

**CHEHALEM PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
CHEHALEM ADMINISTRATION OFFICE
125 S. ELLIOTT ROAD
NEWBERG, OREGON
SEPTEMBER 23, 2021
6:00 P.M.**

- I. Call To Order**
 - II. Roll Call**
 - III. Approval of or Additions to the Agenda**
 - IV. Approval of Consent Agenda**
 - A. Approve Minutes Regular Board Meeting August 26, 2021.
 - B. Approval of Bills Payable
 - C. Approval of Financials
 - V. Public Participation**
 - A. None at this time
 - B. Others not on Agenda
 - VI. Action Items/Committee Reports/Board Comments**
 - A. Appointment of Pickle Ball Advisory Committee
 - B. Request for Proposal Ewing Young Trail Bridge
 - C. Discussion of Sander Estate Park
 - D. Reports and Comments from Board Members
 - VII. Old Business**
 - A. Updates on Projects and Questions
 - VIII. From the Superintendent's Desk**
 - A. Financial Report and Questions
 - B. Superintendent's Report
 - 1. Potential Park Land
 - C. Staff Reports
 - IX. Correspondence**
 - A. Citizens' Comments/Evaluations
 - B. Miscellaneous Info
 - X. Adjournment**
- Next regular Board meeting is October 28, 2021.**

To: Board of Directors
From: Superintendent
Date: September 9, 2021
Re: Background information for September 23, 2021 Board Meeting
Number corresponds to Agenda Item

- II. ROLL CALL – We need 3 present for 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 will send information needed for meeting**

Please see page 4 for index for page numbers

- III. APPROVAL OR ADDITIONS TO AGENDA – If you wish additions please give me a call.**

IV. APPROVAL OF CONSENT AGENDA

- A. Approval of Board Meeting Minutes – Please see pages (5-8) for Regular Meeting Minutes of August 26, 2021

RECOMMENDATION: Approval of Regular Board Meeting Minutes for August 26, 2021

- B. Approval of Bills Payable – See page (8). General Fund \$195,742.72. SDC FUND \$829.75. LOAN SERVICE FUND \$0.00. POOL BOND \$0.00. FOUNDATION \$0.00

RECOMMENDATION: APPROVAL OF BILLS PAYABLE.

- C. Approval of Financial – Please see page (10).

RECOMMENDATION: Approve Financials as submitted

V. PUBLIC PARTICIPATION

- A. No request at this time

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

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

- A. Appointment of Pickle Ball Advisory Committee - Kat will send out information.

RECOMMENDATION: Appoint Committee as recommended by Staff

- B. RFP For Ewing Young Trail Bridge – Casey will be at meeting to recommend the firm. Please see pages (11).

RECOMMENDATION: Casey will make recommendation at meeting.

- C. Discussion of Sander Estate Park – Please see pages (12-13A).

- 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. We did not have to borrow for the 2017-18, 2018-19, 2019-20 and 2020-21 budget. It is projected we will not borrow for the 2021-22 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 \$25,251,238 outstanding long term debt obligations. Revenue is up 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 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
TOTAL EXPENDITURES	\$ 857,135.59	\$ 1,149,831.62	\$ 292,696.03
TOTAL OPERATION EX.	\$ 857,135.59	\$ 1,137,216.06	\$ 280,080.47
TOTAL CAP/AQ/DEV/TRS	\$ 0.00	\$ 12,615.56	\$ 12,615.56
TOTAL REVENUE	\$ 4,223,069.24	\$ 5,670,807.94	\$ 1,447,738.70
TOTAL TAXES	\$ 52,866.82	\$ 56,187.93	\$ 3,321.11
TOTAL FEES & CHARGES	\$ 684,463.81	\$ 833,252.56	\$ 148,788.75
TOTAL OTHER REVENUE	\$ 32,663.01	\$ 119,008.64	\$ 86,345.63
BEGINNING BALANCE	\$ 3,453,075.60	\$ 4,662,358.81	\$ 1,209,283.21
<u>BALANCE</u>	<u>\$ 3,365,933.65</u>	<u>\$ 4,520,976.32</u>	<u>\$ 1,155,042.67</u>

