

CITY OF DUNDEE
PARKS ADVISORY COMMITTEE MEETING
City Council Meeting Chambers
620 SW 5th Street
Dundee, OR 97115

September 4, 2019
7:00 P.M.

- 1. Call to Order**
- 2. Public Comments**
- 3. Approval of Minutes – August 7, 2019**
- 4. Jan Sander Property Update**
- 5. 2020 State Park Grant Application**
- 6. Adjournment**

The Fire Station Community Meeting Room is 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
August 7, 2019

Call to Order

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

Staff Attendance

Present: Jeannette Adlong, Jill Bilka, and Nick Gilbert. Staff members: Rob Daykin, City Administrator; and Casey Creighton, Chehalem Parks & Recreation District (CPRD).

Public Attendance

Phillip Staats, Boy Scout, and Beth Staats, 792 SE Boysen Lane; Noel Johnson, 962 SW Tomahawk Place, and Kristin Gorton, 1240 SW First Street.

C.A. Daykin noted that Christopher Fanger resigned from the Parks Advisory Committee, and that the committee now has three vacant positions and four filled positions. Noel Johnson and Kristin Gorton are both interested in serving on the Committee and are attending to observe the proceedings. The next opportunity for appointment of new members will be at the August 20 council meeting.

Public Comment

Phillip Staats updated the Committee on the status of the Eagle Scout project involving the construction of two benches on the Harvey Creek Trail property.

Approval of Minutes

A **motion** was made and seconded to approve the Parks Advisory Committee Meeting Minutes for June 5, 2019. The **motion** passed unanimously.

Business

Viewmont Greenway Project

C.A. Daykin informed the bids for completing the asphalt path came in below the budget estimate of \$18,000 and after conferring with the State Parks grant coordinator, considered additional work to asphalt the narrow side trail that was to remain in gravel. However, it appears quantities in the base bid may have been understated and the actual amount will use up that initial savings. Daykin was able to confirm if there is still savings in the project budget overall, State Parks will allow that savings to be applied to the planting of additional trees along the trail. The Committee then reviewed quotes from four playground vendors for enhancements to the nature play area, including hop rocks, climbing boulder, and a tree log tunnel. C.A. Daykin stated city crews will excavate and line the play area, install drainage, and place the soft fall material. The Committee reviewed two layouts for the play area, a compacted, wider shape and an elongated shape. The Committee expressed their interest in the elongated shape, extended along the path of the trail. Following discussion on the pricing, quality of components, and spacing requirements, Casey Creighton noted that he had good experience with several of the vendor representatives, including Cascade Recreation, which included consultation on site and placement of the play equipment. A **motion** was

made and seconded to accept the quote from Cascade Recreation, Inc. The motion passed unanimously.

George Fox University Serve Day

C.A. Daykin reported that GFU serve day will be September 11 this year and he originally planned on having the student volunteers working on plantings and other work in the vicinity of the picnic area of Viewmont Greenway Park, but is now looking at bark dust placement at various landscaped areas along streets in Dundee. If circumstances allowed, he may use the students to help spreading the soft fall material in the nature play area at Viewmont Greenway Park.

City Website – Parks Information

The Committee discussed updating information on parks in Dundee on the City website and sharing related information with the CPRD website, and use of social media to reach more persons interested in parks. Jill Bilka advised that once school starts back up she would be interested in helping on this project.

2020 State Park Grant Application

C.A. Daykin advised the State Parks Local Government Grant process starts at the beginning of January and that it is a relatively short window to complete the application. It is a competitive process, so thought should be given to a suitable project. Also, the project must be located on land owned or controlled by the applicant. Alternatively, Daykin suggested that the Committee may wish to instead lobby CPRD to prepare an application for rehabilitation of Billick Park. The consensus of the Committee was to discuss possible grant projects at the September 4, 2019 meeting.

Jan Sander Estate Park

Casey Creighton shared a proposal for design services and fees from Scott Edwards Architecture will be brought to the CPRD Board for approval. The proposal includes a concept plan that was prepared prior to the public meeting process in 2018.

The meeting was adjourned at 8:30 P.M.

