



Metzger Park Local Improvement District Advisory Board Agenda

Date: Monday, January 24, 2022

Time: 7:00 p.m.

Place: Zoom online meeting <https://us02web.zoom.us/j/89872200656>

Item 1: Call to Order, Introductions, Sign-in

Item 2: Public Comments

Item 3: Approval of Minutes

- October 2021 minutes

Item 4: Operations Report

- Snow response
- Tree removal
- Maintenance purchase (tractor)
- Cotoneaster trees/ new grass by tennis court

Item 5: Old Business

- Future Capital Improvement Planning
 - Available funds for capital

Item 6: New business

- New Washington County Parks website and social media
- 2022-2023 Fee Schedule for Metzger Park Hall
- Elect Chair and Vice-chair
- MPLIDAB appointments
- 2022 Easter Egg Hunt

Item 7: MPLIDAB Issues/Discussion

Item 8: Next Meeting: April 25, 2022



Metzger Park Local Improvement District Advisory Board Minutes

Date: October 25, 2021

Time: 7:00 p.m.

Place: Online Zoom Meeting

Item 1: Call to Order, Introductions, Sign-in

- Meeting called to order at 7:03 p.m.

Present: Krissy Rowan, Carl Fisher, Holly Weick, Wilton Cloud, Darlene Dick

Absent: None

Staff: Carl Switzer

Guest(s): Justin Patterson, NW Playground

Item 2: Public Comments

- None

Item 3: Approval of Minutes

- July 2021 minutes approved (as modified)

Item 4: Operations Report

The MPLIDAB was updated on

- Kiosk near hall moved towards hard surface path for better ADA accessibility
- Clean Water Services spraying English Ivy in the riparian area
- Continuing decline in health of several trees in the park

Item 5: Old Business

- Capital Replacement
Metzger Park Hall roof replacement and heating and cooling system upgrades to the hall are now complete.

Item 6: New business

- Future Capital Improvement Planning

Last year the MPLIDAB considered what capital improvements were a priority for the park. The board had a consensus opinion that the playground should be the next major capital investment. Justin Patterson from NW Playgrounds presented a slideshow with lots of design options and order of magnitude costs for various packages.

The next step in this process is to evaluate the current Metzger Park fund balance to evaluate how much may be able to be put towards equipment replacement.

- Membership update

The MPLIDAB has members serving on expired terms and there are some vacant seats. Recruitment update will be provided at the January 2022 meeting.

- Adopt 2022 MPLIDAB meeting schedule

The MPLIDAB adopted their 2022 meeting schedule.

Item 7: MPLIDAB Issues/Discussion

- Members asked for a budget update to be sent before next meeting
- Members discussed reviewing the Safe Routes to School work the City of Tigard is performing
- Reminder to discuss Easter Egg Hunt at next meeting. 2020 and 2021 event cancelled because of pandemic.
- Discussed the need for a tree planting plan.

Item 8: Next Meeting: January 24, 2022

Meeting adjourned at 9:00 p.m.

John Deere 2032R Compact Tractor



Uses at Metzger Park

1. No need to transport current tractor from SVP
2. Leaf blowing
3. Leaf pick up/removal
4. Parking lot grading/maintenance
5. Bark laying
6. Storm clean up
7. Brush mowing
8. Big debris clean up/logs
9. Auger digging/bollards
10. Removing trees that have failed
11. Aerating turf
12. Top dressing
13. Pulling bollards
14. Possible Sentinel Plaza maintenance
15. Grapple rake use
16. Snow removal

Metzger Park Budget FY21-22

Expenses

Line Item	Approved Budget	Actuals	Difference (%)
Materials and Services	\$158,950	\$28,958	18%
General Supplies	\$50,200	\$3,695	7%
Contracted Services	\$75,000	\$13,279	18%
Utilities	\$25,000	\$10,563	42%
Other (postage, printing, etc.)	\$8,750	\$1,421	16%
Personnel Services	\$33,125	\$10,435	32%
Other Expenditures (taxes, fees, etc.)	\$200	\$0	0%
Inter-Fund Expenditures	\$82,232	\$40,016	49%

