CITY OF DUNDEE
PARKS ADVISORY COMMITTEE MEETING

City Council Meeting Chambers
620 SW 5th Street
Dundee, OR 97115

August 1, 2018
7:00 P.M.

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1. **Call to Order**
2. **Approval of Minutes – February 7, 2018**
3. **Harvey Creek Trail Sign**
4. **Sander Estate Property – Community Survey**
5. **Adjournment**

The City Council chambers are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Rob Daykin, City Administrator at 503-538-3922.

City of Dundee
Parks Advisory Committee Meeting Minutes
February 7, 2018

Call to Order
Jeannette Adlong, Chair, called the meeting to order at 7:00 P.M.

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

Public Attendance
Jim McMaster, Chehalem Park & Recreation District (CPRD), Newberg, Oregon.

Approval of Minutes
The motion was made and seconded to approve the Parks Advisory Committee Meeting Minutes for June 7, 2017. **The motion** passed unanimously.

Business

FY 2018 State Parks Local Government Grant
City Administrator Daykin reviewed the information pertaining to the grant opportunity as presented in the agenda packet. He pointed out that the deadline for submitting a small grant application is May 1, 2018, and the maximum amount for the small grant program is $75,000; for a City the size of Dundee there is a 20% match. C.A. Daykin suggested, in an attempt to get the full amount of the $75,000 grant, considering a project with a cost of at least $95,000.

C.A. Daykin reviewed the list of 2017 Local Government Small Grant Program Awards, and noted that Chehalem Park and Recreation District (CPRD) was a recipient. He also clarified that these grants are for outdoor recreation projects only. Chair Adlong inquired as to why CPRD only requested $40,189 in funds for a project costing $170,169. Jim McMaster, CPRD, informed that they received funding for their project from other agencies which were used to match and also provided leverage when applying for the grant. McMaster pointed out that when outside entities show interest for a project it reflects favorably on the grant application. Additional discussion ensued.

C.A. Daykin referenced the map provided in the agenda packet to review the Harvey Creek Trail area. He explained that the owners of the 20 acre piece had expressed an interest in working with the City with regard to some sort of accommodation for trails. The property was also noted to be actively listed on the market though recently the City became aware that a proposal to purchase the property with a closing date of March 20, 2017 had been received. C.A. Daykin reviewed that he has spoken with both of the potential new owners and will meet with them again on Monday. He explained that they have indicated interest in purchasing the property now but have no intention of building on it at this time. Additionally, C.A. Daykin reviewed that the property is only suitable for one home site and cannot be divided. He advised that property for the trail system could potentially be acquired through a lot line adjustment; the property would not be partitioned or divided, rather the

City would extend its property line and pick up the blue area (see map) which was part of the overall twenty acres. This would leave behind ten acres, which is the minimum amount that needs to be left behind to satisfy Yamhill County zoning. C.A. Daykin reviewed that the Dundee City Council had indicated their interest and had authorized the City to acquire an appraisal of that property. He explained that in order to make application to State Parks for an acquisition several things must be completed, including an appraisal which meets their standards. That appraisal then in turn would need to be reviewed by another independent appraiser, preferably all of which would need to be completed prior to the submittal date of May 1, 2018. C.A. Daykin reviewed that paperwork was signed off today to begin the appraisal process which was estimated to be completed within 6-8 weeks. C.A. Daykin pointed out that knowing the value of the property will dictate the strategy moving forward, including whether the work may need to be done in phases. Additional detailed discussion ensued.

C.A. Daykin suggested that now would be a good time to get the trails mapped out as well as mapping out potential trail ideas as an exhibit, which may also provide details to aid in estimating the costs of the trail construction. Detailed discussion regarding the trail system ensued. C.A. Daykin suggested that there is likely enough space within the 10 acres to complete a trail loop of some sort. Additionally, he noted that Russ Sheehan, who completed the trail work previously, estimated a cost of $10.00 per running foot for a 6 foot wide primitive trail. C.A. Daykin discussed that as part of the application process, the application must be sent to different State Agencies who then have the opportunity to make comment as part of the process. Additional discussion ensued.

The map of the discussed property was reviewed in detail. C.A. Daykin pointed out that the property is one legal property though is comprised of two tax lots; the owners receive two tax statements for the one property. The methodology with regard to appraisal of the property was discussed. It was noted that once the appraisal is received it could then be determined if land acquisition only would be requested, or if additional improvements would also be able to be included in the first phase.

