

**City of Dundee  
Parks Advisory Committee Meeting Minutes  
August 1, 2018**

**Call to Order**

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

**Staff Attendance**

Present: Jeannette Adlong, Nick Gilbert, Jesse Dillow, and David Dixon. Absent: Christopher Fanger. Staff members: Rob Daykin, City Administrator.

**Public Attendance**

None.

**Approval of Minutes**

**The motion** was made and seconded to approve the Parks Advisory Committee Meeting Minutes for February 7, 2018. **The motion** passed unanimously.

**Business**

**Harvey Creek Trail Sign**

City Administrator Daykin reviewed that the Harvey Creek name sign had space left below it to provide information about the trail itself, but could also be used as reference potentially to a website where a map could be downloaded, etc. C.A. Daykin informed that he worked with Ashley Lippard, who assisted with the Dundee logo as well, to put together a map design which was provided to the Committee for their review. C.A. Daykin explained that the look of the map is similar to what the Tourism Committee has used for the look of their maps. The details of the map were reviewed and discussed and C.A. Daykin invited feedback from the Committee. He discussed that once the map has been approved and finalized by the Committee, it can then be taken to Chehalem Sign to be produced to attach to the post at the entry of the Harvey Creek Trail.

C.A. Daykin provided background information to new Committee member, David Dixon, regarding the City of Dundee's interest in the property to the south along the creek to expand the Harvey Creek Trail in that direction. Chair Adlong and Committee members voiced that they are still interested in the property and Adlong suggested checking in with the property owners annually, as well as inviting them to attend a Parks Advisory Committee meeting if they desire.

After lengthy discussion with regard to the details contained on the map, the consensus of the Committee was to make the following changes to the map/sign:

- Convert the distance measurements on the map from feet to tenths of a mile
- Add a second sentence to the "Note" area at the bottom of the map which indicates the total length of the one-way trail.
- Change the grass symbol description on the map from a "meadow" to an "upland prairie"

- With regard to the contouring on the map, remove the white outlined rectangular shape from the area west of the meadow; this is believed to reflect an area of dirt where a single wide sat at one time.
- Remove “Dundee, Oregon” from the map as this information is already included in the City logo at the top.

There was discussion regarding the placement of a second sign with a map at the bottom of the trail off of Red Hills Road. C.A. Daykin explained that the sign information for the second location would be flipped so that the orientation of the start of trail matches the trailhead. C.A. Daykin indicated that he will wait to receive the final revisions for the map changes from Adlong prior to having it updated; he will then take the information to Chehalem Sign to have the map created for the trail. Once the revisions are complete, C.A. Daykin discussed that it is a fairly quick process to have the sign made and installed, though an exact timeline is unknown. C.A. Daykin advised that once the map sign is complete, a feature article can be placed in the next City newsletter.

C.A. Daykin provided an update for the grant application process regarding the Viewmont Greenway. C.A. Daykin informed the Committee that he did make contact with the State Parks regarding the status of their grant application. He explained that the smaller grants require staff review of the application as opposed to the statewide Committee review process required for the large grants. He informed that their staff are making all of their rounds and reviewing applications during the month of August. Grant recipients will be notified in September.

### **Sander Estate Property – Community Survey**

Chair Adlong provided background information pertaining to the Sander property for Committee member Dixon. She discussed that there was a community meeting held at the property in April. She explained that though CPRD had indicated that they would be developing a survey, they never really did complete that process. She pointed out that the property is a community resource, and stressed the importance of having community input from all parts of Dundee and Newberg as well. Adlong referenced the community survey that has been crafted and requested feedback from the Committee.

With regard to the first page, C.A. Daykin pointed out that the Rogers Landing Park and boat launch do not permit paddle craft, which he suggested clarifying on the survey. Though this restriction may not be enforced, this information was noted to have been provided by park officials. Committee members discussed that the Paddle Launch in Dundee has been missed very much.

C. Adlong discussed that the intention of the survey is to gather feedback on what the community feels is needed while also providing information on what facilities and services are already being provided, including what is available in Newberg compared with Dundee. Determining the best way to use the Sander property for a need in Dundee that doesn't duplicate what is already available is the goal C. Adlong reviewed.

The Dundee Community Center, which is run by the Dundee Women's Club, was noted to be a valuable resource as they provide many of the services that a Community/Senior Center would

otherwise provide. C.A. Daykin pointed out that they have historical information pertaining to Dundee as well. Additionally, he discussed that they have been actively going through a campaign of upgrading the Community Center, including involvement in a grant application process for a large grant which would allow them to expand and update the theater space (stage area) and provide for new restrooms. C.A. Daykin noted that there are very few people involved in the management of the historical building.

C.A. Daykin reviewed that when he originally discussed a community survey with Kat Ricker, CPRD, they were very enthusiastic about that form of outreach; though he noted that it was intended as a way to receive information back from Dundee residents. In the same way the Dundee Community Survey was distributed in January of this year, C.A. Daykin has proposed utilizing the same online format and providing cards/flyers in utility billing statements directly to those who receive mail in the Dundee zip code (which includes Dundee residents and non-residents as well); the survey won't extend to Newberg. C. Adlong discussed the importance of knowing what area of Dundee those participating in the survey reside in as this information could impact their answers. C.A. Daykin suggested that asking residents to indicate which park they reside closest to would help identify their approximate location. C. Adlong pointed out that there are different resources available depending on which side of Highway 99W that residents live.

