

**CHEHALEM PARK AND RECREATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
CHEHALEM ADMINISTRATION OFFICE  
125 S. ELLIOTT ROAD  
NEWBERG, OREGON  
MAY 27, 2021  
6:00 P.M.**

- I. Call to Order**
- II. Roll Call**
- III. Approval of or Additions to the Agenda**
- IV. Open Public Hearing on 2021-22 Budget**
- V. Approval of Consent Agenda**
  - A. Approve Minutes Regular Board Meeting April 22, 2021
  - B. Approval of Bills Payable
  - C. Approval of March Financials
- VI. Public Participation**
  - A. Merrill Kunkel Request for SDC Reduction
  - B. Others not on Agenda
- VII. Action Items/Committee Reports/Board Comments**
  - A. SDC scheduled increase, including adjustments for ADUs
  - B. Sander Estate architects: SEA Proposal for additional services
  - C. Discussion of HR contractor candidates for personnel services and RFP
  - D. Discussion of Trails Advisory Committee structure, appointments
  - D. Reports and Comments from Board Members
- VIII. Old Business**
  - A. Updates on Projects and Questions
- IX. From the Superintendent's Desk**
  - A. Financial Report and Questions
  - B. Superintendent's Report
  - C. Staff Reports
- X. Correspondence**
  - A. Citizens' Comments/Evaluations
  - B. Miscellaneous Info
- XI. End Public Hearing on 2021-22 Budget**
- XII. Adjournment**

**Next regular Board meeting is June 24, 2021.**

To: Board of Directors  
From: Superintendent and Public Information Director  
Date: May 11, 2021  
Re: Background information for May 27, 2021 Board Meeting  
Number corresponds to Agenda Item

II. **ROLL CALL** – We need three of you to be present at the meeting. Please call if you cannot attend. PLEASE REMEMBER MEETING AT THE DISTRICT OFFICE. YOU CAN CALL IN FOR MEETING. YOU CAN ATTEND REMOTELY, VIA ZOOM. Kat has emailed information needed for meeting.  
Please see page 4 for index for page numbers

III. **APPROVAL OR ADDITIONS TO AGENDA** – If you wish additions, please contact Casey Creighton.

IV. **APPROVAL OF CONSENT AGENDA**

A. Approval of Board Meeting Minutes – Please see pages 6-9 for Regular Meeting Minutes of April 22, 2021.

**RECOMMENDATION:** Approval of Regular Board Meeting Minutes for April 22, 2021

B. Approval of Bills Payable - Bills Payable summary will be available for review at the June meeting.

**RECOMMENDATION:** None at this time.

C. Approval of April Financial – Copies of the Financials will be at the June meeting.

**RECOMMENDATION:** None at this time

V. **PUBLIC PARTICIPATION**

A. Merrill Kunkel Request for SDC Reduction

**RECOMMENDATION:** The Board set a fourth category of Accessory Dwelling. The approval would be from May 1, 2021. See pages 10-11.

B. Others not on agenda – We have no other request at this time.

VI. **ACTION ITEMS/COMMITTEE REPORTS/BOARD COMMENTS**

A. Proposal for Additional Services from Scott Edwards Architecture to continue work on Sander Estate plan - Please see page 12-18 for information.

**RECOMMENDATION:** Authorize Superintendent to sign agreement.

B. Discussion of HR contractor candidates for personnel services and RFP – This will bring Board up to date on efforts. Julie Peterson will be at meeting to discuss. See page 20-22.

C. Discussion of Trails Advisory Committee structure and appointments – This proposed committee would be an appointed, seven-member (7) advisory committee to the Board on the development of Chehalem Heritage Trails. See Page 23.

D. Reports Comments from Board Members – Given at meeting.

VII. **OLD BUSINESS**

A. Update on Projects, Operation and Coronavirus Pandemic – Will discuss at meeting. Staff will be present to answer questions.

## VIII. FROM THE SUPERINTENDENTS DESK

- A. Financial Report and Questions. The projected ending balance was higher for 2017-18 than 2016-17 in the general fund. We did not have to borrow for the 2017-18, 2018-19, and 2019-20 budget. It is projected we will not borrow for the 2020-21 budget. The current debt is for the golf course, property on the river, fitness center and pool bond. We are allowed about \$92,400,000.00 in debt. As of 6/30/2019 we have \$26,025,000 outstanding long-term debt obligations. Revenue is down in SDC fees. We refinanced the loans for the golf course, property and combined them with the loan for the pool and fitness center. This was done to save money. Currently we have two loans and one bond. Please note the general fund in previous years had transferred the money to pay for debt to the Loan Service Fund. We are now paying debt out of the SDC fund.

### GENERAL FUND SUMMARY

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,293,525.20</b>	<b>\$ 3,669,171.91</b>	<b>\$ &lt; 624,353.29&gt;</b>
TOTAL OPERATION EX.	\$ 3,956,775.10	\$ 3,608,562.95	\$ < 348,212.15>
TOTAL CAP/AQ/DEV/TRS	\$ 336,750.10	\$ 60,608.96	\$ < 276,141.14>
<b>TOTAL REVENUE</b>	<b>\$ 7,923,409.62</b>	<b>\$ 8,550,507.80</b>	<b>\$ 627,098.18</b>
TOTAL TAXES	\$ 3,013,825.03	\$ 3,121,966.47	\$ 108,141.44
TOTAL FEES & CHARGES	\$ 2,368,430.80	\$ 1,907,022.32	\$ < 461,408.48>
TOTAL OTHER REVENUE	\$ 635,994.15	\$ 226,378.84	\$ < 409,615.31>
BEGINNING BALANCE	\$ 1,905,159.64	\$ 3,295,140.17	\$ 1,389,980.53
<b><u>BALANCE</u></b>	<b><u>\$ 3,629,884.42</u></b>	<b><u>\$ 4,881,335.89</u></b>	<b><u>\$ 1,251,451.47</u></b>

### SDC FUND SUMMARY

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
BEGINNING BALANCE	\$ 2,336,308.35	\$ 2,048,280.51	\$ < 288,027.84>
INTEREST	\$ 33,158.92	\$ 9,267.42	\$ < 23,891.50>
CITY OF NEWBERG	\$ 962,550.13	\$ 468,386.10	\$ < 494,164.03>
CITY OF DUNDEE	\$ 55,738.48	\$ 24,241.24	\$ < 31,497.24>
COUNTY OF YAMHILL	\$ 127,094.36	\$ 104,828.10	\$ < 22,266.26>
<b>TOTAL REVENUE</b>	<b>\$ 3,514,850.24</b>	<b>\$ 2,655,003.37</b>	<b>\$ &lt; 859,846.87&gt;</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 869,299.49</b>	<b>\$ 521,091.29</b>	<b>\$ &lt; 348,208.20&gt;</b>
<b><u>BALANCE</u></b>	<b><u>\$ 2,645,550.75</u></b>	<b><u>\$ 2,133,912.08</u></b>	<b><u>\$ &lt; 511,638.67&gt;</u></b>

Please note the operational cost in the General Fund was down, mostly due to no transfers for debt. The operational revenue was down due to the virus affecting programs. SDC Fund is down. Please remember the debt was to come out of SDC's for the 2020-21 budget and the 2021-22 budget.

