

City of Dundee
Parks Advisory Committee Meeting Minutes
June 5, 2019

Call to Order

Jeannette Adlong, Chair, called the meeting to order at 7:05 P.M.

Staff Attendance

Present: Jeannette Adlong, Jill Bilka, Nick Gilbert and David Dixon. Absent: Jessie Dillow and Christopher Fanger. Staff members: Rob Daykin, City Administrator; Casey Creighton, Chehalem Parks & Recreation District (CPRD); and Melissa Lemen, Administrative Assistant.

Public Attendance

Brian and Beth Staats, 792 SE Boysen Lane; and Phillip Staats, Boy Scout.

Public Comment

None.

Approval of Minutes

A **motion** was made and seconded to approve the Parks Advisory Committee Meeting Minutes for January 9, 2019. **The motion** passed unanimously.

Business

Harvey Creek Trail Eagle Scout Project

Phillip Staats, member of Boy Scout Troop #520, approached the Committee and discussed the details of his proposed Eagle Scout bench project. He referenced photos and drawings as provided in the meeting agenda packet. The proposed bench locations were discussed in detail. Staats explained that cylindrical or rectangular holes will be dug in the ground at the bench location and filled with concrete; metal bases will be affixed to the benches and bolted to the concrete to hold them in place. He also explained that if there is enough wood he will affix backs to the benches. C.A. Daykin supported that if there were enough wood to affix a back to only one bench, this might be a nice addition to the bench at the creek; leaving the bench at the top available for seating in either direction without a back which might be convenient. Additional discussion ensued and Beth Staats explained that the benches will be cut approximately 2 inches thick by the shop teacher at Sheridan High School. Phillip Staats explained that the benches will also be sealed to extend the life of the benches. Casey Creighton, CPRD, supported clean up and resealing of the benches periodically as part of the trail maintenance a couple of times a year. Discussion ensued with regard to potentially placing gravel around the bench near the creek; potentially seeking donations for this was noted to be an option if necessary. Jill Bilka inquired as to whether an acknowledgement plaque would be placed on the benches to which Staats informed would not be the case. C.A. Daykin inquired as to whether or not Staats would be opposed to an article regarding his project included in the City Newsletter to which he indicated that he would not be opposed. C.A. Daykin requested that Staats let him know when the project begins so that progress photos can be taken. Additional discussion ensued and Staats indicated that the project would likely begin at the end of June or in

July. C.A. Daykin noted that the City would be willing to participate and provide some funding for materials, if needed, and Bilka felt that local businesses would likely be interested in contributing as well; especially they could potentially be recognized in some way such as the newsletter. Staats explained that he is part of Boy Scout Troop #520 in Newberg, and discussed some of the requirements of becoming an Eagle Scout. Bilka suggested that recognizing the troop on a plaque on the bench might be a nice touch; C. Adlong supported this as well and indicated that the Committee may be able to provide this acknowledgement for the benches.

Harvey Creek Trail Map Review

C.A. Daykin referenced the proposed Harvey Creek Trail Map included in the agenda packet. The Committee reviewed the map in detail. C.A. Daykin discussed that the map will be included on the City website as well as included on stationary signs at the trail entrances below the name of the trail. C. Adlong expressed concern the contour elevations are difficult to read. C.A. Daykin explained that Chehalem Sign Company will be making the sign and can review the contrast so that it is appropriate. It was noted that the sign will be approximately 3 feet wide, the same width as the existing sign. C.A. Daykin discussed that he received confirmation from the map designer that the orientation of the map can be reversed; the consensus of the Committee was to reverse the map for the lower sign location. Bilka suggested determining which entrance will be the primary trailhead and only posting that version of the map on the City website would be a good idea, as well as providing the information to CPRD. Additional discussion ensued.

C.A. Daykin made mention of the 20 acre parcel to the south of the City's Harvey Creek Trail property. He reviewed that when he spoke with the new owners last year they had indicated that while they were not opposed to a trail, they wanted to wait while and think about how they might want to use it.