SDC FUND SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
BEGINNING BALANCE	\$ 2,508,611.31	\$ 1,941,451.07	\$ < 567,160.24 >
INTEREST	\$ 3,170.38	\$ 1,466.68	\$ < 1,703.70 >
CITY OF NEWBERG	\$ 70,338.52	\$ 1,509,519.63	\$ 1,439,181.11
CITY OF DUNDEE	\$ 2,943.00	\$ 22,692.00	\$ 19,749.00
COUNTY OF YAMHILL	\$ 24,285.54	\$ 20,618.21	\$ < 3,667.33 >
TRANSFERRED IN	\$ 0.00	0.00	\$ 0.00
TOTAL REVENUE	\$ 2,609,348.75	\$ 3,495,747.59	\$ 886,398.84
TOTAL EXPENDITURE	\$ 319,995.91	\$ 196,935.18	\$ < 123,060.73 >
<u>BALANCE</u>	<u>\$ 2,289,352.84</u>	<u>\$ 3,298,812.41</u>	<u>\$ 1,009,459.57</u>

Please note the operational cost in the General Fund is up. The operational revenue is down. SDC Fund is up. 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 (13B-14). Kat will send out additional staff reports

IX. CORRESPONDENCE

A. Citizens Comments/Evaluations – Please see Pages (15-18)

B. Miscellaneous Information – Please see pages (19-26).

X. ADJOURNMENT.

Next Regular Board Meeting October 28, 2021

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CHEHALEM PARK AND RECREATION DISTRICT
REGULAR BOARD MEETING
CPRD Administration Office
125 S. Elliott Road
August 26, 2021
MINUTES

- I. Jim McMaster called the meeting to order 6:00 p.m.
- II. Roll Call
 - Board members:
Gayle Bizeau
Don Loving
Jim McMaster
 - Excused:
Bart Rierson
Lisa Rogers (remotely, 6:21 p.m.)
 - CPRD Staff:
Don Clements, Superintendent
Casey Creighton, Basic Services Supervisor/Park and Facilities Supervisor
Kellan Sasken, Special Services/Golf Director (remote)
Richard Cornwell (remote)
 - Public:
Max Dolphin
Carol Foley, Board: Friends of Yamhelas Westsider Trail (remotely)
Veronica Haley Hinkes, Board: Friends of Yamhelas Westsider Trail (remotely)
Allen Holstein
Steve and Julie Howard
Peggy Kilburg
JL Wilson, Nelson Research
Wayne Wiebke, Board: Friends of Yamhelas Westsider Trail (remotely)
"Peters"
- III. Approval of or changes to agenda –
 - Moved Don Loving
 - Second Gayle Bizeau
 - Passed unanimously
- IV. Approval of consent agenda
 - a. Approval of minutes of regular Board meeting July 22, 2021

- b. Approval of bills payable
- c. Approval of July financials
Moved Don Loving
Second Gayle Bizeau
Passed unanimously

V. Public participation

- a. Trails survey - JL Wilson presented findings from Nelson Research survey. Don Loving reminded the Board that CPRD cannot campaign for this or any project.
- b. Leonard Rydell presented on Yamhelas Westsider Trail, as the "opportunity of a generation." Steve and Julie Howard asked questions and Don Clements and Don Loving gave background information. Discussion only.

VI. Action items/committee reports/Board comments

- a. **Motion authorizing Superintendent to enter into ODOT Community Paths Grant agreement for construction of Newberg-Dundee Bypass Trail, Phase I**
Moved Don Loving
Second Gayle Bizeau
Passed unanimously
- b. **Motion to authorize the Superintendent to sign and award a contract with Pacific GreenWorks to design Newberg-Dundee Bypass Trail, Phase I for \$537,990.37:** Casey Creighton described the two proposals and explained his recommendation, and said he would like to send his Letter of Intent and sign contract by next Friday.
Moved Lisa Rogers
Second Gayle Bizeau
Passed unanimously
- c. Appointment of Chehalem Heritage Trails Advisory Committee -
Motion to appoint all seventeen applicants, with the idea that they can organize their committee and report back to the Board.
Moved Lisa Rogers
Second Gayle Bizeau
Passed unanimously
- d. Discussion of Newberg-Dundee Bypass Trail, Phase 2 - Don Clements gave background information.
- e. Designation of signers for CPRD bank accounts - Heidi Smith presented the documents and explained that all of the Board members will become

signers for all of the accounts.