- B. Superintendent Report – To be given at meeting.

- C. Staff Reports – Please see pages 24-32.

## IX. CORRESPONDENCE

- A. Citizens Comments/Evaluations – Please see page 33.

- B. Miscellaneous Information – Please see page 34.

## X. ADJOURNMENT

**Next Regular Board Meeting is scheduled for 6 p.m. Thursday, June 24, 2021.**

**FINANCIAL OVERVIEW**  
**GENERAL FUND SUMMARY**

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
Total Operational Expense	\$ 3,956,775.10	\$3,608,562.95	\$ < 348,212.15>
Total Capital Outlay & Transfers	\$ 336,750.10	\$ 60,608.96	\$ < 276,141.14>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 4,293,525.20</b>	<b>\$3,669,171.91</b>	<b>\$ &lt; 624,353.29&gt;</b>
Total Tax Revenue	\$ 3,013,825.03	\$3,121,966.47	\$ 108,141.44
Total Fees & Charges Revenue	\$ 2,368,430.80	\$1,907,022.32	\$ < 461,408.48>
Total Other Revenue	\$ 635,994.15	\$ 226,378.84	\$ < 409,615.31>
Beginning Balance	\$ 1,905,159.64	\$3,295,140.17	\$ 1,389,980.53
<b>GRAND TOTAL REVENUE</b>	<b>\$ 7,923,409.62</b>	<b>\$8,550,507.80</b>	<b>\$ 627,098.18</b>

**SDC FUND SUMMARY**

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 869,299.49</b>	<b>\$ 521,091.29</b>	<b>\$ &lt;348,208.20&gt;</b>
TOTAL REVENUE	\$1,178,541.89	\$ 606,722.86	\$ <571,819.03>
BEGINNING BALANCE	\$2,336,308.35	\$2,048,280.51	\$ <288,027.84>
<b>GRAND TOTAL REVENUE</b>	<b>\$3,514,850.24</b>	<b>\$2,655,003.37</b>	<b>\$&lt; 859,846.87&gt;</b>

**LOAN SERVICE FUND SUMMARY**

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 193,879.52</b>	<b>\$ 0.00</b>	<b>\$ &lt;193,879.52&gt;</b>
REVENUE TRANSFERS	\$ 193,879.52	\$ 0.00	\$ <193,879.52>
INTREST	\$ 558.79	\$ 135.65	\$ < 423.14>
BEGINNING BALANCE	\$ 32,882.14	\$ 33,567.32	\$ 685.18
<b>GRAND TOTAL REVENUE</b>	<b>\$ 227,320.45</b>	<b>\$ 33,702.97</b>	<b>\$ &lt;193,617.48&gt;</b>

**EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY**

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
<b>GRAND TOTAL REVENUE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

**CAPITAL PROJECT POOL FUND SUMMARY**

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 65,197.28</b>	<b>\$ 0.00</b>	<b>\$ &lt; 65,197.28&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 486,737.29</b>	<b>\$ 497,933.83</b>	<b>\$ 11,196.54</b>

**BOND LOAN SERVICE SUMMARY**

DESCRIPTION	AS OF 3/31/19-20	AS OF 3/31/20-21	DIFFERENCE
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 339,387.72</b>	<b>\$ 326,987.56</b>	<b>\$ &lt; 12,400.16&gt;</b>
<b>GRAND TOTAL REVENUE</b>	<b>\$ 1,547,312.77</b>	<b>\$ 1,209,703.76</b>	<b>\$ &lt;337,609.01&gt;</b>

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CHEHALEM PARK AND RECREATION DISTRICT  
REGULAR BOARD MEETING  
CPRD Administration Office with option to videoconference  
125 S. Elliott Road  
April 22, 2021  
**MINUTES**

I. Lisa Rogers called the meeting to order 6:05 p.m.

II. Roll Call

Board members:

Peter Siderius (on site)

Bart Rierson (remotely)

Don Loving (on site)

Lisa Rogers (remotely)

(Reminder: Mike Ragsdale retired.)

CPRD Staff:

Don Clements, Superintendent (on site)

Casey Creighton, Basic Services Supervisor (on site)

Kellan Sasken, Special Services/Golf Director (remotely)

Public:

1. Ben Van Dyke, Vandyke Farms
2. Wendy Ellington, Ellington Law Group
3. Steve Wick, Chehalem Mt. Farms, Friends of Yamhelas Westsider Trail Board member
4. Veronica Hinkes, Friends of Yamhelas Westsider Trail Board member
5. Wayne Weibke, Friends of Yamhelas Westsider Trail Board member
6. Patty Williams, Friends of Yamhelas Westsider Trail Board member
7. Carol Foley, Friends of Yamhelas Westsider Trail Board member
8. Steve Belt
9. Jon Slack
10. Linda Connors
11. Lee Schrepel, Fruithill, Inc.
12. Greg McCarthy, Ground Zero Farm
13. Celine McCarthy
14. Marci Gaibler
15. Jim Talt
16. Jane and Doug Davis, Friends of Yamhelas Westsider Trail
17. Lindsay Berschauer, Yamhill County Commissioner

**III. Approval of agenda**

Moved Don Loving  
Second Pete Siderius  
Passed unanimously

**IV. Approval of consent agenda**

- a. Approval of minutes of regular Board meeting March 25, 2021 and Budget Committee Meeting April 6, 2021
- b. Approval of bills payable
- c. Approval of March financials  
Moved Don Loving  
Second Bart Rierson  
Passed unanimously

**V. Public participation**

- a. Yamhelas Westsider Trail - This continuation of Board discussion exploring interest in acquiring the potential Yamhelas Westsider Trail property included presentations from both detractors and supporters of this potential Rails-to-Trails trail, which lies outside CPRD boundaries.
  - i. Ben Van Dyke and Wendy Ellington, trail opponents:  
Discussion of challenge topics included zoning issues, Farm Impact Test/Standard, legality of trail/recreation designation setback restrictions on agricultural spray chemical application, associated fire risk.  
Pete Siderius talked about several options for possible mitigation and cooperation that he would be personally be involved with, said he sees no issues, and asked whether they thought the people involved might be willing to discuss it.  
Bart Rierson raised the points of Conditional Use Permitting for nonfarm use, and how other Rails-to-Trails projects such as Stub Stewart State Park have been successful in spite of fire risk.
  - ii. Steve Wick, trail advocate, filbert orchardist and also has farmed various other crops and has forested property. He said he sees no reason why he could not farm filberts/hazelnuts if the trail were shut down while he sprays chemicals, and he described managing fire risk and said that trails are beneficial for fire engine access and for moving farm equipment.