Chair Adlong described some of the differences between the present trail area and the potential trail expansion area. She pointed out that the proposed area is an untouched natural area with huge fir trees and ferns, which McMaster supported the importance of promoting within the grant application. Thoughts and ideas pertaining to potential phases for the future trail system were discussed.

McMaster inquired as to whether the trail area has been surveyed to which C.A. Daykin indicated it has not. McMaster suggested the possibility of contacting a surveyor who might be willing to donate their services based on the fact that the City is applying for a grant. Discussion ensued regarding utilizing GPS to map the area as well. Nick Gilbert recalled a map that he noted the City should have pertaining to the upper trail area. C.A. Daykin recalled that the City of Newberg may have a map as well. Jesse Dillow suggested that George Fox University (GFU) students may be interested in the opportunity to survey the area. C.A. Daykin indicated that having the surveying completed within the next three weeks would be most helpful. Mr. Gilbert volunteered to research which professors at GFU may have classes for which this may be of interest.

Chair Adlong inquired as to whether the trail area could be tied into the grand plan that CPRD has for trails. Brief discussion ensued with regard to the trails and the surrounding property areas. C.

Adlong suggested that now would also be a good time to address the invasive ivy which is affecting the trees. C.A. Daykin supported this and suggested including pictures in the exhibit.

Discussion ensued regarding gathering community support for the project. McMaster suggested including no more than five letters of support with the application, which could include a couple of letters of support from residents. Additional discussion ensued and McMaster expressed a potential concern with DEQ regarding the close proximity of the property to State lands and their interest in the waterway; he suggested that DEQ may ask the City to complete a more in-depth process. C.A. Daykin pointed out that initiating this process should be done first. Additional detailed discussion ensued with regard to the importance of protecting the watershed. C.A. Daykin will contact the Greater Yamhill County Watershed Council to request an assessment. Jesse Dillow suggested that they may also be able to provide information with regard to additional grants available to complete improvements across the creek for trails. C.A. Daykin informed that he will begin preparing a general narrative of what is being proposed, including a map.

McMaster inquired as to whether the new property owners are willing to sell it. C.A. Daykin informed that the potential owners have now raised concern regarding that and would prefer an easement. He reviewed some of the difficulties with an easement, especially given the conservation component, and the fact that the appraisal process would be more complex and wouldn't allow enough time to be able to be submitted prior to the application deadline. Additional potential issues and concerns were discussed. C.A. Daykin discussed a potential timeline to include preparing the proposal and having the property mapped as part of the exhibit first, then shortly thereafter coordinating a presentation to the Rotary or another group. He explained that towards the end of March the appraisal should be complete at which time the value of the property will be known. Potential options for having the area mapped were discussed.

C.A. Daykin inquired as to whether or not the City could potentially utilize CPRD's assistance (specifically Russ Sheehan) with regard to the trails. McMaster supported that possibility, pending Don Clements approval as well, as long as Russ is working with CPRD when the trails are to be installed.

Jesse Dillow offered that "The Good Life Preschool," which his daughter has attended locally, may be willing to write a letter of support as they have walked the present trail with their students. He also suggested that Alternative High School, who assisted with plantings previously, may also be willing to write a letter of support for the trails project.

McMaster suggested that a neighborhood or community meeting regarding the trails project be planned. C.A. Daykin suggested the communication could potentially be done through adding an insert to the monthly water bills. Dillow also made mention that approximately a year ago AAA's Via magazine/publication noted that Harvey Creek Trail in Dundee was favored as providing a great exhibit of fall color.

The consensus of the Committee was to hold a community meeting at the March Parks Advisory Committee meeting on March 7, 2018 at the Fire Hall (pending availability). Adding the meeting information to the Dundee Fire Department reader board was also suggested.

Sander Estate Park

C.A. Daykin reviewed that Don Clements, CPRD, provided a presentation at the recent City Council meeting on February 20, 2018 with regard to Sander Estate Park. The map of the area provided in the agenda packet was reviewed. C. Adlong explained that one of the primary considerations in the development of the property is that it's developed with the respect of Jan Sander's wishes.

The concept plans provided by CPRD were examined in detail. C.A. Daykin reviewed that Mr. Clements had indicated CPRD's desire for community input as well as input from the Parks Advisory Committee, though the details of this process are not known at this time. Concerns regarding noise levels were expressed with regard to the potential amphitheater type of facility option for this location. Adlong pointed out that the TSP requires a road be placed on the uphill edge area of the property; the map was referenced. Detailed discussion ensued.

