

**City of Dundee  
Parks Advisory Committee Meeting Minutes  
Zoom Virtual Meeting  
October 6, 2021**

**Call to Order**

Jeannette Adlong, Chair, called the meeting to order at 7:02 P.M.

**Staff Attendance**

Chair Jeannette Adlong; Committee Members: Kristin Gorton, Jill Bilka, Noel Johnson, Robert Moxley and David Dixon (7:20 P.M.). Absent: 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).

**Public Comment**

None.

**Approval of Minutes**

A **motion** was made and seconded to approve the Parks Advisory Committee minutes from July 7, 2021. **The motion** passed unanimously.

**Business**

**State Parks Grant – Third Street Path**

C.A. Daykin briefly reviewed the three pertinent documents in the meeting agenda. He explained that due to COVID there was significantly less money available in the Local Government Grant Program; he encouraged the Committee not to be discouraged that the grant was not received through this first process. C.A. Daykin suggested that the application could be refined and resubmitted at the next Small Grant opportunity for grants of \$75,000 or less; discussion ensued. C.A. Daykin offered suggestions to improve the application for next year. He suggested that one option could also be to complete the pathway improvement using street funds as a sidewalk connection and then applying for a lesser park grant to enhance it to the park standards that the Committee is trying to achieve (separate path & observation area, seating area, landscaping, etc.). It was noted that the pathway may need to be reconfigured in a way that allows it to be more ADA accessible. Committee members discussed the many benefits of the addition of a Third Street Park/Path and strategies to make the project more appealing for the next grant cycle. The consensus of the Committee was to move forward with an application in 2022. C.A. Daykin discussed the online application process. Gorton and Billka expressed interest in assisting with this process for the next grant cycle. Gorton offered to complete the training for the process in January; she does have some experience in grant writing as well as access to others who could potentially assist her.

### **Alder Street Park**

C. Adlong described the work presently being done at the Alder Street Park; approximately half of the pathways are complete and hundreds of plants have been planted. C.A. Daykin reviewed his meeting agenda report and explained that the grant requires that the work be complete by November 2021. He discussed that the City will need to go through the formal process of completing a site plan for what would be the ultimate buildout of the property in terms of park amenities, and go through the hearing process and take it to City Council. C.A. Daykin explained that to get to that point they plan to hire the landscape architect who assisted with Phase 1 – Dan Jenkins, SERA Architects, Inc. C.A. Daykin discussed the process moving forward; the goal would be to bring a Draft Plan to the next available Parks Advisory Committee meeting so the Committee has the opportunity to review the information and eventually bring that to the full City Council as a land use hearing for formal approval. Discussion ensued regarding strategies to complete the additional phases of the park to completion. It was noted that the property is located in the urban renewal plan area. C.A. Daykin reviewed the amenities for Phase 1 of the park, which is being funded with the Tourism Grant. He discussed that the City Council is very interested in seeing a public restroom facility to serve this part of Dundee; there is also interest in having a small shelter for a covered seating area and perhaps a landscape type of water feature to enhance the ambiance for the park. C.A. Daykin explained that these ideas were provided to the architect as well. C. Adlong discussed that one of the goals is to leave the open area in the larger loop of the park as open as possible for gatherings, etc. It was noted that there may be future opportunities to receive funding from the Tourism Committee to assist with future phases of development.

C. Adlong discussed the process of officially naming the new Alder Street Park. She reviewed her email send to Committee members earlier today, a copy of which was added to the meeting agenda packet. She voiced support of selecting a unique park name which has some significance to the local community; a name with historical significance would also be something to consider. She referenced the book “Stories of Old Dundee” and discussed a list of names she derived from this resource. C. Adlong suggested that one name could be chosen for the park name and there could be additional locations in the park that provide information about historical people that were influential in the development of Dundee, which together would provide a park theme. She suggested that another option might be to utilize a Native American history theme. Discussion ensued regarding Native American tribe names and thoughts & ideas pertaining to a park name of this nature; there could also be additional information provided at the park pertaining to the history of the tribes. C.A. Daykin discussed that David Harrelson (husband of former City Councilor, Kristen Svicarovich) could be a great resource as he a historian with the Grande Ronde tribe. Gorton suggested that one idea would be to incorporate the idea of the women of the Dundee area (pioneers) into the Third Street Park; providing this historical component on plaques throughout the park may also be a good idea given the flow of the pathway through the park, and also help influence a grant application. C.A. Daykin discussed that the City Council voiced support of a survey provided to the local community to obtain feedback as well; discussion ensued. Potential park names and themes discussed included those related to agriculture, Native Americans, wine industry and the Red Hills of Dundee.

