

**City of Dundee  
&  
Chehalem Park & Recreation District Board of Directors  
Joint Meeting  
February 7, 2019**

**Call to Order**

David Russ, Mayor, and Bart Rierson, CPRD Board Chair, called the meeting to order at 6:01 P.M.

**Staff Attendance**

Present: Mayor David Russ; City Council President Tim Weaver; Councilors Jeanette Adlong; Kristen Svicarovich; Patrick Kelly; and Storr Nelson. Absent: Ted Crawford. Staff Members: Rob Daykin, City Administrator; and Melissa Lemen, Administrative Assistant.

Chehalem Park & Recreation District (CPRD) Board Members Present: Bart Rierson, President; Don Loving, Vice President; Peter Siderius, Secretary/Treasurer; Lisa Rogers, Board Member; Mike Ragsdale, Board Member (6:33pm arrival); Don Clements, Superintendent; and Casey Creighton, Parks & Facilities Supervisor.

**Public Attendance**

Jan Sander and John Kester.

**Introductions**

Introductions were made between the Dundee City Council and the CPRD Board of Directors.

**Business**

**Sander Estate Property**

C. Adlong prepared a Powerpoint presentation. She stressed the importance of CPRD to the Dundee community and reviewed local facilities. C. Adlong expressed appreciation to CPRD Staff for their maintenance of facilities and contributions to enhance them as well. She discussed the Dundee Park & Open Space Plan which CPRD was involved in the development of and funded fifty percent of the costs. The Plan was adopted as an element of the Dundee Comprehensive Plan and is the primary document for planning park facilities in Dundee. Council and Board members were each provided with a copy of the Plan for reference.

C. Adlong discussed the history of the Sander Estate Park property. The public engagement process timeline was reviewed. The guidelines for the Sander Park recommendation were reviewed in detail. C. Adlong discussed the likely site development process. A map of the Sander Estate property was provided in the presentation and reviewed. C. Adlong discussed that her understanding is that the orchard trees will likely be removed soon due to blight. The property features were reviewed in detail. The house was noted to be in good condition though might need some remodeling and/or ADA improvements. C. Adlong pointed out that the garden, yard and trees have all been very well maintained. The barn was noted to include two floor levels with approximately 1200 square feet on each. C. Adlong explained that the upstairs level would need to be improved in order to hold any

kind of activities in that location. The shed behind the barn area was noted to be a great storage facility for any number of things. The orchard trees were noted to border the existing houses on the uphill side of the property.

C. Adlong discussed the community survey results in detail. She pointed out that the top two strongly supported items which the community felt should be prioritized for development in Dundee included a bike/pedestrian trail to Newberg and a Willamette River park & kayak launch. Survey results for desired active recreational features were discussed and the most popular ideas were an all abilities playground, a splash pad/water feature and a climbing rock wall. The most desired passive recreational features were discussed as well. Survey results for desired cultural/educational features were discussed. C. Adlong pointed out that the “reading room” option was included in the survey as this had been suggested in addition to a library; the reading room option was provided as a tool to gauge interest in a library as well. She discussed that some of those in favor of a library have been very vocal about wanting to move forward with that idea, though she noted this would likely be difficult to accomplish at this time due to the laws of the State of Oregon which does not authorize park districts to operate them. The favored revenue generating features on the survey were noted to be adult education or fitness classes. C. Adlong explained that all of the survey information was taken into account to aid in the formulation of the provided two pages of recommendations. Indoor and outdoor facility recommendations were discussed in detail.

C. Adlong discussed the recommendations for improvements provided for Billick Park. She pointed out that the community highly desires a water feature for which Billick Park may provide a more appropriate location; the details of the recommendation were discussed as presented on the Powerpoint. C. Adlong discussed the recommendation of upgrading or replacing the playground area at Billick Park. She explained that the existing small children playground area doesn’t seem that safe and is inadequate. She discussed the grass overflow parking area across from the Sander Estate property and informed of the Committee recommendation to pave and improve this area to create an actual parking lot.