C. Adlong recalled that Jan Sander had voiced the importance of providing an area for children to be included on the property. Thoughts and ideas regarding the property were discussed. The idea of a splash pad or other water feature was discussed, though it was noted that a water feature is not presently desired for this area. McMaster pointed out that though splash pads are popular, maintenance and treatment costs of operation are very high. Additional discussion ensued.

C.A. Daykin noted that he had suggested the barn area as a potential youth center type of facility, as presently there is no access to a facility of this nature for children in Dundee. Chris Fanger suggested that a covered area where kids could gather/play would be very beneficial to the area, especially since the school no longer allows kids access to the covered area at the school. Jesse Dillow supported the addition of more trees to the concept plans. Fanger expressed his support of the rose garden idea which is a unique feature different from other parks.

Adlong expressed the importance of the new facilities at Sander Estate Park complementing Billick Park and the facilities present there. C.A. Daykin briefly reviewed the permit process with regard to developing a park. He also pointed out that one challenge in developing the property is the fact that Fifth Street is a substandard street; this property is included in the urban renewal area which makes it eligible for CPRD to request assistance for some of the required improvements.

The meeting was adjourned at 8:25 P.M.

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Jeannette Adlong, Chair

Attest:

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Rob Daykin
City Administrator/Recorder

Help shape the Vision

The City of Dundee would like your opinions on Dundee's recreational facilities and services. Your answers are appreciated and will help create a plan that will benefit the citizens of Dundee. Estimated time to complete the survey is 15 minutes.

In what city do you live? Dundee Newberg Other

How many persons are in your household?

The Chehalem Park District (CPRD) is the main provider of park and recreation services in Newberg and Dundee. The Dundee Community Center provides a community gathering place on Hwy 99W in Dundee.

Park Facilities in Newberg	Park Facilities in Dundee –	Dundee Community Center
Parks, Trails Ballfields, Skate Park BMX Track Splashpad Dog Park Disc Golf Courses Aquatic & Fitness Center Golf Course & Event Pavillion Preschool/Daycare Senior Center & Activities Youth Center & Activities Cultural Center Rogers Landing Park and boat launch, Willamette River	Parks, Trails Ballfields Skate Course *Note the Paddle Launch that provided kayak rentals and public access to the Willamette River was shut down in 2016.*	Activities, Parties, Concerts, Meeting Space. Community dinners. Flu, Dental Clinics. Event rental space.

1. On average, how often do you go Newberg for recreational services, including parks and trails, the aquatic/fitness center, golf course, senior center, youth center, cultural center, classes, etc?

   Never Monthly` Weekly Several times per week.

2. Which recreational facility in Newberg do you use the most? _____

3. On average, how often do you use Dundee's park facilities including parks, trails, picnic areas, basketball and tennis courts, and ball fields?.

   Never Monthly` Weekly Several times per week.

4. What recreational facility in Dundee do you use the most? _____.

5. Do you support the development of the following in Dundee?

   0 Do Not Support 5 – Strongly Support

   Large Event Venue / Rental

   Water feature / Splashpad

   Senior Center

   Youth Center

   Community Garden

   Public access to the Willamette River

   Disc Golf Course

   Paddle Launch for kayaks on the Willamette

   Dog Park

   Bike/Pedestrian trail connection between Newberg and Dundee

6. What recreational facility would you most like to see developed in Dundee?

   _____

Help shape the Vision: Sander Estate Park:

Chehalem Park District (CPRD) recently acquired approximately 7 acres located on SW 5th St. across from Dundee City Hall and Dundee-Billick Park. The property includes a house, barn and hazelnut orchard. In 2017, longtime Dundee resident Janis Sander donated 50 percent of this property and CPRD paid the remainder. The end result is a new park property for the citizens of Dundee

It is CPRD's intention to work closely with the community to ensure that the property will be used in a way that benefits residents, while respecting the park's historical heritage.

In April, a community meeting was held and many ideas were presented. Please indicate your support for the following uses at Sander Estate Park:

0 Do Not Support 5 – Strongly Support

Create a community gathering space for public events and concerts

Preserve the historic walnut trees.

Create a community garden with garden plots for residents.

Use the barn, house and grounds as a wedding venue.

Provide after-school activities for students.

Preserve the barn as a historical feature.

Use the barn for community events such as dances and movie nights..

Create a demonstration garden for historic crops and trees.

Create a nature play area for children.

Build a combined senior / youth center.

Install a water feature or splash pad.

Use the house for a senior center.

Use the house for a book/tool/resource library.

Consider selling a small portion of the property in order to acquire a greater amount of acreage for a large park on the Willamette.

Please list any ideas you may have about this property should be developed.

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