**VI. Action items/committee reports/Board comments**

- a. Intergovernmental agreement with Yamhill County Department of Community Justice for landscaping services with use of county inmate work crews, under supervision of DCJ  
Motion authorizing superintendent to sign agreement  
Moved Pete Siderius



Second Bart Rierson  
Passed unanimously

- b. Discussion of walking and bicycling trail below Newberg-Dundee Bypass – Kat Ricker reported the results of a direct mail outreach effort to affected landowners: 43 questionnaires mailed; 7 responded; 1 returned as undeliverable; 3 - concerns, 1 - questions, 3 - fine with it at this time. Concerns cited include one concern for pedestrian safety in industrial area and two concerns of homeless camps forming as in Portland. Siderius emphasized the need to do public education on trail projects before permitting. Clements explained the public process and the outreach that staff does for such projects.  
Bart Rierson raised the point that Mike Ragsdale had asked him to replace himself on the Yamhill County Parkway Committee; Lisa Rogers thusly appointed Rierson.
- c. Contracting for Human Resource services – Lisa Rogers appointed Don Loving and herself to the Employment Committee in the matter of contracting for HR services. The Board agreed that this committee continue to work on the matter of CPRD possibly hiring a provider for services.
- d. Appointment of Trails Advisory Committee – Clements recommended forming such a committee. Siderius and Rierson agreed to serve, and Rogers thusly appointed them as CPRD liaisons to the committee. Clements said he will continue to work on its formation, and suggested possibly including two representatives from outside the District, if the Board chooses to pursue Yamhelas Westsider Trail acquisition.
- e. Reports and comments from Board members  
Bart Rierson – Petition will be circulating to keep the Yamhelas Westsider Trail property whole. He reported construction materials dumped in Ewing Young Park Trail; Creighton confirmed this was not done by CPRD (surveillance options discussed). He also urged measures be taken to prevent slickness before next rain season, and Rogers agreed.  
Peter Siderius – Asked what the timeline on making the decision on the Yamhelas Westsider Trail.  
Clements said he believed that the earliest possibility for the Board to do its research and outreach, and be able to arrive at a decision would be January/February 2022. The Board agreed to this approximate timeframe.  
Lisa Rogers – Sean Andries was appointed to County Cultural Board.

**VII. Old business/project updates**

- a. Casey Creighton reviewed his staff report, which is in the packet, with updates on Scout House repair, Crabtree Park culvert replacement, HVAC

issues at aquatic center (Don Loving recommended legal action), Edwards Elementary playground, Sander Estate (Board is eager to see the garden and water feature details), golf course tent updates and course aeration, and the theft of a trailer and gator.

Dundee Elementary School – Don said the new school will not be built on the site of the current building. He said the current lease automatically renews every year unless either party terminates the lease.

**VIII. From the superintendent's desk**

- a. Financial report
- b. Superintendent's report – Nothing to add to financial report.
- c. Staff reports – Kellan Sasken gave an update, including that the pandemic has doubled the use of golf carts, and are working to keep up with maintenance of those and associated expense.

Kat Ricker updates included opening aquatic and fitness center on weekends beginning May 1, flower giveaway event to mark it on Mother's Day, May 9; on grant and appropriation applications for proposed Newberg-Dundee Bypass Trail; City Club Conversations featured CPRD Board candidates last Tuesday, explaining why they are running; Rogers and Siderius participated.

**IX. Correspondence**

- A. Citizen comments/evaluations – None
- B. Miscellaneous -None

**X. Personnel matter – Executive Session**

8:05 p.m. Executive Session began.

8:21 p.m. Executive Session ended.

**XI. Adjournment – Board voted to adjourn 8:22 p.m.**

Respectfully Submitted,

Kat Ricker, Public Information Director

## Don Clements

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**From:** John Ghilarducci <johng@fcsgroup.com>  
**Sent:** Friday, May 7, 2021 8:56 AM  
**To:** Don Clements  
**Cc:** Doug Gabbard  
**Subject:** ADUs

Hi Don: In response to your question about how to charge accessory dwelling units (ADUs) the District park system development charge (SDC), we suggest that it is reasonable to assume that, without specific data, the average occupancy for an ADU would approximate that of two multi-family or mobile home dwelling units less a single-family residence. Since mobile home occupancy is the lower of the two alternatives, we suggest that the charge for an ADU be equal to (for 7/1/2021)  $2 \times \$5,346 = \$7,777$ , or \$2,915 per ADU. The District methodology results in a unit cost per occupant, which is then applied to average occupancy to determine the charge per dwelling unit. Hence, it is our view that this is not a methodology change. Please let us know if you need anything else. Take care.

- John

**John Ghilarducci**

direct: (425) 336-1865  
main: (425) 867-1802 ext. 225  
fax: (425) 867-1937

Redmond Town Center  
7525 166th Avenue NE  
Suite D-215  
Redmond, WA 98052



[johng@fcsgroup.com](mailto:johng@fcsgroup.com)

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FCS GROUP is committed to the health and well-being of our clients and staff. To read more about the specific steps we have taken to allow us to continue to serve you as seamlessly as possible during the **COVID-19 crisis**, please visit <https://fcsgroup.com/covid-19-response/>.

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Re: System Development Charges (SDCs)

To Whom It May Concern:

This is to advise you that Chehalem Park and Recreation District System Development Charges will be increasing as of July 1, 2021. The increase will be as follows:

- Single Family -- \$7,777.00
- Multi Family -- \$6,849.00
- Mobile Home -- \$5,346.00
- Accessory Dwelling Unit -- \$2,915.00

If you have any questions concerning this matter, please contact me at (503) 537-4165.

Sincerely,

W. Don Clements,  
Superintendent

Cc: Board of Directors



April 23, 2021

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

**RE: Proposal for Additional Services – Sander Estate Community Park**

Dear Don:

We appreciate the opportunity to continue to work on the Sander Estate Community Park. We started work in earnest just over a year ago and despite the challenges due to the pandemic had completed designs and application materials to submit for land use review. Originally our schedule estimate to complete this work was three months, but extended to ten months due to the circumstances. The CPRD board meeting in January included comments by both board members and the City of Dundee and required that the project pause and consider potential design changes. Plans were updated and at the follow up board meeting in February the concept design was presented and approved by the board so the project can now move forward with the land use process. We are requesting additional services for the extended schedule, to complete revised designs, hold additional meetings with the owners and coordination meetings with the design team, make revisions to the land use materials and complete the land use process.

**I. Understanding of the Project**

- A. Develop revised conceptual design for presentation at February CPRD board meeting.
- B. Revise land use drawings, applications and narrative.
- C. We estimate the schedule to complete the land use submittal to take 1 month, with required revisions, public hearings and eventual approval continuing beyond that for up to 120 days.
- D. Services to be provided include architectural, landscape design, civil engineering and cost estimating.

**II. Scope of Services**

- A. Conceptual Design Update and Land Use Review
  - 1. Hold design meeting with Jan Sander and team, CPRD and design team to discuss design changes and February presentation to the board. *(complete)*
    - i. Improvements shown in the right of way have been discussed with the City of Dundee and follow the Transportation System Plan except for the connection between Graystone and 5<sup>th</sup> Street. The Sander estate team and CPRD are in agreement with the proposed improvements. However, additional approval by the City of Dundee may be required.
  - 2. CPRD board presentation *(complete)*
    - i. Attend board meeting and present project
    - ii. Gather comments from board and City of Dundee.
    - iii. Get formal approval at board meeting and approval of Jan Sander and team to revise design documents for land use submittal.
  - 3. Confirm Land Use application and process with City of Newberg planner. *(complete)*
  - 4. Revise drawings, narratives and applications for the land use review submittal.