C.A. Daykin discussed that Parks Advisory Committee has been uncertain as to what extent that CPRD would be involved in terms of funding for development of facilities; the parameters as to what level of facility would be possible were unknown to the Committee as these recommendations were being formulated.

Don Clements discussed that the Board is still receiving input though they feel they are close to having received it all. Once all of the information is received he discussed that their first step will be to develop a Master Plan for the entire park. Clements explained that once the Master Plan is developed it will be provided to the public for the second time for any additional input. In the interim he discussed that he is fairly certain that the old nut trees will be removed. Clements discussed that the school district has indicated that there may be some type of application going to the Planning Commission about developing some type of parking area on the Sander Estate property. Clements explained that there would need to be parking provided on the Sander property anyway and CPRD is considering moving forward and developing the parking area with the pavers and potentially the area around the barn as well. There is no formal plan in place at this time to complete that work though he explained that these are the only two projects which they would like to complete for the time being. C. Adlong inquired as to what the project timeframe might be for CPRD to begin the work. Clements discussed that the idea would be to develop the paver parking area this summer

as well as remove the trees and plant grass. Thereafter he indicated they could complete the Master Plan followed by landscaping. Clements explained that the parking area on the Sander property has been utilized for quite some time for school functions and it is Jan Sander's desire this still be allowed with something developed over the short-term for that endeavor. M. Russ pointed out that if the parking is placed prior to the completion of the Master Plan, it will dictate a portion of the Plan. Additional discussion ensued and Clements pointed out that the parking area wouldn't be large or expensive; if something came up down the road and the area had to be redone the pavers would allow for this.

M. Russ inquired as to what additional public outreach will be done. Clements discussed that once the Board selects someone to work on the Master Plan, the Dundee Parks Advisory Committee may wish to be involved with that process. Once that is accomplished the Plan will be provided to the public. A Board decision will need to be made as to whether any additional public outreach will be done prior to the development of the Master Plan.

Bart Rierson voiced appreciation of the information presented tonight. He noted that it is helpful to know what the appropriate uses are and provide good direction for the Master Plan. He suggested the idea of beginning work on a perimeter trail around the property that would not necessarily be a permanent trail but would provide the public an amenity to begin using. Clements discussed that decisions will need to be made with regard to the continuation of Graystone Drive to 5<sup>th</sup> Street as provided on the Transportation Master Plan prior to the development of a perimeter trail.

M. Russ discussed that CPRD is not allowed to operate a library and he inquired as to whether or not they are also precluded from operating a completely voluntary lending library. Clements explained that he discussed the library issue with the school superintendent to see if this would be something the elementary school would or could manage. Though no commitments were made, Clements explained that the Superintendent indicated that they would be better able to manage that sort of facility while also providing a connection to the community. Clements voiced his opinion that the house on the property could potentially be utilized. Discussion ensued with regard to possible uses for the house, including potentially different types of classes. C.A. Daykin inquired as to whether the goal would be to try to use the existing house and facilities, or whether the thought process with CPRD was that at some point a different type of structure would be placed on the property for the long-term. Clements discussed that the Board hasn't yet made those type of decisions, information which would also be provided in the Master Plan. C.A. Daykin explained that one goal of the Committee was not to compete or duplicate with the Dundee Women's Club or their goal to enhance the historic Dundee Community Center. Discussion ensued and Clements indicated that CPRD has met with the Dundee Women's Club, and explained that the goal of CPRD is not to duplicate, though they do at times compete. Rierson discussed CPRD's limited budget and long list of projects they would like to accomplish. He voiced that he is hopeful to be able to work together; utilizing urban renewal dollars and grants funds could be helpful. He explained that setting a budget through the Master Plan process is the first step. Prioritizing projects and completing the project in stages was noted to be a potential option as well.