Jeannette Adlong, Chair

Attest:

Rob Daykin
City Administrator/Recorder

2020 OPRD Local Government Grant

1. Grant Cycle

- January 1 - Local Government Grant Process Starts
- February – Workshop Training Sessions
- April 1 – Large Grant (over \$75,000) Applications Due
- May 1 – Small Grant (up to \$75,000) Applications Due
- June – Grant Applications Evaluated by State Advisory Committee
- September – OPRD Commission Awards Grants

2. Eligible Applicants – Cities, Counties, Metro Service Districts, Park Districts, Port Districts

3. Grant Match

- 50% - Cities/Districts over 25,000 population and Counties over 50,000 population
- 40% - Cities/Districts with a population between 5,000 and 25,000 and Counties with a population between 30,000 and 50,000
- 20% - Cities/Districts under 5,000 population and Counties under 30,000 population

4. Project Types

- Acquisition – Land for outdoor recreation areas – requires certified appraisal w/app
- Development – New basic outdoor recreation facilities including sports and playfields, picnic facilities, camping facilities or interpretive facilities. May include internal roads, parking areas and restroom buildings.
- Rehabilitation – Repairing, restoring or reconstructing existing facilities degraded by normal wear and tear (and not due to negligence of facility maintenance)

5. Basic Requirements/Considerations

- Online application process
- Grant funds must be used on property owned by applicant (or secured long-term)
- Competitive statewide
- State Agency comments regarding environmental concerns submitted with application
- Community partnerships
- Meets goals of the Statewide Comprehensive Outdoor Recreation Plan (SCORP)
- Local land use compatibility/supported by local planning document
- Public involvement
- Site suitability/sustainability
- Long-term commitment to maintenance
- Detailed budget elements
- Small grant OPRD staff review/large grant formal presentation to State Advisory Committee by the applicant

6. Possible Candidates

- Additional improvements to Viewmont Greenway Park
- New mini-park on unused 13th Street right of way next to Charles Street
- Harvey Creek Trail expansion
- Alder Street lots – phased new park development
 - Hardscape gathering areas/perimeter path/landscaping/irrigation
 - Covered stage/shelter/gazebo
 - Restrooms
- New mini-park southeast triangle of Ninth and Alder – enclosed dog area?
- WWTP Nature Park

OR

- Promote and assist CPRD with grant for rehabilitation at Billick Park
 - Pave parking areas with landscaping and improved access
 - Replace playground facilities for ages 2-5
 - Replace restroom facilities
 - Repair asphalt path

OR

- Promote and assist CPRD with grant for new development at Billick Park
 - Splash pad facility

