

City of Dundee
Parks Advisory Committee Meeting Minutes
July 7, 2021

Call to Order

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

Staff Attendance

Chair Jeannette Adlong; Committee Members: David Dixon, Kristin Gorton, Jill Bilka and Robert Moxley. Absent: Noel Johnson & Beth Humphrey. Staff members: Rob Daykin, City Administrator; and Melissa Lemen, Administrative Assistant.

Public Attendance

Casey Creighton, Parks & Facilities Supervisor, Chehalem Parks & Recreation District (CPRD); and via Zoom: Dan Jenkins, Associate, SERA Architects, Inc., 338 N. 5th Avenue, Portland, OR 97209.

Public Comment

None.

Approval of Minutes

A **motion** was made and seconded to approve the Parks Advisory Committee minutes from March 3 and June 2, 2021. **The motion** passed unanimously.

Business

Alder Street Park

C.A. Daykin informed that Dan Jenkins, Landscape Architect, SERA Architects, Inc., is present and available to discuss the Alder Street Park concept plans and answer questions. C.A. Daykin provided background information for Committee members. He explained that the \$100,000 grant received from the Oregon Tourism Commission does require that the project must be completed by November 30, 2021. C.A. Daykin discussed that the grant is being matched with some private donations as well as some additional tourism fund dollars. He explained that the project is being funneled through the tourism fund budget as a tourism facility, though feedback from the Parks Advisory Committee is being sought due to the park-type improvements included in the concept plan. C.A. Daykin reviewed that this property is owned by the City, the five lots are part of the water utility fund, and there is a well located on site.

Dan Jenkins introduced himself to the Committee. He provided background information and reviewed the concept plan in detail. Jenkins explained that pavers would be used for the pathway adjacent to the sidewalk, the open lawn areas would be left intact as they are now, and the perimeter planting would be done in primarily native plants. He described the gathering spaces and noted the inclusion of bike racks as well. Jenkins explained that this concept design (Phase 1) would also allow for future potential improvements of an overhead trellis and restrooms. Jenkins referenced the Planting Plan which provides a detailed layout of the plant types, quantities and spacing. He explained that they are presently reaching out to landscape contractors to work on those projects and would like to receive 4-5 bids; BOLI wages are required, and the process will need to be done

through the City. Jenkins explained that the City Engineer will put together the bid package for the project. It was noted that once the costs of the concept plan work are known, a determination can then be made about how much plant material and trees will be able to be funded at this time; subsequent phases could provide additional plants, trees and shrubs. C.A. Daykin discussed the robust nature of the plan and that he anticipates the cost difference will likely be made up through tourism fund revenues. He noted that at this time the focus will be on the installment of the discussed initial improvements, though the expectation includes future phases and the development of this property as a park space which would require a land use process; discussion ensued.

Jenkins discussed the bench selection and explained that they are produced by Columbia Cascade and can be set easily (do not need to be bolted down to concrete) and moved to accommodate any future changes; they are also ADA accessible.

C.A. Daykin briefly discussed potential future phases and explained that once this (initial) portion of the project is complete then the Parks Committee could have that discussion with the general community at-large to reach the point of having a plan that's approved by the City Council as a park facility. C.A. Daykin explained that the north side of the property could provide an opportunity to have a sewer connection to the City sewer main; when the City completed the improvements in this location at one time a sewer and water tap were placed.

Bilka recalled previous conversation at the last onsite meeting pertaining to potential placement of a directory identifying parks trails, vineyards, etc. C.A. Daykin suggested that this addition wouldn't require a design adjustment but rather would likely easily be incorporated with this project; Jenkins agreed and offered placement suggestions.

C.A. Daykin referenced the Planting Plan and discussed that it is unknown at this time how much of this Plan will be included in the first phase; the goal will be to complete the hardscape features first and utilize the remaining budget for plants. Jenkins voiced support of initially determining which plants/shrubs/trees would provide a good framework for the park. C.A. Daykin explained that City public works crews will provide labor to help with the irrigation system installation.

