RE: Proposal for professional services

It was very good to meet with you and Mayor Lepin and talk about your needs relative to the City's planning program. Thank you for the opportunity.

This letter will follow-up on our conversation by offering a proposal for professional services. Those services involve my staff providing a variety of services designed to greatly improve the planning functions of the City. This work will involve designing and improving internal processes and procedures, development code updates, staff coaching, training for the City Council, Planning Commission, and staff, and managing complex planning projects especially complex applications. Detail on each of these follows:

Internal Processes

- Create a management audit reviewing all policies, procedures, and norms for carrying out planning functions. Areas of concern will be identified along with recommended changes and improvements.
- Implement the recommended changes focusing on application forms, internal checklists, and policies and procedures. Create a Development Handbook to be used to standardize processes, efficiently provide relevant and understandable information to citizens, and structure internal communication and work flow.

Development Code Update

- Create a Development Code audit reviewing the Code for structural weaknesses, inconsistencies, and opportunities for improvements. Review with the Planning Commission to determine direction and priorities for crafting new Code language.

CONSULTANTS IN COMMUNITY & ORGANIZATIONAL DEVELOPMENT

The MorganCPS Group, Inc. 1308 Marigold Street NE, Keizer Oregon 97303

Voice: 503-304-9401 Fax: 503-304-9423 Email: john@morgancps.com





Develop the proposed text amendments and carry them through the Planning Commission and Council review and approval process.

Staff Coaching

- Work with the Development Coordinator to improve understanding and execution of best practices for managing and carrying out the City's planning program. Coach on specifics of Code interpretation, legal parameters, and development of staff reports and other written material. Integrate the Coordinator into the process of the Management and Code audits and implementation. Assist in evaluation of the Development Coordinator and the nature of the position.

Training

- Present MorganCPS's Planning in Oregon class to a combined training workshop for the City Council, Planning Commission, and staff. Include local issues as case study topics. This class teaches the foundation and basics of Oregon's planning program, the role of cities within the program, basic knowledge of long range and current planning, the Planning Commission and Council's roles in quasi-judicial and legislative planning processes, type of applications and how they are handled, effective public hearings and decision making, and the ethical structure guiding the planning process.

Complex Planning Projects

- Provide professional planning services to manage major planning applications and other major planning work undertaken by the City providing professional advice and support to the applicant, citizens, staff, Planning Commission and City Council.

This proposal is not based on a specific scope of work with fixed outcomes and timelines. Rather, the list above represents the major projects identified by you and the Mayor and how we would approach them. We suggest a professional service agreement that is broad and open ended but with all work undertaken at the direction of the City Manager. While we expect to take on all the four major projects outlined above, we will work with the City Manager to define specific outcomes, processes, and timelines for each program element. Also, the agreement proposed in an "on-call" agreement where the MorganCPS team is available to provide whatever services the City may need as directed by the Council and City Manager.

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The work above will be undertaken for an hourly billable rate of \$80.00. This rate will be used through the City's 18-19 Fiscal Year. MorganCPS may propose a rate adjustment for subsequent years, but it will be proposed in time for the City's annual budget process.

MorganCPS will strive to work within the City's available budget for these services. The City Manager will be kept aware of work load and projected billings and will be responsible for approving work within available funds. Any overage where additional allocation of funds is required will be coordinated between John Morgan of MorganCPS and the City Manager. MorganCPS will assist the City Manager in projecting planning work and budget needs for each year's budget process.

MorganCPS does not charge for day-to-day expenses including mileage. Travel time is charged one-way only. Any extraordinary out-of-pocket expenses, such as a large printing job, will be reimbursed by the City but are subject to approval in advance by the City Manager.

As the work outlined above will occasionally involve MorganCPS being resident in City Hall, the City will provide a desk or table and work station for members of the MorganCPS staff with access to the City's network for planning related folders and material. The City will also provide copier, printer, and Wi-Fi access for the use of MorganCPS staff.