Thoughts and ideas regarding the process of naming the park were discussed. C. Adlong indicated that she will reach out to David Harrelson to see if he is able to provide resources for an interesting

park name or name of historical significance. C. Adlong will provide the Committee with a more refined list of names for the Parks Advisory Committee meeting next month.

### **First Street Mini Park**

C. Adlong briefly reviewed the history of the park property. She explained that the Committee had previously discussed simplistic park amenities at this location rather than more extensive park or playground features. Given that there are other paving projects taking place around town, C.A. Daykin explained that he was able to obtain a quote from the contractor who is completing park improvements at Alder Street. He reviewed the details of the quote for the pathway and discussed that it would be a paver-type path similar to what is being built on Alder. A price was also provided for furnishing a bench, though there was a miscommunication and the bench quoted was too large in size and very expensive at \$5,000; this will be scaled back to a bench half that price for another style of bench (which is going in at Alder Street Park). A photo of the bench was emailed to the Committee. C.A. Daykin discussed that this limited improvement will cost approximately \$12,500, \$10,000 of which will be paid for out of the Park Fund with \$2,500 paid for out of the Street Fund; the park budget for this project was \$10,000. It was noted that this will be the first phase of improvements. C.A. Daykin discussed that the pavers will cost \$10 per square foot (432 square foot path size), which he felt to be a very good price. He explained that the reason pavers are being recommended instead of the crushed rock granite style pathway is for ease of future maintenance; the pavers will provide a more finished treatment and not as much concern for dealing with weeds. Additional landscaping and the development of a restful spot or water feature could be considered for future phases. The Committee discussed the project in detail; they supported moving forward. The group felt that completing this project would make the corner look much nicer. C.A. Daykin discussed that the next step would be presenting the project to City Council to consider for approval.

Bilka inquired about whether consideration has been given for the addition of more detailed signage to show connections between the parks. C. Adlong voiced support of such signage though noted that the process of developing that has not yet begun. The benefits of additional signage were discussed, and the Committee felt that additional signage provided for the Viewmont Greenway would be especially helpful. Moxley suggested the idea of signposts in each park with directional arrows indicating distance to the other nearby parks. Bilka suggested that a sign containing a QR code could provide map access with specific park information and be a less expensive option. Increased marketing of the parks in Dundee was discussed. C. Adlong will add park signage to the list of projects to be developed. Potential costs and sign designs were discussed briefly.

### **Sander Estate Park Approval**

C.A. Daykin provided an update and informed the Committee that the Hearing was held and the City Council did approve the site plan with some additional conditions. He explained that he is still waiting for the City Planner to draft up the final order so that it can be signed and sent over to Chehalem Parks & Recreation District (CPRD). Creighton discussed that they are also waiting for the findings from the City Planner. He explained that the meeting was somewhat confusing as there were changes to the conditions of use and conditions of development; they are awaiting the findings before providing a response. Creighton reviewed the application process in detail; there were many items discussed at the City Council meeting that had not been raised during the application process. Bilka inquired on what the timeframe would be for CPRD to begin the infrastructure work on the park. Creighton discussed that they would need to apply for some additional permits; they are waiting to receive the conditional information for those permits. Discussion ensued.

Creighton inquired about whether Dundee has a Park Master Plan. C.A. Daykin explained that Dundee has a long-range plan for parks and park facilities that was developed as a joint venture between the City and CPRD back in 2005-2008. The Park Master Plan was adopted and became part of the Dundee Comprehensive Plan. Creighton discussed the importance and advantages of the Park Master Plan being adopted by the County through a public process. He recommended that the City of Dundee seek to undertake this task at some point in the future. C.A. Daykin discussed that with Sander Park now moving forward and the possibility of the new elementary school being built, it may be time to start revisiting the Park Plan and update it. Creighton explained that Don Clements is presently updating their Parks Master Plan that was done in 2010; they have hired a consultant to assist them in moving forward with the Master Plan and having it adopted by the County. C. Adlong thanked Creighton for his input and comments, and voiced appreciation for his efforts. It was noted that Jan Sander would be very pleased to see work begin on this project; thoughts and ideas for beginning steps were briefly discussed.

Johnson thanked Creighton for the nice improvements CPRD completed at Falcon Crest Park. Creighton discussed that they have great employees and were able to source some of the parts and supplies needed during a time when this has been difficult. He explained that they are trying to complete a lot of catch up work this year for park facilities in Dundee and Newberg. Creighton discussed that CPRD received a \$1.8 million Trails Grant from the State that they are presently working on. He explained that they are also working on different options for the Newberg-Dundee Trail and will hopefully have a meeting with the City soon regarding that. Creighton briefly reviewed additional projects CPRD is working on.