With regard to a potential water pad feature, Clements explained that for every 1000 square feet 30-35 children can be served, and this type of feature he noted would cost approximately \$150,000 to \$250,000. Rierson explained that CPRD is land rich though cash poor. He discussed that they have acquired a lot of land and have eight major projects that they have been trying to fund over the past

ten years. Rierson discussed the importance of community groups who are willing to put in time and effort to help with a project. He explained that these types of efforts really speak to them as a Board and that CPRD has a tendency to get behind those types of projects and offer their support as they are able to. He encouraged Council to spread the word and encourage this type of community involvement. It was noted that the paddle launch, the Cultural Center and the Newberg Pool project were all community driven.

The Paddle Launch area in Dundee previously operated by CPRD was discussed. Rierson explained that the paddle launch opened as a result of the Edwards family allowing CPRD to use their property at no cost for approximately six years. He discussed that unfortunately some members of the community were taking advantage of this privilege and the property owner became frustrated with vandalism. Though access is no longer provided to the property, Rierson indicated that the Board understands the importance of this to the community and, though they have no concrete plans, they are working on some different options to hopefully bring it back at some point.

### **Riverside District Parks**

C. Adlong discussed that at this time the Riverside Master Plan is being refined. The projected housing units and population were noted. The Riverside Master Plan map was reviewed and discussed in detail. It was noted that this area of Dundee will be approximately twice as dense as other areas in Dundee and thus neighborhood park development in this area will be even more important. C. Adlong pointed out the Regional Riverfront Park identified in the Plan; the presence of Ash Island was noted to make this area uniquely different from the Newberg river access. C. Adlong explained that the configuration creates slack water which makes this area perfect for kayaking. She encouraged the Board to continue efforts to somehow reestablish some kind of a kayak launch in Dundee; this access has been missed by the community.

The neighborhood park standards regarding size, location and amenities were discussed. C. Adlong noted that these standards were established when the Dundee Parks Plan was completed ten years earlier. She explained that the desire was to have the parks located in the center of the neighborhoods as opposed to next to the bypass highway. C. Adlong pointed out that the Riverside District Master Plan still calls for three neighborhood parks in that area, each of which was discussed. C. Adlong pointed out that one challenge for the park slated to be located in Subarea A & C is that one area is owned by the Edwards family and the other by the Lindquist family. It was noted that there is to be only one park between the two areas. The locations of the other two parks were briefly discussed. It was noted that the landowners will be required to dedicate the land for the parks. C. Adlong pointed out that Subarea F will contain over 500 dwelling units and thus the park in that area will need to be on a larger scale. About 8 acres of neighborhood park space are needed to serve the projected population growth; the Regional Riverfront Park would be in addition to the neighborhood parks. C. Adlong pointed out that the Regional Riverfront Park is located outside of the urban growth boundary on the 100 year flood plain and will not be developed residentially.

Trail access to the Riverside District from underneath the bypass bridge over the ravine was discussed; it is shown on the Riverside Master Plan and would need to be discussed with ODOT. Conversation ensued. C. Adlong pointed out that Section E contains the Wastewater Treatment Plant (WWTP) and is owned by the City; any additional land in this area which is not used as a part of the WWTP is reflected in the Parks Plan to someday be a nature park. C.A. Daykin explained that

most of the lagoon space has been filled; material from the bypass was used to fill some areas while some were left for future ponding, though new ponds would need to be reshaped. Additional detailed discussion ensued. C.A. Daykin discussed the importance of neighborhood parks and the purposes they would serve; the nature park and riverside area would provide different environments. A variety of thoughts and ideas were shared with regard to the parks in the Riverside District.