- i. Includes updated materials and planting plan, site and grading plans, utility plan and public frontage improvement plan and building plans.
- ii. Per the City of Newberg planner this is a Park and Open Space Master Plan Type III and will use this process for noticing, conduct of the meetings etc. and the "120-day rule" but will use a modified Type II application. Review will fall under a Type IV procedure with City Council having final review of the project.
5. Provide final draft to Sander Estate team and CPRD to review prior to submittal.
6. Submit application to City of Newberg / Dundee.
7. 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.
8. Complete preliminary cost estimates of land use submittal.
9. Potential contingency services and additional requirements of the land use process:
  - i. Stormwater Report if required for the Land Use submittal.
  - ii. Public Facilities Services Impact Study
  - iii. Transportation Impact Analysis
  - iv. Neighborhood Meeting or additional Pre-Application Meeting
  - v. Response/revisions if decision is appealed

### 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.)
- F. Preparation of development agreements or dedication documents

### IV. Fees

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

#### Design Update and Land Use Review

Architectural	\$ 9,500
Landscape	\$ 3,810
Civil	\$ 5,860
Cost Estimating	<i>(included in original proposal)</i>
<i>Sub-total</i>	

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<b>Total</b>	<b>\$19,170</b>
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#### Potential Contingency Services:

Stormwater Report	\$ 2,500
Public Facilities Services Impact Study	TBD (est. \$5,000-\$10,000)
Transportation Impact Analysis	TBD (est. \$10,000-\$15,000)
Neighborhood Meeting	TBD (est. \$1,500)
Pre-Application Meeting	TBD (est. \$1,500)
Appeal response/revisions	TBD

#### Reimbursable Expenses:

All printing costs, plotting, shipping, travel, long distance communication and jurisdictional application fees paid on your behalf are billed at 1.10 times our direct expense. I would estimate that the reimbursable expenses for this project will be \$1,500.



Standard Billing Schedule for Design Team:

Principal	\$185/hour
Project Manager	\$145/hour
Project Architect	\$110/hour
Designer/drafter	\$90/hour

**V. TERMS OF SERVICE**

- A. As included in original agreement.

Again, we appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please call if you have any questions or need more information. Please sign below and return one copy to my office.

Sincerely,

**SCOTT / EDWARDS ARCHITECTURE, LLP**



Sid L. Scott, AIA  
Principal



Jennifer L. Marsicek, AIA  
Senior Associate

\_\_\_\_\_  
Authorization to Proceed

\_\_\_\_\_  
Date



## Sander Estate

Sarah Cantine <sarah@seallp.com>

Fri 4/16/2021 9:23 AM

To: Casey Creighton <ccreighton@cprdnewberg.org>

Cc: Jennifer Marsicek <Jennifer@seallp.com>

 1 attachments (190 KB)

Type\_II\_-\_Site\_Design\_Application\_2015-1113 revised 21.04.15.pdf;

Hello Casey,

Jennifer mentioned that you wanted an update on the status of the anticipated City review. After speaking to the new planner Patrick Davenport he determined the following:

1. Table 17.401.010, Park and Open Space Master Plan Type III\*\*, \*\*The city council through the Type III procedure reviews park and open space master plans. Per this exception the process of review falls in to **Type IV** review where the City Council has final review of the project. However, a Type III procedure will be used for noticing, conduct of the meetings etc. and the "120-day rule".
2. The application for Type IV (or Type III for that matter) is not tailored to park review so we should utilize a **Type II application** with modifications made to fee and deposit determined by Melody of a \$480 flat fee and \$2,500 deposit.
3. Electronic copies and (3) full size copies of the submission, and (2) 11x17 are required.

The code is written in a way that creates some contradiction regarding the development of Parks, hence the confusion. The only aspect that is a little concerning to me is an application that asks for a Public Facilities and Services Impact Study, and a Transportation impact analysis which had not been listed on the Type III application. Jennifer mentioned that this was discussed earlier with the previous planner who did not feel it was required since Parks are an allowed use in the Zone. Both of the studies are 'advised by the City' or 'when required' however, and since neither has been stated as required, they may not be required or become condition of approval should the planners deem them necessary.

I hope this is the information you need, but please call or email if you need additional information or clarification.  
Sarah

**Sarah Cantine**

Architect, Associate

S|EA

**SCOTT | EDWARDS ARCHITECTURE LLP**

**S|EA IS WORKING FROM HOME**

Please contact us via email or phone

Mailing: 2525 E Burnside St. Portland, OR 97214

Delivery: 2709 SE Ankeny St. Portland, OR 97214

O: 503.226.3617 | D: 503.896.5361 | [www.seallp.com](http://www.seallp.com)





# Type II Review

Site Design Review

Fee: \$ 480 + \$ 2,500 Deposit | File No. \_\_\_\_\_

**Applicability:** A Type II Site Design Review is required for all new commercial, industrial, or multifamily development; or for commercial, industrial, institutional, or multifamily building addition or remodel that adds 25 percent or more floor area. See Dundee Development Code Chapter 17.402 for more information.

<b>Applicant:</b>		
<b>Address:</b>		
<b>Email Address:</b>		
<b>Phone(s):</b>		
<b>Owner (if different from above):</b>		
<b>Owner Address:</b>		
<b>Engineer/Surveyor:</b>		
<b>Phone:</b>		
<b>Engineer/Surveyor Address:</b>		
<b>Project Name:</b>		
<b>Project Location:</b>		
<b>Map/Tax Lot No.:</b>	<b>Zone:</b>	
<b>Comp Plan Designation:</b>	<b>Site Size:</b>	<input type="checkbox"/> Sq. Ft. <input type="checkbox"/> Acre
<b>Project Description and Previous/Current Use:</b>		
<b>Surrounding Uses--</b>		
<b>North:</b>	<b>South:</b>	
<b>East:</b>	<b>West:</b>	

\*Application must be accompanied by required submittals as noted in Dundee Municipal Code Chapter 17.402.040.

**Submit the following information for review (15 copies + 1 electronic copy of all materials):**

- ☐ Public Facilities and Services Impact Study. The impact study shall quantify and assess the effect of the development on public facilities and services. The city shall advise as to the scope of the study, which, at a minimum, shall address the transportation system, including required improvements for vehicles and pedestrians; the drainage system; the parks system (for multifamily development); water system;

and sewer system. For each system and type of impact, the study shall propose improvements necessary to meet city requirements.