Robert Moxley inquired about the annual park maintenance expense and whether this is yet known. C.A. Daykin discussed that, though it is hard to say, the only maintenance done at this time is mowing which will continue to be needed along with perhaps watering of the trees (which could be done utilizing watering bags as a strategy); more extensive plantings may require drip irrigation. C.A. Daykin pointed out that maintenance is not typically an issue and would not likely add significantly to the burden; Staff would have a conversation with CPRD as the City would contract and pay them to assist with this if they are able to do so. If not, the City may need to contract with someone else if need be. Jenkins noted that bark mulch would be placed in appropriate areas to prohibit weed growth and assist with maintenance as well. C.A. Daykin explained that a seasonal person is hired on Staff to complete a lot of this street-type related landscape maintenance. Conversation ensued regarding tree plantings and C. Adlong suggested Jenkins reconsider planting hemlocks in this location as they don't typically grow well in the clay soil in Dundee. Jenkins offered that this information could be updated prior to going out for bid. C. Adlong also expressed concern about retaining views; brief discussion ensued

Jenkins discussed that this work is likely a 2-3 month long project. C.A. Daykin voiced support that the project should begin in mid or by the end of August in order for it to be completed in the appropriate timeframe (November 30, 2021). It was noted that no extensions will be provided. Committee members voiced support of the Plan provided and felt it was nicely done with a good aesthetic which feels appropriate for the location.

Sander Estate Park

Casey Creighton, CPRD, was present and available to answer questions. He noted that an application was submitted to the City two weeks ago. C.A. Daykin explained that now that the City has received the land use application and the Planner is making the determination that the application package is complete, the next step involves the Planner requesting comments from agencies, including the Dundee Parks Advisory Committee. C.A. Daykin discussed that the Parks Advisory Committee has the opportunity to review the application before it goes to hearing, make comments, and then the Planner will incorporate comments from those that responded as part of his overall report when it does go to hearing before the City Council. C.A. Daykin noted that at this time it is anticipated that this hearing will likely take place at the City Council meeting on August 17, 2021. He briefly described the process moving forward.

Bilka inquired about the funding mechanisms for the project. Creighton explained that Jan Sander has been generous enough to pay for costs associated with the project thus far. He discussed that CPRD will likely go out for grants to help with this expensive project. Creighton briefly reviewed some of CPRD's current projects. Creighton noted that all of the fees that CPRD receives in the district go towards maintaining facilities. He also explained that Don Clements has indicated that he would like to have someone work out of an office set up in the house on the property to manage the Sander Estate Park facilities. Creighton explained that classes could be scheduled at the Dundee location and the registration process could be the same as is done for classes provided in Newberg.

C. Adlong discussed that she attended several of the CPRD meetings where public input could be provided; it was obvious that the community was in favor of a water feature. She also recalled that at the CPRD Board meeting in Jan. or Feb., Board members suggested their desire was an iconic water feature that fits naturally with the land/terrain (and not only a small splash pad). At that time, she recalled that the architect was charged with developing a feature that is what the community wanted and asked to provide a detailed plan. C. Adlong expressed frustration that at this point there is nothing further developed or shown on the plan other than a small circle; though it was noted that an explanation is also provided in the narrative. C. Adlong and C.A. Daykin requested a visual component for the water feature for purposes of approval of a facility plan given the significance of the feature. Creighton noted that he would like to see a water feature which recirculates the water.

Following discussion, the consensus of the Dundee Parks Advisory Committee was to provide the following comments for the City Planner:

- Scheduling of the Work/Phases: The Committee requests an outline of potential phases of work. Development team to show plan for scheduling the improvements. Creighton discussed that the initially money will be spent on infrastructure including road improvements, water lines, utilities; the parking lot will also be an important first step. Committee preference would be for a water feature to be part of the first phase; a water feature would likely need to be planned early on given the

infrastructure requirements. It was also suggested that a perimeter pathway would be a good low cost initial project.