First Street Property Improvements

C.A. Daykin explained that he received word from the County that the person who was bidding against the City for the triangular piece of property next to First Street and Ione Street backed out. He discussed that the County Commissioners are going to go through the process of providing the piece to the City though that formal written acknowledgement has not yet been received. It was noted that the area is approximately a couple of thousand square feet in size. C.A. Daykin explained that historically City crews have been maintaining the property by mowing the area from time to time. C.A. Daykin suggested the idea that a bench and an internal path coming through along with some landscaping might lend itself well in this location. C. Adlong explained that the property is located diagonally across the street from the City well which has garden plots that don't appear to be being used any longer. It was noted the First Street property is south facing and gets full sun. C. Adlong discussed the importance of being mindful not to place tall trees/plants on the corner of the property due to potential concerns with visibility at the intersection. C. Adlong discussed that funding is not presently available for playground equipment at this location and voiced support of a low maintenance plan. C.A. Daykin explained that he has discussed the property with maintenance crews who have indicated their preference that no lawn is placed which would require mowing. It was noted that continuing the sidewalk around the corner along Ione Street side would also be preferred. C.A. Daykin pointed out that there is an area which will require additional fill be brought in to help level the site. A low maintenance landscape theme was discussed, with the potential

inclusion of a bench. C. Adlong discussed thoughts and ideas for potential future use of the property, and pointed out that the work done to the property now doesn't necessarily have to remain that way permanently. C.A. Daykin suggested that the area could be a potential future George Fox University project if planned ahead and the area prepped. He also voiced support of inviting input from residents in the immediate neighborhood which the Committee voiced support of as well. The Committee discussed various thoughts and ideas for the property. Creighton pointed out that a well maintained space will likely be more respected by the community as well. C. Adlong suggested potentially contacting John Peterson with Pollinate Flowers to see if he might be interested in assisting with this project. It was noted the City water is available close by and will likely be needed for plants placed. The consensus of the Committee was to wait until confirmation is received that the City will indeed own the property before moving forward with more detailed planning.

Viewmont Greenway Park Grant Update

C.A. Daykin provided an update. He explained that the grant covered two major projects though the bulk of the funding was to cover the paving of the main gravel trail where it terminates just below the foot bridge, and then bring it all of the way up to the Laurel Street entrance. He reviewed that the other component was the addition of some nature play style playground equipment to the existing nature play area. C.A. Daykin explained that the City will be soliciting bids soon for quotes for the paving, and once that information is known it will provide a good idea of how much money will be leftover for playground equipment. He referenced the map provided in the agenda packet and discussed the existing playground components in detail with the Committee and noted that one goal would be to delineate the playground area by removing the turf and replacing it with engineered soft fall chip material, as well as having it lined properly. He reviewed the sample playground equipment photos in the agenda packet with the Committee. He pointed out that once the budget for equipment is known, specific pieces can be considered; the equipment is quite costly. Discussion ensued with regard to potential playground options. C. Adlong expressed concern with regard to the discussed chip material and whether it would be an attractant to animals. Creighton voiced that animals aren't interested in playground areas. C. Adlong inquired as to whether additional grading of the playground area will be required to which C.A. Daykin indicated would be unlikely as the area is fairly level.

C. Adlong expressed concern about the potential need for a second pet waste station. C.A. Daykin discussed that he no longer notices dog excrement along the trail; prior to the installation of the pet waste station it was seen fairly frequently. C. Adlong explained that when the idea was raised it was suggested that a second pet waste station could also be added at the bottom of the trail as well. She requested obtaining feedback from Eugene Gilden with regard to this idea and whether he feels this would be indicated. C.A. Daykin confirmed that Public Works is scheduled to check and empty the pet waste station weekly on their rounds. It was noted that the pet waste station is well used and may need tended to twice weekly if there are overflow issues.