John Morgan will be identified as the City's planning director. It is understood MorganCPS will be utilizing subcontracted professional staff to provide some of the requested services. These individuals will work under John Morgan's supervision.

If this proposal is acceptable to you and the City Council, I will prepare a Professional Services Agreement, with this letter of proposal as the attachment outlining the terms, for our signatures. We are ready to start on this project in January if that is the City's desire.

Thank you again for the opportunity to discuss your needs and provide this information. I hope it is acceptable to you. We would love to be able to work with the Millersburg community.

Sincerely,

John N. Morgan
Principal

CONSULTANTS IN COMMUNITY & ORGANIZATIONAL DEVELOPMENT

The MorganCPS Group, Inc. 1308 Marigold Street NE, Keizer Oregon 97303

Voice: 503-304-9401 Fax: 503-304-9423 Email: john@morgancps.com



MILLERSBURG PARKS COMMITTEE

December 2017

Parks Committee composition

- The following Millersburg, Oregon citizens participated in the Park Committee meetings:

* Carlye Haima	* Bradley Johnston
* Wendy Major	* Connie Lepin
* Jenny Wolfenbarger	* Scott McPhee
* David Frances	* Justin Toews
* Dave Harms	* Mike Wertz

- These individuals all volunteered their time, creativity and enthusiasm to assist the citizens of Millersburg (their neighbors) with the directives of the Resolution
- In the interest of transparency, Minutes of all meetings were preserved and distributed via e-mail shortly after each meeting was concluded

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Pursuant to **Resolution # 2017-15**, the City Council for the City of Millersburg has created a Parks Committee to serve the Millersburg citizens and act as their liaison with the City Administration.

- According to Resolution #2017-15 (the "Resolution"), the purpose and expectations of the Parks Committee (the "Committee") is as follows:
 1. research the needs for, and feasibility of, development of an intramural sports fields at the existing park, create a plan to do so and include a review of total park lighting needs; and
 1. research, investigate and create a plan to install a water spray fountain at the park; and
 1. develop a plan to incorporate park property within new subdivisions; and
 1. research feasibility for developing a sports field on City owned property parallel to Castillo Drive; and
 1. other related projects that will help facilitate and promote parks in the City of Millersburg

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After evaluating the Resolution, and upon receiving feedback from select Councilmembers on additional guidance, the Committee agreed to begin achieving their mandate by dividing the Resolution into the following subparts:

1. Regional Parks
2. Pocket Parks
3. Annual Event
4. Existing Parks

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Known Constraints

- Millersburg SDC funds available as of 30 November 2017 = \$383,389
- The Committee members were charged with developing ideas consistent with the Resolution
- Real estate parcels owned by the City are currently in a state of flux
- Ideas would be vetted by the Citizens of Millersburg
- Costs to implement the ideas would be developed at a later date and by third-party professionals (Architects, Engineers and Attorneys)

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Research & Deliberations

- The Committee researched several existing parks programs, including:
 - Community Recreation and Parks (Landes, 2004)
 - Albany Parks and Recreation - Parks and Recreation Master Plan (McIntyre, 2006)
- The ideas and concepts gleaned from our research helped to shape the Committee's deliberations
- The Committee also recognized that certain ideas may be 5, 10, or even 20 years into the future

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Brainstorming process

- The Committee members conducted several brainstorming sessions to develop and propose ideas for each of the categories identified in Slide #4. (Osborn, 1953)
- After several brainstorming sessions, the Committee stack-ranked the ideas (refer to Slide #8).