C. Adlong discussed that the next Parks Advisory Committee meeting will be in November.

The meeting was adjourned at 8:35 P.M.

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Jeannette Adlong, Chair

Attest:

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Melissa Lemen  
Administrative Assistant

**City of Dundee  
Parks Advisory Committee Meeting Minutes  
Zoom Virtual Meeting  
December 1, 2021**

**Call to Order**

Jeannette Adlong, Chair, called the meeting to order at 7:01 P.M.

**Staff Attendance**

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

**Public Attendance**

Casey Creighton (7:06 P.M.), Parks & Facilities Supervisor, Chehalem Parks & Recreation District (CPRD); and David Harrelson (7:45 P.M.), 729 SW Graystone Place.

**Public Comment**

None.

**Approval of Minutes**

None are available tonight.

**Business**

**First Street Mini Park**

C.A. Daykin provided an update and explained that work has begun on some of the improvements at the park. He explained that there is a sidewalk extension with a paver path that cuts diagonally across the property. He noted that there was a delay in shipping for the bench and they are awaiting installation. C.A. Daykin explained that the Park Fund will pay for the cost of the bench. Chair Adlong discussed that she has observed many using the pathway as she drives past the area. Gorton felt the improvements made thus far have made a huge difference in the appearance of the park. C.A. Daykin discussed that putting together a planting plan would be a good next step. C. Adlong explained that a planting plan could be obtained from CPRD, though the city could complete the work. If wildflowers were desired by the Committee, C. Adlong noted that she could reach out to Pollinate Flowers.

**Alder Street Park Facility Plan**

C.A. Daykin explained that Phase 2 will show what the full build out would be with all of the improvements; this could then be taken to City Council for approval of a facility plan. He discussed that once the facility plan is approved by City Council, the Parks Advisory Committee would then have the opportunity to move forward seeking grants or additional funding to start installing some of these improvements. C.A. Daykin referenced the Plan and discussed new amenities including the establishment of a shelter at the north end of the park with tables underneath it, a restroom facility, and the development of a water feature. Discussion ensued and C.A. Daykin noted that the restroom facility would be a small two-restroom facility with a small utility room area behind it.

C.A. Daykin discussed that one opportunity to complete the Phase 2 improvements could include going after the small local government grant through the State Parks with a cap of \$75,000 (with the minimum 20% match); the project could be broken up into three separate phases of work (with potentially three separate grants). C.A. Daykin explained that the city could also go after a larger grant; a presentation would need to be made before a Committee which would then be competitively rated against others coming before that Committee. Creighton provided some insight into the larger grant process and discussed that essentially a master plan is needed. He noted that the higher the grant, the more detailed and involved the application process would be.

Creighton explained that CPRD is going to be asking the City of Newberg for some ARPA Funds to assist with trail project from Newberg to Dundee; it is their hope to have it completed before 2026.

C.A. Daykin discussed that there are two match sources for grants, one from urban renewal (since the park is in the urban renewal plan), and the Tourism Fund is a potential funding source to assist with a match because the park was originally funded with tourism funds. Discussion ensued. C.A. Daykin referenced the Plan and discussed in detail the leaf shelter option; this option could be replicated in smaller versions in other areas of the park as well, if desired. Additional elements were discussed and it was noted that prefab designs are being sought. It was suggested that the water bottle filling station could be located at the near the bicycle rack area. C. Adlong voiced that she would rather see the pet waste station located elsewhere and more tucked away than its present location, perhaps to the left of the bicycle station. It was noted that a description for F6 – picnic tables, should be added to the key. C.A. Daykin explained that following these minor corrections, the plan at this point could be forwarded to the City Planner to begin the process of preparing the report and documentation to bring to City Council at the second meeting in January 2022 (or perhaps the first meeting in January if there is time).

C. Adlong discussed that if the Committee is thinking about applying through the small grant program, consideration should also be given to the Third Street right-of-way (ROW) project between Dogwood and City Hall. C.A. Daykin explained that technically multiple grants could be applied for under that same program; the issue would be that the Parks Committee would likely not be able to afford the match for each grant simultaneously. He recommended reaching out to the State Parks to find out how that would really work if there were interest. Creighton noted that CPRD will be applying for grants for Sander Estate Park as well. The Committee discussed grant strategies. C. Adlong supported obtaining cost estimates for Phase 2 of the Third Street Park.