- ☐ Transportation impact analysis, as may be required by the city or other roadway authority pursuant to DMC 17.305.030(S). Traffic impact analysis, when required, shall be prepared in accordance with the road authority's requirements.
- ☐ Site Analysis Map showing:
  - The applicant's entire property and the surrounding property to a distance sufficient to determine the location of the development in the city, and the relationship between the proposed development site and adjacent property and development. The property boundaries, dimensions, and gross area shall be identified;
  - Topographic contour lines at two-foot intervals for slopes, except where the city engineer determines that larger intervals will be adequate for steeper slopes;
  - Identification of slopes greater than 10 percent, with slope categories identified in five percent increments (e.g. zero percent, greater than five percent to 10 percent, greater than 10 percent to 15 percent, greater than 15 percent to 20 percent, and so forth);
  - The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site;
  - Potential natural hazard areas, including, as applicable, the base flood elevation identified on FEMA Flood Insurance Rate Maps or as otherwise determined through site specific survey, areas subject to high water table, and areas designated by the city, county, or state as having a potential for geologic hazards;
  - Areas subject to overlay zones;
  - Site features, including existing structures, pavement, large rock outcroppings, areas having unique views, and drainage ways, canals and ditches;
  - The location, size and species of trees and other vegetation (outside proposed building envelope) having a caliper (diameter) of six inches or greater at four feet above grade;
  - North arrow, scale, names and addresses of all persons listed as owners of the subject property on the most recently recorded deed;
  - Name and address of project designer, engineer, surveyor, and/or planner, if applicable.
- ☐ Proposed Site Plan showing:
  - The proposed development site, including boundaries, dimensions, and gross area;
  - Features identified on the existing site analysis maps that are proposed to remain on the site;
  - Features identified on the existing site map, if any, which are proposed to be removed or modified by the development;
  - The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements;
  - The location and dimensions of all existing and proposed structures, utilities, pavement and other improvements on the site. Setback dimensions for all existing and proposed buildings shall be provided on the site plan;
  - The location and dimensions of entrances and exists to the site for vehicular, pedestrian, and bicycle access;
  - The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls and wheel stops);
  - Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pedestrian connections through parking lots pursuant to DMC 17.304.030(F)(9), pathway connections to adjacent properties, and any bicycle lanes or trails;
  - Loading and service areas for waste disposal, loading and delivery;
  - Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and

- similar improvements;
  - Location, type, and height of outdoor lighting;
  - Location of mail boxes, if known;
  - Name and address of project designer, if applicable;
  - Locations of bus stops and other public or private transportation facilities;
  - Locations, sizes, and types of signs.
- ☐ Architectural Drawings, as applicable, showing
  - Building elevations with dimensions;
  - Building materials, colors and type;
  - Name and contact information of the architect or designer.
- ☐ Preliminary Grading Plan. A preliminary grading plan prepared by a registered engineer shall be required for all projects subject to site design review, including commercial, industrial, or multifamily developments. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, and all proposed storm water drainage systems and erosion control facilities.
- ☐ Landscape Plan. Where a landscape plan is required it shall show the following, pursuant to Chapter 17.302 DMC.
  - The location and height of existing and proposed fences, buffering or screening materials;
  - The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;
  - The location, size, and species of the existing and proposed plant materials (at time of planting);
  - Existing and proposed building and pavement outlines;
  - Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (maybe automatic or other approved method of irrigation) and anticipated planting schedule;
  - Other information as deemed appropriate by the city planning official. An arborist's report may be required for sites with mature trees that are to be retained and protected.
- ☐ Deed Restrictions. Copies of all existing and proposed restrictions or covenants, including those for roadway access control.
- ☐ Written response to how the proposed site development meets the applicable Dundee Development Code criteria:
  - The application complies with all of the applicable provisions of the underlying zone and overlay zone(s), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards. Note: the application must contain written findings to Chapter 17.202 – Zoning Regulations.
  - The proposal includes required upgrades, if any, to existing development that is considered nonconforming. See Chapter 17.104.
  - The proposal complies with all of the site design and development standards of this code, as applicable. Note: the application must contain written findings to the Development Standards listed in Chapter 17.300 as applicable to the project (access & circulation, landscaping, exterior lighting, parking & loading, public improvements & utilities, and signs).
  - The proposal meets all existing conditions of approval for the site or use, as required by prior land use decision(s), as applicable. Note: compliance with other city codes and requirements, though not applicable land use criteria, may be required prior to issuance of building permits.

**All owners must sign the application or submit letters of consent.**

Print Name

1. Applicant submits application form and all required materials for review.
2. City staff will do a completeness check and let you know whether more information is needed.
3. City staff will prepare and mail notice to all property owners within 100 feet of the project site, and will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
4. Once all comments are received, city staff will prepare a staff report and decision on the application.





## Request for Proposal – Human Resources Chehalem Park and Recreation District

<b>RFP:</b> Human Resource Consultant	<b>Requestor:</b> Chehalem Park and Recreation District 125 S. Elliott Road Newberg, OR 97132	<b>Proposal Due By:</b> June 30, 2021
<b>Project Overview:</b>  Responses are requested from companies capable of providing CPRD and staff with Human Resources consulting services. Upon review of proposals, the District will make a final decision as to which specific services will be performed and the timeline of performance. Specific services are listed in the Scope of Work.		
<b>Background:</b> Chehalem Park and Recreation District is an independent local governmental agency serving the Newberg and Dundee community. CPRD currently employs approximately 150 full and part-time employees.  CPRD provides neighborhood, community and District-wide parks, to include Darnell Wright and Jaquith Park Sports Complexes, Herbert Hoover Disc Golf Course, Chehalem Skatepark, Chehalem BMX Track, a splash pad and The Newberg Dog Park at Ewing Young Historical Park. CPRD public facilities also include: <ul style="list-style-type: none"><li>• Bonnie Benedict Preschool</li><li>• Chehalem Aquatic &amp; Fitness Center</li><li>• Chehalem Cultural Center</li><li>• Chehalem Glenn Golf Course</li><li>• Chehalem Armory &amp; Youth Center</li><li>• Chehalem Community Center</li><li>• Chehalem Senior Center</li></ul>		

- Chehalem Park & Recreation District Offices

The majority of public spaces have rental space available for large and small needs. CPRD also offer numerous events and recreational activities for all ages, including road races, youth and adult sport leagues, festivals, farmers markets and art and craft classes.

### **Project Goal:**

- To acquire the contract services of a HR consultant to assist and oversee Chehalem Park and Recreation District tasks.

### **Scope of Work:**

Below is a list of specific services sought by the District.

1. Human Resources Audit of Current Practices
2. Conflict Management and Employee Relations. Identifying and Mitigating Personnel Issues, Conflict management training and on-going guidance
3. Personnel Policy and Employee Handbook Review
4. Employee Assistance Program
5. Employee Separation and Exit Interviews
6. Best Practice Solutions and Recommendations in the Work Place.
7. Employment Law
8. Diversity, Equity and Inclusion Services
9. Equitable Compensation Structure Review

### **Potential Vendors**

- [Trupp HR](#)
- [Cascade Employers Association](#)
- [Paychex](#)

### Evaluation Metrics and Criteria

- Overall Experience of Company and Qualifications of Personnel.  
Assessment of company as it relates to the requirements within RFP, evidence of past performance, quality and relevance of past work
- References
- Strategic Thinking/Planning Approach as Related to Goals of the District
- Budget Approach/Cost Effectiveness of HR Services
- Location of HR Company which Relates to Efficient Delivery of Services

### Submission Requirements

- Responses due by June 30, 2021 at 5:00 pm.
- One PDF version emailed to the District: [jpetersen@cprdnewberg.org](mailto:jpetersen@cprdnewberg.org).  
Document sent to the attention of Julie Petersen, Special Services Supervisor at Chehalem Park and Recreation District.
- OR, document mailed/hand-delivered to Chehalem Park and Recreation

Budget: **TBD**

Contact: **Julie Petersen**

Email:  
[jpetersen@cprdnewberg.org](mailto:jpetersen@cprdnewberg.org)

Phone #: **503-519-7364**





503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

# MEMO

To: CPRD Board of Directors

From: Kat Ricker, Public Information Director

Subject: Trails Advisory Committee

Date: May 11, 2021

CPRD Superintendent has recommended that the structure of the proposed, Board-appointed Trails Advisory Committee be as follows:

- The purpose of the committee is to provide recommendations to the Board of Directors regarding new and developing trails and pathways within Chehalem Heritage Trails network of pedestrian, bicyclist, equestrian, water, and otherwise multiuse trails, and work to create a volunteer base and network for trail maintenance.
- Five to seven members,
- including two members from outside CPRD boundaries.
- Three-year terms

It is our intention to advertise for this position; therefore, staff seeks a deadline for applications from the Board of Directors at this time.