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Brainstorming Ideas

<input type="checkbox"/> Adding an additional Regional Park	<input type="checkbox"/> Community Center / Pool / Athletic facility / Fitness Center <input type="checkbox"/> Spray / Splash children's water feature <input type="checkbox"/> Multi-use Sports Fields (i.e. Baseball / Soccer / Football, etc) <input type="checkbox"/> Covered Sports Courts (i.e. Basketball / Tennis / Volleyball, etc.) <input type="checkbox"/> Skateboard facility <input type="checkbox"/> Interconnected multi-purpose trail system <input type="checkbox"/> Dog Park <input type="checkbox"/> River access / Boat Landing <input type="checkbox"/> Covered Family Picnic area <input type="checkbox"/> Other: _____	<input type="checkbox"/> Additional Pocket (Neighborhood) Parks (example: Acorn Park) <input type="checkbox"/> Should the City require more Pocket Parks? (Yes / No) <input type="checkbox"/> Should the City require less Pocket Parks? (Yes / No) <input type="checkbox"/> If you believe the City should require more Pocket parks, what amenities should be included in each park? <input type="checkbox"/> Sanitary Facilities <input type="checkbox"/> Connect to other City Parks via walking/bike trail <input type="checkbox"/> Covered picnic/meeting area <input type="checkbox"/> Bulletin Board <input type="checkbox"/> Other: _____
<input type="checkbox"/> Current Regional Park Enhancements	<input type="checkbox"/> Add an additional picnic shelter next to restrooms at the southwest corner of park <input type="checkbox"/> Add a Spray / Splash children's water feature <input type="checkbox"/> Replace the north Baseball field with a multi-use field <input type="checkbox"/> Add fitness stations along the trail/path <input type="checkbox"/> Other: _____	<input type="checkbox"/> Annual Community Event <input type="checkbox"/> Fourth of July / Fireworks <input type="checkbox"/> End of Summer Weekend Event (Movie / Concert / Athletic Event) <input type="checkbox"/> Mass Athletic Event followed by a BBQ Event <input type="checkbox"/> Youth Oriented Athletic Event <input type="checkbox"/> Other: _____

Survey Concept

- Consistent with the process adopted by the City of Albany in 2006, the Committee has proposed to send out a Survey to the citizens of the City of Millersburg to:
 - Seek feedback on what facilities Millersburg residents are currently using for park activities,
 - Conduct a Needs Assessment for park services and amenities,
 - Gauge the interest levels in the ideas developed during the brainstorming sessions,
 - Seek additional ideas from the citizenry,
 - Assess the frequency the proposed amenities would be utilized

- The proposed Survey is included in the following slides

Survey Cover Letter - proposed

XX Month 201X

My Fellow Citizens,

The recent years have seen significant growth in our beautiful community. As we look to the future and plan for additional growth, one of our primary considerations is "How do we improve upon the quality of life in our community?"

Research has shown that today's businesses and work force are increasingly more service oriented and electronically driven. Businesses can locate anywhere they can "plug in," consequently, quality of life has become a critical factor in where businesses locate and where skilled and knowledgeable workers want to live. Developing communities are recognizing that open space, recreation services, parks, greenways and tree-lined streets are not only attracting new businesses and workers, but also are creating a viable environment that will sustain them.

Several months ago, a number of Millersburg residents volunteered to serve on a Parks Committee to research and investigate future park needs and amenities. The members of the Parks Committee have worked hard and developed some great ideas. The Parks Committee is now at a point where we need feedback from the community at large to help move the process forward.

Included in this correspondence is a two-part survey:

The first part of the survey will help the Parks Committee understand what facilities and amenities are our citizens currently using for park activities.

The second part of the survey presents ideas developed by the Parks Committee and seeks your feedback on whether these amenities are of interest to you, and how frequently you would use these amenities.

Your participation in this survey is voluntary. If you choose to participate, please return the survey in the included stamped-self-addressed-envelope, or drop the completed survey off at Millersburg City Hall.

Thank you for your participation in this survey, and for contributing towards improving the quality of life in our community.

Sincerely,

THE CITY OF MILLERSBURG

/s/

James Lepin, Mayor

MILLERSBURG PARKS COMMITTEE

/s/

CHAIRPERSON

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Sample Survey – Part 1

What facilities are you currently using for park activities?

How frequently do you use these facilities or amenities?