Creighton provided an update regarding Dundee Elementary School and explained that the school district purchased property that they will build on in approximately three years. He discussed that the property was purchased with a loan as the cost of the property was not included in the school bond. Creighton explained that CPRD owns from the tennis court area of Billick Park to City Hall; those amenities were placed with a Land & Conservation grant (he believes). He noted that CPRD has leased the property from the school district since the 1980's. Creighton discussed that Billick Park is part of the Dundee community and that CPRD would like to keep it part of the community. Creighton shared that CPRD is interested in looking at the school and its possibilities as far as recreation, etc., though noted that it would also be great commercial space for Dundee as well. Conversation ensued. Bilka inquired about whether one option might be to split the property so that

Billick Park could still remain and the school piece be sold. Creighton explained that the area inclusive of Billick Park and the school actually amount to three parcels of property. C.A. Daykin discussed that Dr. Morelock had indicated that the two parcels that are the school and the playground behind the school were the only ones the District would consider selling to pay back the loan for acquisition of the property. C.A. Daykin reviewed that the City right now is going through a process to change all of the city-owned properties to public. Conversation ensued.

C. Adlong explained that City Council discussed and are in agreement that the Parks Advisory Committee select a historical theme/name for the city-owned park being developed. Selecting a tribal name for the Alder Street Park was favored. C. Adlong discussed that David Harrelson has joined the ZOOM meeting; he works for the Tribe and is an important resource. Harrelson previously provided a list of potential park names of tribal or historical origin, a copy of which was added to the meeting agenda materials. C. Adlong discussed that some of the name suggestions may fit in well with the park plantings. Support was given for selecting a name that reflects the way the tribe felt about and reflects the value of the plantings to their life and their communities. Discussion ensued and it was noted that educational plaques could also be added throughout the park if the Committee desired.

Committee members and those in attendance shared their thoughts and ideas for a park name. David Harrelson introduced himself and discussed that he has worked with many parks & recreation districts as well as local cities and counties regarding naming sites. He explained that he is Kalapuya and that his ancestors have lived in the area for over 500 generations. He referenced the park name list he provided following discussions with Chair Adlong and C.A. Daykin about the site; the list was reviewed and discussed in detail. Gorton inquired about the possibility of naming the park one of the listed names and then adding more smaller plaques within the park space to pull people into more of the language potentially. Harrelson discussed ways of more easily incorporating these unfamiliar words into signage (with phonetics added) or potentially through an audio file. Discussion ensued. Harrelson voiced support of dedication events or activities where there is tribal participation which can also assist in this process and building new relationships. Creighton discussed the importance of cultural preservation as well as preserving the local history of Dundee. Harrelson discussed that the early pioneer story and how it focused on agriculture and the proximity to the Willamette River and the Hills would also be an interesting story to share. Creighton discussed that it's important to provide this historical information because much of the local tourism comes from the wine industry; it's important to recognize everyone who has lived and worked in the area and made it what it is today. Committee members discussed that tipsu palach offers a unique and special name for the park. The consensus of the Committee was to recommend the park be named tipsu palach, which means "plant gift". C.A. Daykin inquired about whether Harrelson might be able to assist the Committee with adding some type of artwork and/or narrative to signage for the park. Harrelson discussed that his recommendation would be the use of historical photos along with motifs or designs to frame in or format around the photos. Discussion ensued and Harrelson explained that he has access to "tribal clipart" which could potentially be utilized for this purpose. He also indicated that he can send C. Adlong and C.A. Daykin some materials that show other types of signage around plants, etc. C. Adlong thanked Harrelson for his assistance in providing suggestions for naming the park and for being such a great resource of information.

C. Adlong briefly discussed the Small Parks Grant. C.A. Daykin explained that all of the information about the grant process is available online; the application process is online and previous applications the city has made can also be viewed. C.A. Daykin will provide C. Adlong with the information she will need to access the account prior to his retiring. The Committee discussed that there is still interest in considering grants for both tipsu palach Park as well as the Third Street Park, depending on the availability of grant matching funds.

Chair Adlong announced that this is the last Parks Advisory Committee meeting of 2021, and also the last meeting with the present City Administrator, Rob Daykin, who will be retiring at the end of the year. Chair Adlong thanked C.A. Daykin for his work on the Committee. The Committee will plan to meet next on January 5, 2022 and will invite the new City Administrator to attend as well.

The meeting was adjourned at 8:28 P.M.

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Jeannette Adlong, Chair

Attest:

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Melissa Lemen  
Administrative Assistant