C.A. Daykin informed that the City will be hiring a summer worker to assist with some public works tasks. C.A. Daykin explained that he's committing some time on a weekly basis for this person work with C. Adlong regarding the levels of maintenance at the parks. He explained that C. Adlong's direction would be quite helpful in accomplishing the tasks needing completed. C. Adlong pointed out that approximately 80% of the plants that were planted over the last three years at the Viewmont Greenway Trail have been lost by being mowed down. C.A. Daykin discussed that not

enough staff is available to address the ongoing frequent mowing needs. C. Adlong voiced support of planting more plants in fall or early spring in more intense concentrated areas. Creighton suggested that if bark mulch is used around the base of the plantings along with flags they will be easier to identify. C. Adlong voiced support of planting some decent sized native oak trees to replace those lost as well.

C.A. Daykin informed that he contact the Yamhill Soil & Water Conservation District though they indicated that they are unable to help out at this time as they are busy with so many other projects. He explained that they did suggested contacting specific local landscaping companies, including Aspen Creek, who have also helped out on a number of City projects in the past. Creighton suggested contacting Peter Siderius, a teacher at Newberg High School, and also a CPRD Board Member, about the availability of plants grown in the school greenhouse. C.A. Daykin discussed that he is hopeful to bring the bids for the Viewmont Greenway Park work back to City Council at either the first or second meeting in July. He explained that the State grant, a small donation along with the City's 20% match makes up the total funding package, though the exact figures aren't available for the meeting tonight; C.A. Daykin will provide this budget information for the Committee's review. Once the exact budget is known, it was suggested that a meeting be scheduled to invite those interested to offer their input with regard to the new park equipment; this may also be an opportune time to solicit volunteers to assist with the project as well.

2020 State Park Grant Application

C.A. Daykin discussed that annually the State Parks open up their process for local government grants, and pointed out that most of the improvements for the Viewmont Greenway Trail have been funded through this source. He reviewed that for a project to be eligible for application, it must be an outdoor recreation project on property that is City owned or property with a very long-term lease for City use. C.A. Daykin supported applying for the smaller grant, an easier process, which only requires a 20% match. The maximum grant was noted to be \$75,000, which would provide a \$90,000+ project if only the grant and the match are used with no other resources. The grant point scoring system was briefly discussed (SCORP), and C.A. Daykin noted that though the rating has been changed he has not yet viewed that information. C. Adlong indicated that she will check into this information as well.

The Committee reviewed and discussed in detail some of the potential locations in Dundee which may be candidates for the grant application. C.A. Daykin suggested that a stub street area approximately 100 feet deep by 60 feet wide near Myrtle and Charles Street might be a good candidate for a pocket park for the nearby neighborhood. It was noted that the property was owned by the City and it will never be converted to a street. It was suggested that receiving input from the surrounding neighborhood might be helpful in determining the needs for this area.

C. Adlong suggested that the undeveloped area off of Eleventh Street, a detention basin for overflow of the storm water system, might be a good location for a community garden. C.A. Daykin explained that this property has been included in an evaluation of the storm drain system; detailed discussion ensued. This property was noted to be owned by CPRD presently; it wouldn't be able to be used for the grant unless CPRD turned the property back over to the City, which would then be turned back over to CPRD for maintenance. Creighton discussed that some surrounding neighbors

dump debris into the area which makes it difficult to maintain; if the area were developed into a park there may be more community interest in caring for the area.

C. Adlong inquired about areas in the Riverside area to which C.A. Daykin discussed that the City owns the WWTP, though expressed his belief that the City is not quite ready to develop that into the public use component yet. It was noted that the City owns 40 acres in that location, an area that was once lagoons though most have been decommissioned and filled in. C.A. Daykin discussed that the idea was to put the area to some sort of public use to potentially include some interconnected pond-type features with trails and a nature park. It was noted that a project of this size will be quite costly unless it was done in phases.