	ACTIVITY	LOCATION		Daily	Weekly	Monthly	Annually
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

example:

	ACTIVITY	LOCATION		Daily	Weekly	Monthly	Annually
<input type="checkbox"/>	picnics	Millersburg City Park				X	
<input type="checkbox"/>	children's soccer	Timber Linn Park			X		

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Sample Survey Instructions - Part 2

For each of the following three categories, please rank your level of interest in the proposed amenities by writing a number corresponding to your level of interest in the box to the left of the amenity. A "1" would represent the highest-level of interest, and subsequent numbers would represent lower levels of interest. For example, if having a multi-use sports field is most important to you and your family, please write a number "1" in the box next to "Multi-use Sports Fields (i.e. Baseball / Soccer / Football, etc)." The survey also provides a space for you to "write-in" other amenities that may be of interest to you and your family.

The additional information is provided to help with your responses:

Adding an additional Regional Park – Utilizing existing or future City of Millersburg owned property, and starting with a blank slate, ask yourself the following questions: What would a new Regional Park look like? What park amenities would beautify and enhance the quality of life in our community? A "new" regional park would include basic amenities such as:

- Children's playground area
- Covered family picnic area with charcoal BBQ grill units, picnic benches, sinks, etc.
- Sanitary facilities (i.e. restrooms, pet waste disposal dispensers, etc.)
- Sports fields / courts.

Enhancing our current Regional Park (Millersburg City Park – 3030 Alexander Lane NE) – This beautiful 11-acre park has been a wonderful amenity for City residents. As the City grows and prospers, discussions are being held to consider enhancements to improve this existing park. For example, the baseball field on the North side of the park is not regulation, and both fields suffer from drainage issues during wet weather. If major renovations to the existing park occur, what modifications or enhancements would improve utilization of the park for all City residents?

Additional Pocket (Neighborhood) Parks (example – Acorn Park) – As the City of Millersburg grows and develops, there is a perceived need to incorporate smaller neighborhood parks into the development plans for new (future) neighborhoods. Smaller parks like these are typically called "Pocket Parks", and are approximately 1-acre in size. The basic amenities of a Pocket Park would include:

- Children's play area
- Picnic area with charcoal BBQ grill units
- Sanitary facilities (i.e. restrooms, pet waste disposal dispensers, etc.)

Sample Survey Instructions - Part 2 (cont.)

For the next survey category, City leadership is seeking to develop a "signature" annual event to showcase our community, and bring local businesses and citizens together. Using the same ranking system, we would like your feedback on several proposed events and activities. Also, if you have additional ideas, please feel free to write them in the "other" space.

Annual Community Event – As the City of Millersburg grows and prospers, would an annual "signature" community event help showcase our beautiful city?

Sample Survey - Part 2

If these facilities were available today, how frequently would you and your family use

Adding an additional Regional Park

Rank	Amenity	Daily	Weekly	Monthly	Annually	Never
<input type="checkbox"/>	Community Center / Pool / Athletic facility / Fitness Center					
<input type="checkbox"/>	Spray / Splash children's water feature					
<input type="checkbox"/>	Multi-use Sports Fields (i.e. Baseball / Soccer / Football, etc.)					
<input type="checkbox"/>	Covered Sports Courts (i.e. Basketball / Tennis / Volleyball, etc.)					
<input type="checkbox"/>	Skateboard facility					
<input type="checkbox"/>	Interconnected multi-purpose trail system					
<input type="checkbox"/>	Dog Park					
<input type="checkbox"/>	River access / Boat Landing					
<input type="checkbox"/>	Covered Family Picnic area					
<input type="checkbox"/>	Other: _____					

Current Regional Park Enhancements

Rank	Amenity	Daily	Weekly	Monthly	Annually	Never
<input type="checkbox"/>	Add an additional picnic shelter next to restrooms at the southwest corner of park					
<input type="checkbox"/>	Add a Spray / Splash children's water feature					
<input type="checkbox"/>	Replace the north Baseball field with a multi-use field					
<input type="checkbox"/>	Add fitness stations along the trail/path					
<input type="checkbox"/>	Other: _____					

Additional Pocket (Neighborhood) Parks (example: Acorn Park)

Should the City require more Pocket Parks? (Yes / No)

Should the City require less Pocket Parks? (Yes / No)

If you believe the City should require more Pocket parks, what amenities should be included in each park?