Thank you



## **Parks Activity Report, March/April 2021**

### **Scout House Repairs**

Roof repairs complete. PGE has installed the new meter base. Electrical work complete. We need to install water service to Scout house and outdoor sink under the Shelter as it was damaged. We found this out when we went to turn on the shelter water for a rental and found no water in either the shelter or Scout house Flooring being installed. Should be complete at the time of Board meeting.

### **Crabtree park**

We have been working with Page Knudsen, Yamhill County with a culvert repair on Knudsen lane at the entrance to the Park. We have come to find that there is no legal easement for the use of the shared driveway owned by Knudsen Vineyards. Page has had her Lawyer draft an easement for the shared access of the property and we are working on engineering and replacing the Culvert at the entrance to Knudsen Lane. It is according to ODF&W a fish bearing stream and the culvert has to comply with the regulations- increase culvert size and mirror existing streambed. I accepted the AKS Engineering Proposal as the Culvert Replacement Project engineers. They have completed the topographic survey and have submitted an ODFW fish passage exemption request. The OFWD exemption would allow us to replace the culvert 'in-kind' rather than constructing a new fish culvert. If the exemption is not accepted further engineering and streambed reparations will have to occur

### **Aquatic and Fitness Center, Cultural Center**

We are still having HVAC issues and are trying to resolve with the Architects, contractors, engineers and representatives of ASHP's

### **Edwards School Playground**

Playground complete. EWF to be installed by the end of May.

### **Development**

We did not receive the Grant to fund the Hess Creek crossing on the Newberg/Dundee Bypass Trail. We had a Sander development team meeting after the last Board meeting to discuss changes before submitting for land use approval from the city of Dundee. SEA has met with the City of Dundee Planner and is currently working on some revisions to submit to the planning committee and County at the end of the month. I have attached SEA's proposal for additional services to complete the land use process for the park. Don and I met with Rob Daykin to share the proposed design ideas that of removing the "Amphitheater" and providing a "viewing Terrace" with a water feature of some kind. We also discussed improvements to 5<sup>TH</sup> St. and showing the easement on Greystone Place but not actually construction of the roadway in preparation for a development agreement. I will share more as I receive updates.

### **Parks**

We have been busy preparing fields for a busy spring (soccer, baseball, lacrosse) and 'camps' are starting up. We continue with Edwards Playground in our spare time.

### **Chehalem Glenn**

Golf Course is doing well. Play is steady day to day. Roof skins for the Event tent from Rainier Industries have been installed with side panels we are able to install. Fairway aeration will be completed over the next Month. We had a trailer and Gator stolen from the Golf course on March 30th. We will have to replace. They are insured.





## Parks Summary

Month of: April /May 2021

Park Name	Hours worked
Armory	10.00
Billick/Dundee	24.00
CAFC	92.00
Cultural Center	30.00
Chehalem Valley M.S	17.00
College	4.00
Community Center	20.00
Crabtree	21.00
Crater Ballfields	42.00
Dundee Park	10.50
Dundee River Park	0.00
Elliott Road	21.00
Ewing Young	32.00
Falcon Crest Park	12.00
Fortune Park	12.00
Friends Park	22.00
Tom Gail Park	16.00
Gladys Park	10.00
Chehalem Glenn G.C.	12.00
Herbert Hoover Park	24.00
Jaquith Park	26.00
Jaquith Ball Fields	42.00
Memorial/Scout House	18.00
Mountainview	4.00
Oak Knoll Park	4.00
Oaks Park	12.00
Other District Land	14.00
Pre-School	20.00
Pride Gas	8.00
Renne Fields	12.00
Riley Park	120.00
Rotary Park	6.00
Sander Park	20.00
Schaad Park	4.00
Scott Leavitt Park	8.00
Senior Center	26.00
Spring Meadow	10.00
Waste Mngt	12.50
vacation/holiday/sick/comp	48.00
Wilsonville Property	4.00
Youth Building	8.00
<u>Total</u>	858.00



Activity Report – Department 451  
April 2021  
COVID Continues

**Aquatic & Fitness Center**

- Yamhill County returned to high risk April 23
- Maximum number people per “airspace” is 50

**Fitness Center**

- Sports courts, weight room, Skytrack and cardio equipment continue to be open for use on a drop-in basis
- Group fitness classes continue as scheduled

**Aquatic Center**

- Aquatic Wing Recap
  - Comp pool activities include shallow water x, clubs/teams, and lap swim
  - Leisure pool is home to lap & fitness swim, deep water x, toddler time, senior swim, public swim, BSA instruction, and swim lessons
  - Aqua Zumba was removed from the schedule due to low participation numbers
  - Babysitter Training class was cancelled due to low enrollment.
    - A summer session has been created

**Memberships**

- Membership renewals are taking place regularly; members receive gentle reminder phone calls when payments are due

**Program Development & Registration**

- Spring swim lesson registration continues for sessions 3 & 4
- Spring weekend schedule was completed
  - Is being implemented over the first three weeks in May
  - Weekend hours:
    - Saturday 8:00 am – 4:00 pm
    - Sunday 12:00 pm – 4:00 pm
- Summer program and scheduling have been completed.
  - Both natatoriums are heavily scheduled with activities from weekdays from open to close.
  - Facility hours will remain the same as our late spring hours

**Clubs/Teams**

- Spring team practices continued uninterrupted as we entered high risk category
  - Chehalem Swim Team
    - CST hosted a COVID friendly dual meet on Sunday April 18
    - CST adopted a flexible practice schedule to accommodate NHS water polo matches
  - Newberg High School Water Polo
    - Hosted four home matches
      - Against Albany, Tualatin, Park Rose, and Lincoln

- Evening lap swim was cancelled in favor of NHS matches
- Newberg Water Polo Club began a modified spring session
  - Middle school age athletes are practicing twice a week
    - Thursdays in the leisure pool from 8:00-9:00 pm
    - Saturdays in the competition pool from 5:00-7:00 pm

#### **Aquatic & Fitness Center Staff**

- No staff training events in April
- Scheduling of staff was very routine

#### **Special Events**

- The Aquatic & Fitness Center hosted an ARC Blood Drive on April 19 from 12:00-6:00 pm
  - We had one or two staff members contribute to the cause
- Private leisure pool parties (rentals) are now available and are being booked through management
  - COVID safety protocols are in place
  - The COVID parameters/restrictions may not appeal to the younger age groups