2018 Local Government Grant Program Awards

Large Grant Awards (\$75,001 to \$750,000) listed alphabetically by Grantee

Grantee	Project Name	Brief Project Description	Grant Funds Requested	Total Cost
Ashland Parks and Recreation	North Mountain Park Nature Play Area	The project will construct a new Nature Play area at North Mountain Park in Ashland.	\$ 127,182	\$ 258,529
Chehalem Park & Recreation District	Friends Park	The project will develop a new neighborhood park which will include trails, playground, basketball court, picnic area and open green space in Newberg.	\$ 287,000	\$ 698,649
City of Cottage Grove	Swinging Bridge Restoration	The project will restore and reopen a 50 year old suspension footbridge. The Swinging Bridge crosses the Coast Fork of the Willamette River in Cottage Grove.	\$ 200,000	\$ 411,345
City of Enterprise	Enterprise Field Complex Improvement	The project will replace an outdated restroom with a building that will include new restroom facilities, and practice and storage areas at the outdoor sports complex in Enterprise.	\$ 250,231	\$ 374,281
City of La Grande	Pioneer Park Concessions/Bleachers/ADA Upgrades	The project will demolish and reconstruct an aging concession building, install new bleachers and concrete pad, and install new accessible pathways to the ball fields at Pioneer Park in La Grande.	\$ 96,308	\$ 218,412
City of Medford	Cedar Links Park Development	The project will develop new park land with accessible playground, restroom, drinking fountain, dog park, basketball court, pickleball court, community garden and picnic shade structure in east Medford.	\$ 490,017	\$ 1,432,334
City of Ontario	Lions Park Water Playground	The project will add two separate restroom buildings and shade structures at Lions Park in Ontario.	\$ 298,200	\$ 527,200
City of Redmond	Baker Park Improvement	The project will replace existing playground equipment, add walking paths with exercise equipment, replace the pavilion, upgrade irrigation system, accessible parking and access paths at Baker Park in Redmond.	\$ 300,000	\$ 600,000
City of Sherwood	Sherwood Skate Park	The project will construct a new skate park next to the Teen Center at the Sherwood Regional Family YMCA in Sherwood.	\$ 326,014	\$ 543,356
City of Tualatin	Ibach Park Playground Renovation	The project will replace safety surfacing in fall zones, and replace five pieces of play equipment at Ibach Park in Tualatin.	\$ 136,500	\$ 273,000
City of Turner	Crawford Crossing Lake/Park	The project will develop Phase I of a new park-lake complex, including trails, restrooms, parking, play structures, event amenities and a lake access ramp and dock at Crawford Lake Park in Turner.	\$ 392,000	\$ 834,000
Clackamas County	Metzler Park Campground Restroom Replacement	The project will replace a failing restroom/shower facility with a modern accessible facility in Metzler Park near Estacada in Clackamas County.	\$ 162,500	\$ 325,000
Crook County Parks & Recreation District	Ochoco Creek Park East End Renovation	The project will expand the skate park, rehabilitate tennis courts and add pickleball striping, add diagonal parking along the road, and add lighting and surveillance cameras to Ochoco Creek Park in Prineville.	\$ 280,896	\$ 468,160
Jefferson County	Juniper Hills Park Rehabilitation	The project will construct a combination restroom / concession building, two group picnic shelters, install accessible walkways, and add picnic tables and benches at Juniper Hills Park in Madras.	\$ 297,000	\$ 392,000
John Day Canyon City Parks and Recreation District	Playground Development	The project will develop and add new accessible playground structures, splash pad and outdoor exercise stations at the 7th Street Complex park in John Day.	\$ 243,083	\$ 363,579

Malin Park and Recreation District	Malin Pool Rehabilitation	The project will repair and replace concrete walls, floor, and pool deck area, add new piping and pool filtration system, and construct a new in-pool partition wall at the community pool in Malin.	\$ 352,500	\$ 452,500
North Clackamas Parks and Recreation District	Boardman Wetland Natural Area	The project will create the Boardman Natural Area which will include an accessible nature play area, boardwalks, educational areas, habitat restoration, benches, parking and overlooks, in Jennings Lodge.	\$ 385,000	\$ 1,000,000
Willamalane Park and Recreation District	Bluebelle Park Rehabilitation	The project will construct a new children's playground, sitting and picnic areas, basketball area, and improve walking paths to make them fully accessible at Bluebelle Park in Springfield.	\$ 239,000	\$ 478,000
Total Large Grant Awards			\$ 4,863,431	\$ 9,650,345

