

**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.



Jeannette Adlong, Chair

Attest:



Melissa Lemen
Administrative Assistant