#### **Competition Pool Closure**

- The competition pool was closed to all on Thursday April 8 due to turbid water
  - The closure took place at 6:30 am when the pool bottom could no longer be seen the filter media that left the filtration system and made its way into the pool
  - The competition pool continued to remain closed to the public on Friday April 9; the water clarity late in the day allowed for clubs and teams to practice
  - We are continuing to experience filter media in the completion pool
    - We are maintaining water clarity through continuous overnight vacuuming (robot)
    - The filter media is a “sand” like substance that poses no immediate threat to the public but our patrons have shared that the “sand” is found trapped beneath their suits and must be showered off their skin

#### **Management Projects**

- Completion of the spring weekend schedule
- Completion of the new membership and admission fee structure that will take place June 1
  - This rate increase is the first since we moved into the new building in June 2018
- Keeping the website updated with the constant scheduling changes
- Preparations for summer (staff, programs and facility scheduling)

#### **Financial Reports**

- April financial reports are unavailable at this time

Respectfully Submitted by,  
 Tara Franks, Coordinator  
 Chehalem Aquatic & Fitness Center



## Adult Sports

May 2021 Activity Report, Department 452

Department 452 Participation Tracking	April 2021	
Activity	Participants	Participant Hours
Cam Run	260	200
Total	260	200
Department 452 Financial Tracking	April 2021	
Supervisory Staff Expense	300	
Administrative Staff Expense	160	
Part Time Staff Expense	00	
Material Expense	500	
Total Expense	960	
Program Revenue	1760	
Net	860.00	
Cost Per Participant	3.30	
Cost Per Participant Hour	4.30	

### Department 452 – Adult Sports

Registration has opened for Men's league softball.

The Camellia Run was held on April 10<sup>th</sup> with 260 runners participating.



## Youth Sports

May 2021 Activity Report, Department [453](#)

<b>Department 453 Participation Tracking</b>	<b>April 2021</b>	
<b>Activity</b>	<b>Participants</b>	<b>Participant Hours</b>
Spring soccer	550	4400
Youth Lacrosse	50	500
<b>Totals</b>	<b>600</b>	<b>4900</b>

<b>Department 453 Financial Tracking</b>	<b>April 2021</b>	
Supervisory Staff Expense	5240	
Administrative Staff Expense	3140	
Part Time Staff Expense	50	
Program/Materials Expense	3900	
Total Expense	12280	
Program Revenue	14895	
Net	2615	
Cost Per Participant	4.35	
Cost Per Participant Hour	.53	

## Department 453 – Youth Sports

The Basketball Academy will finish its 6 week run on April 2.

Our new Spring Soccer program opened its season on April 19th with 550 registered participants.

The youth lacrosse program finally received approval from the State of Oregon. We have 50 registered players who began playing matches in April

## **April 2021 Activity Report**

### **Departments**

454 Recreation,

455 Care

456 Senior Center,

457 Community School

474 Preschool

### **Care**

Total enrollment at our Mable Rush Elementary Care Site stands at 81 registered participants and we average 45 students a day in attendance.

Total enrollment in Pre-K Care site stands at 13 registered participants and we average 9 participants in attendance a day.

### **Bonne Benedict Preschool**

Total enrollment in our 3 year old preschool class stands at 7 students.

Total enrollment in our 4 year old preschool class stands at 12 students.

### **School Year Care 2020-2021**

We were notified March 1<sup>st</sup> that public grade schools would be transitioning away from Distance Learning into Hybrid Learning. This transition would begin for Kindergarteners on March 15<sup>th</sup> and would include all grade school students on March 29<sup>th</sup>. Mabel Rush Elem was still able to guarantee the spaces that we have been using. We have a system in place for transporting students from our Care Sites to each grade school and from each grade school back to our Care Sites.

This was a significant transition which spurred both enrollment and additional enrollments in a very short period of time. In order to adapt to the time participant shifts, we will be opening up an additional room for child care beginning May 3<sup>rd</sup>.

### **Summer Preschool**

IN order to help overcome some of the developmental hurdles presented by Covid 19, we have decided to run a Kindergarten Readiness program this summer. We plan to start this course in June. For the time being we will accept 12 students in this program with the intention of opening up a second class if we get more than 5 students on the wait list.

### **Senior Center:**

All senior center programing has been put on hold/canceled since Mid March with exception of Meals on Wheels and some of our service clinics.

Polly's volunteer crew has been wonderfully consistent during this time. The center is open to the public in limited capacity. Everyone is required to wear a mask.





# Golf Activity April

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Dry Days	7	11	9	19	13	15	18	8	10
<b>Starts by Category</b>									
Resident	777	479	549	509	659	614	724	475	439
Non Resident	1534	1294	1190	1326	1256	1238	1578	796	637
Group	88	15	90	15	52	64	0	0	162
League	63	48	44	108	92	89	68	24	22
Complimentary	348	266	406	604	529	444	514	241	212
Misc/Promotional	476	820	411	351	706	964	1620	474	442
Prepaid Online									
<b>Total Starts</b>	<b>3286</b>	<b>2922</b>	<b>2690</b>	<b>2913</b>	<b>3294</b>	<b>3413</b>	<b>4504</b>	<b>2010</b>	<b>1914</b>
<b>Revenue</b>									
Green Fees	\$ 82,633	\$ 62,254	\$ 60,792	\$ 62,224	\$ 64,520	\$ 69,454	\$ 81,939	\$ 57,330	\$ 49,773
Driving Range	\$ 8,352	\$ 10,777	\$ 9,458	\$ 9,559	\$ 9,457	\$ 9,981	\$ 13,732	\$ 9,315	\$ 8,608
Rentals	\$ 18,769	\$ 18,273	\$ 15,624	\$ 14,708	\$ 16,446	\$ 17,932	\$ 37,734	\$ 14,360	\$ 15,694
Golf Shop	\$ 7,860	\$ 7,827	\$ 5,648	\$ 6,288	\$ 5,418	\$ 6,533	\$ 7,575	\$ 4,068	\$ 4,944
Snack Bar	\$ 14,180	\$ 12,178	\$ 10,886	\$ 9,106	\$ 10,759	\$ 14,545	\$ 18,457	\$ 7,577	\$ 6,809
Instruction	\$ 1,346	\$ 679	\$ 642	\$ 960	\$ -	\$ 1,531	\$ 265	\$ 90	\$ 99
Miscellaneous	\$ 2,377	\$ 1,722	\$ 4,521	\$ 2,987	\$ 10,810	\$ 5,798	\$ 4,069	\$ 3,482	\$ 4,485
<b>Total Revenue</b>	<b>\$ 135,517</b>	<b>\$ 113,710</b>	<b>\$ 107,571</b>	<b>\$ 105,832</b>	<b>\$ 117,410</b>	<b>\$ 125,774</b>	<b>\$ 163,771</b>	<b>\$ 96,222</b>	<b>\$ 90,412</b>
<b>\$ per Start</b>									
Green Fees \$ per Start	\$ 25.15	\$ 21.31	\$ 22.60	\$ 21.36	\$ 19.59	\$ 20.35	\$ 18.19	\$ 28.52	\$ 26.00
Driving Range \$ per Start	\$ 2.54	\$ 3.69	\$ 3.52	\$ 3.28	\$ 2.87	\$ 2.92	\$ 3.05	\$ 4.63	\$ 4.50
Rentals \$ per Start	\$ 5.71	\$ 6.25	\$ 5.81	\$ 5.05	\$ 4.99	\$ 5.25	\$ 8.38	\$ 7.14	\$ 8.20
<b>Golf Revenue \$ per Start</b>	<b>\$ 33.40</b>	<b>\$ 31.25</b>	<b>\$ 31.92</b>	<b>\$ 29.69</b>	<b>\$ 27.45</b>	<b>\$ 28.53</b>	<b>\$ 29.62</b>	<b>\$ 40.30</b>	<b>\$ 38.70</b>
<b>Golf Shop \$ per Start</b>	<b>\$ 2.39</b>	<b>\$ 2.68</b>	<b>\$ 2.10</b>	<b>\$ 2.16</b>	<b>\$ 1.64</b>	<b>\$ 1.91</b>	<b>\$ 1.68</b>	<b>\$ 2.02</b>	<b>\$ 2.58</b>
<b>Snack Bar \$ per Start</b>	<b>\$ 4.32</b>	<b>\$ 4.17</b>	<b>\$ 4.05</b>	<b>\$ 3.13</b>	<b>\$ 3.27</b>	<b>\$ 4.26</b>	<b>\$ 4.10</b>	<b>\$ 3.77</b>	<b>\$ 3.56</b>
<b>Concession Revenue</b>	<b>\$ 6.71</b>	<b>\$ 6.85</b>	<b>\$ 6.15</b>	<b>\$ 5.28</b>	<b>\$ 4.91</b>	<b>\$ 6.18</b>	<b>\$ 5.78</b>	<b>\$ 5.79</b>	<b>\$ 6.14</b>
<b>Total Revenue \$ per Start</b>	<b>\$ 41.24</b>	<b>\$ 38.92</b>	<b>\$ 39.99</b>	<b>\$ 36.33</b>	<b>\$ 35.64</b>	<b>\$ 36.85</b>	<b>\$ 36.36</b>	<b>\$ 47.87</b>	<b>\$ 47.24</b>