Small Grant Awards (Up to \$75,000) listed alphabetically by Grantee

Grantee	Project Name	Brief Project Description	Grant Funds Requested	Total Cost
City of Cascade Locks	Cascade Locks Gorge Hubs	The project will add new restrooms, a bike fix-it station, parking, a drinking fountain, and re-configure the hiker / biker Cascade Locks Gorge Hub at Cascade Locks.	\$ 75,000	\$ 300,000
City of Cave Junction	Purchase Land for Baseball Field	The project will purchase land to expand Jubilee Park for the development of a baseball field, walking path, playground using natural materials, nature trail, and bioswale, in Cave Junction.	\$ 64,000	\$ 80,000
City of Coburg	Coburg Wetland Park	The project will construct an accessible parking area, a 400-ft trail, add viewing benches and trash receptacles, remove invasive species and replant native plants at Coburg Wetland Park in Coburg.	\$ 75,000	\$ 118,268
City of Coquille	Coquille Riverwalk Phase II	The project will add 2,500 feet of asphalt paved trail, plus another 1,700 feet of soft-surface trail to the existing Riverwalk in Coquille.	\$ 68,498	\$ 121,688
City of Donald	Donald Little City Park Improvement	The project will add a permanent accessible bathroom, a play structure for children 5-12 years old, tether ball and canvas shade canopy at Donald Little City Park in Donald.	\$ 72,634	\$ 91,134
City of Dundee	Viewmont Greenway Park Improvements	The project will construct an additional 1,000 feet of 6 foot wide asphalt path, and will add new equipment and new fall surface material to the nature play area at Viewmont Greenway Park in Dundee.	\$ 32,800	\$ 41,000
City of Jacksonville	Forest Park Vault Toilet	The project will install a double-vault type restroom and a mountain biking information kiosk at the Forest Park parking area, one mile from Jacksonville.	\$ 20,500	\$ 37,000
City of Madras	Crescent Park Playground Improvement	The project will install a merry-go-round, play structure with slide, climbing bars and landscaping at Crescent Park in Madras.	\$ 26,500	\$ 44,200
City of Medford	Bear Creek Playground Renovation	The project will purchase and install additional accessible playground equipment as part of a larger rehabilitation of the Bear Creek Park playground in Medford.	\$ 69,100	\$ 490,342
City of Powers	Orchard Park Rehabilitation	The project will re-build a vault restroom, add water and sewer service, add electric service to ten campsites, gravel roadway and campsites, replace fire pits, add picnic tables, at Orchard Park in Powers.	\$ 28,865	\$ 37,565
City of Ukiah	City of Ukiah City Park Rehabilitation	The project will replace existing slide, merry-go-round and teeter-totter with new versions, and add kiddie swing seats and increase safety surfacing at Ukiah City Park in Ukiah.	\$ 14,260	\$ 17,825

City of Vernonia	Vernonia Dog Park	The project will develop currently vacant flood plane property into a dog park in Vernonia.	\$ 25,537	\$ 31,987
City of West Linn	Sahallie Illahee Park Playground	The project will replace aging and failing playground equipment that no longer meets Consumer Protection Safety Standards, at Sahallie Illahee Park in West Linn.	\$ 62,500	\$ 125,000
Hillsboro Parks and Recreation	Frances Street Park Completion	The project will add a picnic shelter, a sand volleyball court and other accessibility improvements at Frances Street Park in Hillsboro.	\$ 75,000	\$ 180,635
Klamath County	Steen Sports Park Pickleball Courts	The project will build an outdoor pickleball court complex at Steen Sports Park in Klamath Falls.	\$ 30,000	\$ 65,000
Northern Wasco County Parks and Recreation District	Sorosis Park Outdoor Exercise Equipment	The project will remove existing outdoor exercise equipment and will relocate and replace the equipment with modern, safe and accessible equipment, at Sorosis Park in The Dalles.	\$ 34,000	\$ 57,000
Total Small Grant Awards			\$ 774,194	\$ 1,838,644

Small Community Planning Grant Awards (Up to \$40,000) listed alphabetically by Grantee

Grantee	Project Name	Brief Project Description	Grant Funds Requested	Total Cost
City of Drain	Drain Parks and Open Space Master Plan	The project will create a Parks and Open Space Master Plan for the City of Drain.	\$ 32,000	\$ 40,000
City of Milton-Freewater	Milton-Freewater Parks Master Plan	The project will create a Parks and Recreation Master Plan to prioritize facility maintenance and upgrades for the City of Milton-Freewater.	\$ 40,000	\$ 67,250
City of Monmouth	Monmouth Parks Master Plan Update	The project will update portions of the Parks Master Plan needed to develop a new Capital Improvement Plan for the City of Monmouth.	\$ 18,000	\$ 30,000
City of Prineville	Barnes Butte Recreational Complex Master Plan	The project will create a Master Plan to guide future development of 460 acres of open space within its city limits and urban growth boundary, recently purchased by the City of Prineville.	\$ 40,000	\$ 90,000
City of Talent	City of Talent Parks Master Plan	The project will update the Parks Master Plan to accommodate growth for the City of Talent.	\$ 32,000	\$ 56,000
Total Planning Grant Awards			\$ 162,000	\$ 283,250

Total Large Grant Awards	\$ 4,863,431	\$ 9,650,345
Total Small Grant Awards	\$ 774,194	\$ 1,838,644
Total Planning Grant Awards	\$ 162,000	\$ 283,250
Total 2018 Local Government Grant Program Awards	\$ 5,799,624	\$ 11,772,239



July 11, 2019

Don Clements
Superintendent
Chehalem Park and Recreation District
125 S. Elliott Road
Newberg, Oregon 97132

RE: Proposal for Professional Design Services – Sander’s Estate Community Park

Dear Don:

We appreciate the opportunity to submit a proposal for professional design services to continue work on the Sander’s Estate Community Park. Per our meeting and discussions, I have prepared the following proposal for schematic design services.