Revenue

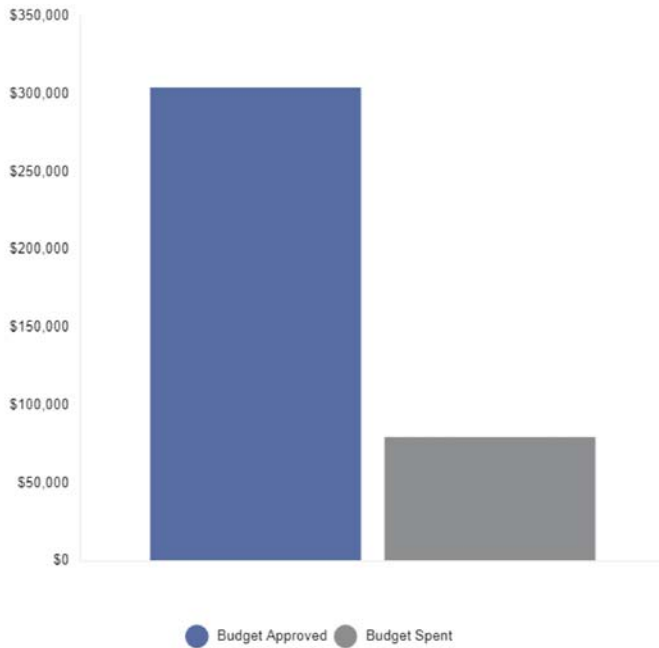
Line Item	Approved Budget	Actuals	Difference (%)
Investment Interest	\$3,500	-\$767	-22%
Rental Income	\$7,500	\$7,687	102%
Special Assessment	\$158,995	\$146,397	92%
Operating Transfer From County	\$76,532	\$38,266	50%

Fund Balance

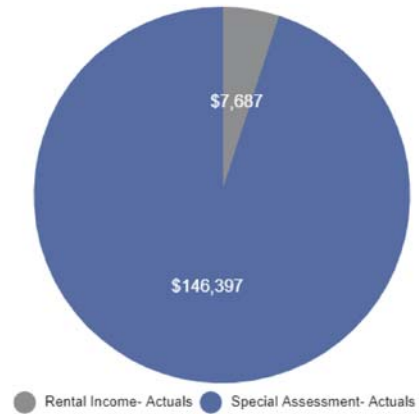
Budget	Actual	Variance	Percentage Variance
\$56,631	\$167,603	\$110,972	196%

*fund balance variance - \$50K starting operating costs = reserves

Metzger Budget 21-22



Metzger Revenue 21-22



Metzger Park Patricia D. Whiting Hall Rental Fee Adjustment

The Parks team is proposing a fee adjustment to the weekend rental rates for FY22-23. The new structure would allow Parks to maximize facility use, simplify on-call scheduling for our staff, and minimize revenue loss.

Historically, Parks has averaged 60-70 rentals per year at this facility, with the following breakdown:

66% full-day rentals 10% LID

34% half-day rentals 20% LID

LID members make up only 13.6% of all weekend rentals and will continue receiving a discount under the new fee structure.

Current Fees:

\$50/hr. non-LID
\$40/hr. LID discount

Proposed Fees:

\$400/half-day & \$600/full-day
\$300/half-day & \$500 full-day

Annual Operating Costs:

\$13,044	Cleaning Service
\$24,737	GSA @ .50 FTE
<u>\$1,965</u>	Admin Staff (paid out of General Parks Budget, not Metzger)
\$39,746	Total Operating Costs

Annual Revenue (actuals)	FY20-21 (July - Mar)	FY21-22 (July - Dec)	Average Year
Current Fee Structure	14,910	7,165	22,075
Proposed Fee Structure	22,800	13,100	35,900
Number of Rentals	44	26	70

**counts reflect Covid facility closures*

Under-realized Revenue Current Fee Structure -\$17,671

Under-realized Revenue Proposed Fee Structure -\$3,846



2022 Meeting Schedule of the Metzger Park Local Improvement District Advisory Board

Quarterly on the Fourth Monday of the Month

7:00 pm

Patricia D. Whiting Hall

8400 S.W. Hemlock

Portland, OR 97223

-or-

Online

(see agenda)

January 24

April 25

July 25

October 24