Rierson discussed the benefits that a trail from the south end (Section F) along the river front from Dundee to Newberg could offer. Ash Island was discussed and Clements explained that the Board met with the State Parks Board approximately eight years ago. He discussed that the idea was that Ash Island would become part of a State Park which he noted is still on the table; at that time the Smith Family was not willing to sell though it may be a good time to revisit the idea. Clements explained that they will be working with State Parks on a pedestrian crossing on the bridge across the river as well. He discussed that CPRD is also hopeful they will be able to connect from Eighth Street all of the way to Newberg along the bypass right-of-way; he discussed how this could potentially connect by a loop to a river trail at some point. Clements explained that ODOT is open to this idea and would also provide the funding due to the construction requirements and regulations involved.

C. Adlong discussed the importance of the three neighborhood parks in the Riverside District. She explained that developers will be required to dedicate the land. Clements discussed that if the parks property is turned over to CPRD they will develop it. Clements explained that if CPRD owns the property they are able to obtain matching funds much more easily. It was noted that SDC funds could also be used for park development and lengthy detailed discussion ensued. C.A. Daykin suggested that an Agreement with CPRD regarding the process for development of neighborhood parks may be helpful as the City is moving into writing Code for the development of this area. He suggested that if the City acquires land for development of a neighborhood park, the property could be turned over to CPRD for ownership, development and maintenance of the park space. Additional detailed discussion ensued with regard to the complexities of the issue. It was noted that an additional option would be for CPRD to sell their existing 5 acre parcel located in the Riverside area and use the proceeds for the development of the neighborhood parks. Clements discussed that he and Pete Siderius met with Lindquist to discuss options with their riverfront property and will continue to meet; he will keep the City informed as they are able to.

Slide photos of the riverside area were provided and C. Adlong pointed out that at this time there is no river access. Clements shared that his belief is that upon CPRD's purchase of the 5-acre parcel they were also provided access to the river via the present road though he would need to confirm this with their attorney. C.A. Daykin pointed out that the City has at this time an easement along the private road which goes in a straight easterly line towards the river; it's 60 foot wide on property owned by Mr. Edwards and it is where the City has a water line coming up from a pump station just off of that easement. He explained that easement provides the City with access rights; the language in that easement is a little unclear whether it's access just for City Public Works crews to go back and forth or the general public. Additional discussion ensued. Clements pointed out that in Oregon a certain number of feet from the waterways (to the typical high water line) is public land for which access must be provided. He also explained that property owners have in some cases provided more rights for tax breaks, though this option has not yet been explored. C. Adlong reviewed additional photos and described the areas in detail. She pointed out that the area on the river between Ash Island and the shoreline is perfect for kayaking, especially given the pilings located in the area which

don't allow for motorized watercraft in that area. C. Adlong suggested that trading the 5-acre parcel for property by the river would be a beneficial idea to which the CPRD Board indicated they have inquired about several times and though they haven't given up, but no clear answer has been received. Rierson suggested that the City of Dundee may be able to help promote these ideas as well. Additional detailed discussion ensued. Siderius emphasized that maintaining flexibility moving forward could be beneficial while ultimately reaching a goal which is good for everyone.