I. Understanding of the Project

- A. The Sander’s estate is an approximately 7-acre property acquired by CPRD which is located in Dundee, OR across from the Dundee Elementary School on SW 5th Street. The site currently includes a private residence, detached garage, barn and a hazelnut orchard which is in the process of being removed.
- B. SEA developed a couple of concept options at the end of 2017, Site Option 1 (attached) will be the starting point for work going forward.
- C. Over the course of 2018 and early 2019 CPRD and the City of Dundee have held a public hearing, conducted an online survey and held a Parks Advisory Committee meeting. Results and summaries are on CPRD’s website and have been reviewed by the design team.
- D. A topographic survey of the property was completed in April of 2019 and has been provided to SEA.
- E. SEA with landscape architects Lango Hansen will work with CPRD, the City of Dundee and community members to further develop a vision for the estate property. The design will be advanced to a level suitable to complete the city’s land use process (Type III Master Plan Approval).
- F. We estimate the schedule to complete designs and the land use submittal to take 3 months, with required revisions, public hearings and eventual approval continuing beyond that for up to 120 days.
- G. Services to be provided include architectural and landscape design and cost estimating. Civil engineering and documents are not anticipated although some scope has been provided for review of the land use site plan submittal for utilities and grading.

II. Scope of Services

- A. Conceptual Design
 - 1. Hold a site meeting / design kick-off at the property.
 - 2. Generate conceptual site design with variations
 - i. Utilize existing Site Option 1 with comments from CPRD, the community meetings and survey from the past year.
 - ii. Develop site program, circulation, parking, uses of existing buildings, new structures, site themes and imagery.
 - 3. Present site options to CPRD for review and comment.

4. Schedule and hold pre-application meeting with the City of Dundee to discuss additional requirements related to infrastructure, right-of-way improvements and planning requirements.
5. Based on comments received from CPRD and the results of the pre-application meeting, the team will prepare updated materials including preliminary cost estimates.
6. Prepare materials for a public meeting including site plans, precedent imagery and perspective views.
7. Hold public community meeting, gather comments and provide summary to CPRD. (This meeting also satisfies the meeting requirement for the Type III land use process.)

B. Land Use Review

1. Based on selected design variation proceed with the process of preparing the land use review submittal (Type III Master Plan) including:
 - i. Site Plan (includes site and building uses, access, parking and circulation areas, pedestrian circulation, trash and utilities, landscaping, lighting, signage, accessibility provisions, proposed grading, adjacent roadways and utilities)
 - ii. Grading, Utility and Drainage Plan (includes on and off-site drainage, storm lines and any retention or detention facilities)
 - iii. Site Analysis Diagram
 - iv. Architectural drawings for any structures
 - v. Landscape Plan
 - vi. Narrative showing compliance with the city's comprehensive plan, parks and open space plan, the development code and the current edition of Park, Recreation, and Leisure Facilities Site Planning and summary from the community meeting.
2. Once the application is deemed complete, there is a two-week public comment period followed by the staff report and hearing in front of the Planning Commission.
3. Potential contingency service: Stormwater Report if required for the Land Use submittal.

III. Exclusions for Conceptual Design and Land Use Phase

- A. Environmental studies, Land Survey or Geotechnical Study
- B. Design development, construction documents, bidding, permitting and construction administration
- C. Structural, Mechanical, Electrical, Plumbing, Alarm, Phone and Data system design
- D. Interior design, Fixtures, Furnishings and Equipment specification and design
- E. Sustainable certification (LEED, etc.)

IV. Fees

We propose to provide the services outlined in the Scope of Services Section II. A. per the following lump sum fees:

<u>Conceptual Design</u>		
Architectural	\$17,610	
Landscape	\$ 8,250	
Civil	\$ 4,000	
Cost Estimating	\$ 5,000	
<i>Sub-total</i>		\$34,860