GolfNow Barter Rounds	61	6	0	46	82	126	171	77	76

April was one of the driest months on record, which helped with numbers. Also, annual passes started May 1st, so there was a good chunk of extra revenue.

2019	2020	2021	21 vs 20	% Diff
637	623	942	319	51.2%
582	543	1581	1038	191.2%
0	0	0	0	0.0%
11	13	0	-13	-100.0%
241	293	758	465	158.7%
734	1076	1760	684	63.6%
2238	2137	5041	2904	135.9%
\$ 46,671	\$ 38,109	\$ 87,520	\$ 49,411.00	129.7%
\$ 9,428	\$ 359	\$ 15,725	\$ 15,366.00	4280.2%
\$ 16,958	\$ 14	\$ 30,310	\$ 30,296.00	216400.0%
\$ 5,128	\$ 1,965	\$ 10,813	\$ 8,848.00	450.3%
\$ 9,011	\$ 179	\$ 16,327	\$ 16,148.00	9021.2%
\$ 295	\$ -	\$ 1,145	\$ 1,145.00	#DIV/0!
\$ 5,314	\$ 7,042	\$ 40,821	\$ 33,779.00	479.7%
\$ 92,805	\$ 47,668	\$ 202,661	\$ 154,993.00	325.2%
\$ 20.85	\$ 17.83	\$ 17.36	\$ (0.47)	-2.6%
\$ 4.21	\$ 0.17	\$ 3.12	\$ 2.95	1756.9%
\$ 7.58	\$ 0.01	\$ 6.01	\$ 6.01	91679.5%
\$ 32.64	\$ 18.01	\$ 26.49	\$ 8.49	47.1%
\$ 2.29	\$ 0.92	\$ 2.15	\$ 1.23	133.3%
\$ 4.03	\$ 0.08	\$ 3.24	\$ 3.16	3766.7%
\$ 6.32	\$ 1.00	\$ 5.38	\$ 4.38	436.6%
\$ 41.47	\$ 22.31	\$ 40.20	\$ 17.90	80.2%

100	120	195	75	62.5%	

anue from that, which usually happens in March.

SECLICKFIX ID  
9819314

PRIORITY  
Normal

REQUEST TYPE  
Miscellaneous

ADDRESS  
1310 E Tenth St Newberg OR 97132, United States

ASSIGNEE  
Lacey Dykgraaf

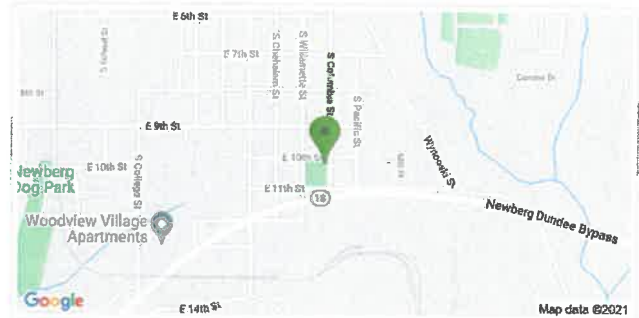
SLA EXPIRES

REPORTED  
May 01, 2021 14:53

#### SECONDARY QUESTIONS

What is a good email address to reach you? This information is for internal use only and will not be displayed publicly.  
kellylmcguffie@gmail.com

#### LOCATION



#### SUMMARY & DESCRIPTION

##### Miscellaneous

The baby swings at Scott Levitt are in rough shape They squeak and are loose Could also use a coat of paint

Reported by: Kelly 05/01/2021 - 02:53PM

#### MEDIA



#### TIMESTAMP INTERNAL COMMENT

May 03, 2021  
14:37

Hello Kelly,

Thank you for making us aware of this issue. The Chehalem Park & Recreation District (CPRD) manages Newberg's parks and is a separate entity from the City of Newberg. I have captured your concern and will forward it on to CPRD with the email you provided. You may receive an email back from them on this issue.

Thank you,

Lacey Dykgraaf  
Community Engagement Specialist

#### COMMENTER

Lacey  
Dykgraaf

May 03, 2021 Yes  
14:37

Lacey Dykgraaf assigned this issue to Lacey Dykgraaf

Lacey  
Dykgraaf



Remittance Info: Inv #2021ORCAMPS

YMCA of Columbia-Willamette

9500 SW Barbur Boulevard

Suite 200

Portland, OR 97219

5033270006

SILICON VALLEY BANK

Verify: 888-237-9615

90-4039/1211

0053032642

5/6/2021

\$ 4250.00

PAY TO THE  
ORDER OF

CHEHALEM PARK AND RECREATION DISTRICT

Four Thousand Two Hundred Fifty and 00/100

VOID AFTER 90 DAYS

DOLLARS



0018809 01 AB 0425 \*\*AUTO T2 1 5090 97132-229599 -C11-P18827-11



CHEHALEM PARK AND RECREATION DISTRICT

125 S. ELLIOTT ROAD

ATTN: JULIE PETERSEN

NEWBERG, OR 97132-2295



*Ri Zant*

MP

453.

⑆0053032642⑆ ⑆121140399⑆ 3301587849⑆

Please add to board packet  
\$4,250 grant for summer camps 2021