Rank	Amenity	Daily	Weekly	Monthly	Annually	Never
<input type="checkbox"/>	Sanitary Facilities					
<input type="checkbox"/>	Connect to other City Parks via walking/bike trail					
<input type="checkbox"/>	Covered picnic/meeting area					
<input type="checkbox"/>	Bulletin Board					
<input type="checkbox"/>	Other: _____					

Annual Community Event

Rank	Activity
<input type="checkbox"/>	Fourth of July / Fireworks
<input type="checkbox"/>	End of Summer Weekend Event (Movie / Concert / Athletic)
<input type="checkbox"/>	Mass Athletic Event followed by a BBQ Event
<input type="checkbox"/>	Youth Oriented Athletic Event
<input type="checkbox"/>	Other: _____

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Plan

- The Committee's plan was to distribute the Survey to the Citizens of Millersburg as follows:
 - Via a mass mailing,
 - Copies available in City Hall, and
 - Online via SurveyMonkey® (www.surveymonkey.com or comparable service)
- The aforementioned distribution channels would require a nominal financial commitment from the City of Millersburg
- Upon receipt of the Survey responses, the Committee planned to conduct a work session to tabulate the results
- Those results would then be shared with Millersburg City Council with a recommendation on next steps
- Next steps would likely result in the City engaging the services of third-party professionals to develop a Park System Master Plan

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Potential Gaps

- The process that has been undertaken *may* be influenced by certain cognitive biases, including, but not limited to (Hasselton, 2005):
 - Confirmation bias,
 - Self-serving bias, and
 - Groupthink
- Professionals who are more astute in the development of similar surveys may have a more effective method of soliciting feedback and compiling resulting data. The Committee is made up of volunteers, and resources are limited to our creativity and enthusiasm.
- Certain parks amenities may exceed the City's current budget

Conclusion – The Committee's actions supporting the Resolution

1. research the needs for, and feasibility of, development of an intramural sports fields at the existing park, (Discussed and included in the proposed Survey for community feedback) create a plan to do so and include a review of total park lighting needs (To be done subsequent to community feedback on existing park modifications); and -
1. research, investigate and create a plan to install a water spray fountain at the park; and – (Discussed and included in the proposed Survey for community feedback)
1. develop a plan to incorporate park property within new subdivisions (The Committee has characterized this as the "Pocket Park" concept, and included this concept in the proposed community Survey); and
1. research feasibility for developing a sports field on City owned property parallel to Castillo Drive (Given the uncertainty of what property the City will own in the future, the Committee was advised to avoid linking its recommendations to specific parcels of real estate); and
1. other related projects that will help facilitate and promote parks in the City of Millersburg (The proposed community Survey is designed to offer suggestions on facilitating and promoting parks in the City by suggesting ideas, but also designed to gauge usage levels as well as solicit additional ideas)

References

- Haselton, M. G.; Nettle, D. & Andrews, P. W. (2005). *The evolution of cognitive bias*. In D. M. Buss (Ed.), *The Handbook of Evolutionary Psychology*: Hoboken, NJ, US: John Wiley & Sons Inc. pp. 724–746.
- Landes, S. (2004) *Community Recreation and Parks, An Essential Government Service in Pennsylvania*. Commonwealth of Pennsylvania, Department of Natural Resources. Retrieved from http://recandparksolutions.com/pdfs/pub_community.pdf
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- Osborn, A. (1953) *Applied Imagination: Principles and Procedures of Creative Problem Solving*. New York: Charles Scribner's Sons