### **Billick Park Improvements**

C. Adlong discussed that the lease with the school district has expired and that presently there is no legal contract though she is aware that there is a verbal agreement. She pointed out that an official agreement would provide more protection. C.A. Daykin discussed that Billick Park is the only community park in Dundee (as opposed to a neighborhood park) though is also undersized. The Billick Park amenities were discussed. C.A. Daykin explained the importance of the City planning for additional park space on the other side of the river if Billick Park will not continue to provide this for the community long-term. Rierson noted that he was unaware that the contract had expired. Clements explained that there was an original lease which had expired; when CPRD went to the District they proposed operating with the current lease year to year as they indicated they were unsure of what their plans were for the property. He discussed that originally the District had said they were going to sell that land and build a new school elsewhere. That didn't happen and Clements explained that the District has now said that they are going to build the new school on that ground. Additional detailed discussion ensued and Clements noted that at this time the District has elected to lease the property on a year to year basis until they decide how they will proceed moving forward. Additional discussion ensued. C.A. Daykin explained that he has been attending the District's strategic facility planning process for a bond levy and that replacing (not remodeling) Dundee Elementary School is at the top of their list. Additionally, he discussed that school officials have indicated their desire that the new school not be located near Highway 99W. Though the school district's intentions are unclear, Clements pointed out that CPRD does own the upper portion of Billick Park. He also discussed the complexities associated with taking park land and trying to pass a bond issue. C.A. Daykin explained that when the District builds a new school it will be sized appropriately to accommodate the new population in the Riverside area. C.A. Daykin noted that though there is not enough land elsewhere in Dundee to build a new school, there is land next to Dundee (outside the UGB) where this could potentially be accomplished. C.A. Daykin pointed out that without a long-term lease in place, the District would be unable to seek new grant funding from the State for new improvements on the school district portion of the Billick Park property. Clements discussed his belief that the School District is required keep the Billick Park property in park use in perpetuity, and also believes that they agreed that should they vacate that space, that they would have to replace it. C.A. Daykin suggested that contacting the State Parks Department regarding the process involved in any kind of land conversion away from park use.

C. Adlong discussed that some of the facilities at Billick Park are aging and photos were reviewed. She felt that the bathrooms were of utmost concern with peeling paint and deteriorating conditions; it was noted that there is often no toilet paper present. C. Adlong discussed additional concerns including erosion and cracking issues along the pathway areas. The play equipment was noted to be dilapidated with rotting wood present. The water fountain near the picnic pavilion was also noted to be comprised of rotting wood and should be replaced. Though a difficult problem to manage, it was

also pointed out that there is graffiti located on the picnic table near the skate area. A photo of the concession building near the ball fields was shown and it was noted that there are bags of garbage between the buildings as well as pallets and tables present which are unsightly. C. Adlong suggested that making a maintenance plan for the park would be a good idea. The gravel parking lot area was noted to be inefficient and oversized; there is opportunity to place a potential water feature nearby if this area were downsized. C.A. Daykin suggested that a consultant could provide an evaluation of what could be accomplished in the space and what improvements are needed. Clements indicated that CPRD would combine Billick Park and Sander Estate Park when the Master Plan is completed; they will separate the two and have a consultant complete the task for both park areas. It was noted that Billick Park is not part of the Urban Renewal District. Peter Siderius pointed out the importance of a safe crossing between the two park areas. It was noted that included with improvements to Sander Estate Park will also be the addition of sidewalks. C. Svcarovich suggested that the addition of a transportation consultant to review parking locations and safe pedestrian crossings. C.A. Daykin discussed that included in the goals of the urban renewal district are the promotion of general parking facilities for general use as well as community plaza centers for gathering spaces, which he suggesting sharing with the consultant who evaluates the area. Clements indicated that whatever consultant they hire to complete the evaluation will also be directed to communicate and include the City of Dundee in that process.

C.A. Daykin reviewed that it is his understanding that if the City receives land dedication from property owners in the Riverside District to the City for the purpose of a neighborhood park development, the City could agree to then provide the land to CPRD for development and maintenance of a park. It was also noted that the property owner could also provide the land dedication to CPRD directly as well. M. Russ voiced support of the City receiving the land dedication and then providing it to CPRD; if the property for whatever reason was not used for a park it would then be given back to the City. Clements voiced support of either option of the land being provided to them.

Rierson voiced appreciation of the meeting tonight and felt that the Board now has a good understanding of what the community members would like to see for the City of Dundee. M. Russ suggested that additional meetings in the future would be beneficial, perhaps once a year or every other year. Clements informed that administrators for the Newberg, Dundee, CPRD, Yamhill County and School District meet once a month, and he voiced support for tonight's meeting as well.

The meeting was adjourned at 8:07 P.M.

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David Russ, Mayor

Attest:

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Rob Daykin  
City Administrator/Recorder