- Water Feature Design: The Committee would like to see the concept design completed prior to improvements starting; including a drawing of the actual footprint on the concept plan as well as examples of the features to be included. Consideration should also be given to ensure that there are adequate tables and bench seating in the water feature area, which will be dependent upon the actual design configuration.

- Adding More Restrooms Near the Water Feature: The Committee suggested that a more expansive restroom facility be provided in the area of the storage facility as shown on page A101. It is envisioned that this will be a more heavily used area of the park. A more extensive water feature at the park along with covered shelter facility use for gatherings, exercise classes, etc., will require additional restrooms to accommodate that use. It was noted that the shelter facility may also be rentable space.

Additional Items of discussion included:

- Reception Hall: It was noted that this is the largest improvement on the plan. Bilka stressed the importance of the facility serving the local community. Creighton discussed that it is anticipated this rentable building space will likely be used for weddings, corporate outings, community services, performances, etc. He noted that the restrooms would also be available for public use. It was noted that the large sized kitchen space would be useful for cooking/canning classes; C.A. Daykin suggested this space could also be used as a green room for performances as well.

- Nature Play Area: Committee would like to see examples of the park features. It was suggested that a natural surface which holds up well to foot traffic would be preferred for the play area.

- Multi-Age Use Play Areas: Will there be areas of horseshoes, bocci ball or areas of tables with chess/checkers, etc.?

- Use of Existing Garage: It was suggested that this space could be used for storage or perhaps a tool library. Creighton noted that the garage would not be sufficient for a maker's space.

- Barn: It was strongly suggested that this space be available for public use and not for storage. Creighton noted that Jan Sander had indicated that she'd like to see the barn remain as it stands and unaltered. Committee members suggested that the barn could be utilized as part of the farmers market, for fall activities (serving cider), community movie nights (with concessions), holiday bazaars or even for a barn dance event. It was also suggested that a plaque could be provided at the barn location which provides property history.

- House: Creighton offered that the house may be used for some office space, a lending library, club meeting space or for seniors.

- Future programming/classes: Classes of interest to the local community including possibly a workshop on deer resistant gardening.

- Picnic & Bench Seating Areas: Should be dispersed around the park, perhaps additional benches or tables near the water feature. Enough open space for exercise classes/ yoga. Moveable picnic tables under covered picnic areas – would allow versatility for different uses including open space for exercise/yoga classes potentially. Tables for games like chess/checkers.
- Landscape: C. Adlong inquired about the landscaping plan and whether it was revised to include more native plants as suggested previously by Peter Siderius. Creighton explained that Brian has been working with the owners of Pollinate Flowers who are onboard with native plants. Concern was expressed that additional shade trees may be needed for some areas; it was noted that tree placement could be modified later. The Committee favored the addition of a community Christmas tree in a central location at the park.
- Lighting: Creighton informed that the park lighting will likely be off at night, other than some security type lighting. He noted that WIFI capabilities will likely be included. C.A. Daykin suggested there be lit ADA accessible pathways from the event center to the parking lot.

Other Business

C. Adlong inquired about the Trails Advisory Committee. Creighton explained that applications for the Committee are due in August; CPRD is looking for at least seven members, two of which can be from outside of the district. He explained that the Committee will focus on trail developments and improvements, which includes any type of trail within the district.

C.A. Daykin explained that there are two new CPRD Board members. He suggested that Dundee representatives schedule opportunities to discuss current local issues spread over the next number of Board meetings. He discussed that at the first CPRD Board meeting he'd like to reintroduce the Dundee Parks & Open Spaces Plan; he would like to share the document and talk about Billick Park.

Bilka suggested meeting in August to discuss organizing a trail clean up of Harvey Creek. She noted that the trail is getting really overgrown. Brief discussion ensued and C.A. Daykin explained that a resident vineyard manager offered to provide spraying of herbicides in the area at the first part of July; following this city crews will be doing some cutting. It was noted that signs regarding the spraying will be placed; people can return to the trail a few hours following spraying. Brief discussion ensued.

The meeting was adjourned at 9:35 P.M.



Jeannette Adlong, Chair

Attest:



Rob Daykin
City Administrator/Recorder