Committee members discussed in detail their thoughts and suggestions for page one of the survey. A suggestion was made to include a chart referencing the categorized facilities available in Newberg, and individual facilities choices in Dundee which would allow those completing the survey to rank or indicate their answers more easily.

The daycare, preschool, and after school CARE programs offered by CPRD were briefly discussed. Summer camps are offered as well. Prices for these programs were noted to be very reasonable.

Pages 2 and 3 of the survey were discussed at length. It was suggested to add a nature park to the list of potential development options.

The popularity of water features (including splash pad type features) in communities was discussed. Adlong expressed her opinion that it is becoming more important to provide this type of facility need to families, especially as there becomes greater density and more children. Additional discussion ensued regarding splash pad type facilities and water features located in nearby communities.

C.A. Daykin reviewed that right now the City is going through a process with a consultant to help update the zoning for the Riverside area. He discussed that there is a Riverside District Master Plan; zones, standards and procedures will be created. Once adopted, owners will be able to proceed with some type of development process. He discussed that one of the issues that needs to be resolved is how neighborhood parks will be accommodated for in this area. C.A. Daykin explained that at some point in the future there will be negotiations and discussions with property owners along with CPRD. He pointed out that the area outside of the UGB is not being discussed as part of this process because the grant only covers what is within the UGB, though that area was noted to be part of the Dundee Master Plan.

There was discussion regarding the fact that the nut trees on the property are near end of life. Thoughts and ideas regarding the trees were discussed. Leaving a few of the trees in place, replacing the trees, and replacing some of the trees with hazelnut trees to preserve the historical aspect of the property were ideas shared.

Adlong voiced support of a Community Garden in Dundee. Discussion ensued regarding the potential community benefits of this type of public garden.

The large size of the property was discussed, and the fact that there could potentially be multiple uses included within the area was noted. The Committee voiced support of providing a map of the property and surrounding area for reference to be included with the survey. Potential options for how best to include this information within the survey were discussed. C.A. Daykin suggested Committee members take some additional time at home to review the survey and provide any additional feedback to Chair Adlong in an effort to fine tune it. C.A. Daykin explained that he has been trying to reach the COG to let them know about the survey that the City of Dundee will be conducting to see if they would be willing to host this through their subscription to Monkey Survey. The benefits in doing so were briefly discussed. The suggestion to provide residents background information along with information to complete the survey questions electronically was discussed.

The idea of creating a potential community gathering space was discussed at length. This type of feature was noted to potentially be able to encompass many of the suggested ideas for use of the space. Concerns regarding potential increased noise from activities associated with that type of new use were discussed. It was suggested that the development of this type of facility may be better placed near the riverfront. The Committee expressed concerns regarding the interest CPRD has expressed in utilizing the property as a wedding/rental venue, which would have limited benefit to Dundee residents. C.A. Daykin pointed out that the concern is with regard to creating something that is already being done by another group; the Dundee Women's Club is available to rent as well.

C. Adlong discussed that the survey may help guide the long-term vision as well as the short-term use of the property. The importance of gaining enough feedback to add value to the survey was discussed. Dixon offered to reach out to his coworker at Clackamas County who he indicated works with public outreach. He noted that she works with public information gathering and may be able to offer advice for putting together a successful survey. Also, contacting Kim Felton, a previous Committee member, was suggested as a potential resource as her husband is involved in marketing at GFU.

It was discussed that the GFU Serve Day event will likely take place on or September 12, 2018. C.A. Daykin reviewed that he did put in a request to add some landscape plants along Highway 99W at various locations near Fifth Street, Eighth Street and down Parks Street. C.A. Daykin noted that he will be out of the office during the event and unable to supervise the students; in this case he may need to cancel the project or change their project to completing some work on the trail. C. Adlong suggested that there is ivy which needs pulled though C.A. Daykin indicated that is a tiresome job for an entire day of work. Discussion ensued and C.A. Daykin pointed out the benefits of the students working on landscaping; the project can be revisited and students feel a sense of accomplishment. Adlong inquired about who would be purchasing plants for landscaping to which C.A. Daykin confirmed to be the City. He explained that he believes there to be some plants leftover

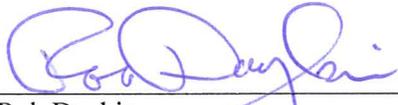
that the City purchased in previous years that were never planted, though this won't be enough to complete all of the areas. The plants have been being watered and are located at the WWTP.

The next Parks Advisory Committee meeting will tentatively be held September 5, 2018. C. Adlong would like to discuss communications to the community with regard to City of Dundee park facilities at the upcoming meeting.

The meeting was adjourned at 8:49 P.M.

  
Jeannette Adlong, Chair

Attest:

  
Rob Daykin  
City Administrator/Recorder