The Alder Street lots, about one acre of property across from the hotel, were noted to be a potential candidate as it is owned by the City. Bilka suggested reviewing the survey for the Sander Estate property to see if there were something the community desired that won't be able to be included at that facility and could potentially be provided at another location. C.A. Daykin discussed that CPRD has a consultant who has been tasked to complete a concept design for the Sander Estate property, and noted that when concerns were raised about Billick Park, the Superintendent said he would add a review of Billick Park to that same study. Creighton confirmed that the survey was completed approximately 6 weeks ago; the landscape architect has that information and is moving forward though it is unknown at this time where they are in that process. It was noted that knowing which amenities will be included at the Sander Estate property would be valuable information; Creighton informed that the requests provided by the City to CPRD were also provided to the architect. Discussion was had with regard to the street connection from Graystone to Fifth Street through Sander Estate Park; it was noted that it is up to the owner of the property to bring forward a proposal of how the street will meet the Transportation System Plan (TSP).

Creighton inquired about what plans ODOT may have for the area near the bypass on the south side of Highway 99W across from the landscaped portion. C.A. Daykin provided a detailed historical discussion of the Highway 99W improvements, including the sidewalk project, and reviewed the City's experience working with ODOT with regard to these improvements as well as the future Highway 99W replacement project.

C.A. Daykin discussed that the grant application process would typically open in February 2020, though the deadline for submitting the application is near the first of April. He explained that phased projects can also be submitted as potential grant candidates as well.

C. Adlong inquired about CPRD's budget for the Sander Estate Park, and whether that was only inclusive of the planning process or included park improvements as well. Creighton discussed that there is money in the budget for tree removal and planning. He explained that they plan to remove the trees in August and plant some erosion control as well. Creighton informed that they plan to grind the trees and spread their remains onsite so they are not affecting anyone nearby. Bilka inquired as to when the City can expect to see development begin on the property. Creighton explained that it will likely remain a grassy field for some time until the appropriate improvements can be made. It was noted that though the grassy area will not be maintained, it would be available space for public use. Bilka inquired about the timing on removing the trees if development isn't anticipated soon. Creighton discussed concerns with ongoing tree maintenance (spraying) given the close proximity to the elementary school; the location isn't well suited for an orchard and the trees

have produced less and less over time. Discussion ensued and Creighton explained that beyond the work described, he would need to check his budget for additional funding availability at this time. Lengthy discussion ensued with regard to thoughts and ideas for potentially funding some of the desired facilities at Sander Estate Park; prioritizing projects and potentially developing in phases were discussed. Creighton explained that current day cost estimates will be provided with the plans from the architect; that estimate will not be valuable or accurate information over time.

C.A. Daykin raised discussion about potential interest in a splash pad or other water feature, or other improvements at Billick Park, and explained that the CPRD Superintendent had indicated that typically the community would initiate fundraising to try to leverage whatever dollars might be needed. He encouraged the Committee to consider this and what types of projects they wish to see in Billick Park or elsewhere; there may be a project that the Committee would like to begin promoting a fundraising effort towards.

Creighton provided an overview on CPRD projects. He explained that presently they are trying to develop Friends Park in Newberg, which will tie into the trail that will travel from Newberg to Dundee. Detailed discussion ensued with regard to Friends Park development as well as the trail projects. Creighton explained that Mr. Lindquist gave CPRD permission to scope an area off of Fulquartz Road for consideration of a potential trail. C.A. Daykin noted that this area is fairly steep and landslide prone as well.

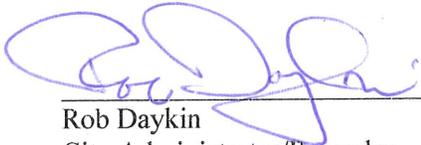
The consensus of the Committee was to plan a future meeting on August 7, 2019.

The meeting was adjourned at 8:48 P.M.



Jeannette Adlong, Chair

Attest:



Rob Daykin
City Administrator/Recorder