f. Reports and comments from Board members

Lisa Rogers - Mayor Rick Rogers forwarded a letter sent to the City of Newberg from a softball club president who regularly visits Newberg, whose unhappiness with the Newberg School Board's recent ban of BLM and Pride displays has moved him to discourage softball clubs from playing in Newberg. Don Clements said this will be on the September agenda of Chehalem Future Focus Administrators and reiterated his desire to hold a larger Chehalem Future Focus Elected Officials meeting, and that he will recommend these items be discussed, along with collaborating on a scientific survey. Clements said that he will have Special Services Julie Petersen contact the mayor and, with his approval, the person who wrote the letter and let him know that CPRD supports inclusiveness.

VII. Old business/project updates

a. Casey Creighton gave an update on Sander Estate (City of Dundee will review plans Sept. 21st); Crabtree Park culvert update toward action near end of next year, working with property owner and working on possible mitigation for fish passage; RFP is open for planning on potential campground off Hwy. 219; RFP opened and closed for construction of bridge of Chehalem Creek in Ewing Young Park. Creighton asked for assistance reviewing the proposals from Jim McMaster, who agreed to that. He described unlogged, native vegetation (White Oaks) property at 17325 NE Tykeson Road that he viewed (30 acres, two parcels) and discussed with the landowner, who might be interested in working with CPRD to transition ownership, sell, donate, and/or maintain, all or part. Don Loving said in considering acquiring any property, he wants to make sure that we have an idea of what CPRD might do with it. Newberg Rotary Club's Summerfest is taking place in Memorial Park this weekend, despite outdoor mask mandate and rising COVID infection numbers, and parks staff is helping set it up.

VIII. From the superintendent's desk

- a. Financial report – Clements anticipates a \$4 million ending balance. Heidi Smith said that the audit is scheduled for end of October, and this year's audit should be done on time. He said that while we are not flush, he anticipates having enough money to hire for a few more, much needed positions, which he will present in the budget.
- b. Superintendent's report – He will provide an updated parks and facilities masterplan in October.

- c. Staff reports – Kat Ricker gave an update on the Pickleball Advisory Committee application process; applications will be received until Sept. 17th; a letter before the Board from applicant Hunter Wylie requested that the Board consider appointing him, although he is from outside the District (St. Paul). Lisa Rogers expressed interest in serving as liaison to the committee. The Board agreed to accept Hunter's application. Kat gave updates on the website redesign process, the markets, reception staff going into the community through outreach events including back-to-school middle school nights next week and a job fair.

IX. Correspondence

- A. Citizen comments/evaluations – Kat explained the enclosed scam alert regarding the Dundee market.

X. Adjournment – Lisa Rogers moved to adjourn 8:15 p.m.

Respectfully Submitted,

Kat Ricker, Public Information Director

ACCOUNTS PAYABLE AND PAYROLL**FROM AUGUST 20, 2021****UP TO SEPTEMBER 7, 2021****ACCOUNTS PAYABLE FOR GERNERAL FUND**

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TYPE CHECKS</u>
124804-124864	\$ 41,299.43	ACCOUNTS PAYABLE
124839-124847 were misprinted checks		
WIRE TRANSFER PAYROLL	\$ 131,128.07	PAYROLL
2084-2097	\$ 23,315.22	ACH TRANSFERS
GRAND TOTAL	<u>\$ 195,742.72</u>	

BREAKOUT

<u>ACCOUNTS PAYABLE</u>	\$ 41,299.43
<u>PAYROLL</u>	\$ 131,128.07
<u>WIRE TRANSFER & ACH</u>	\$ 23,315.22

ACCOUNTS PAYABLE FOR SDC FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
1010	\$ 829.75	SEA
GRAND TOTAL	<u>\$ 829.75</u>	

ACCOUNTS PYABLE FOR LOAN SERVICE FUND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	<u>\$ 0.00</u>	

ACCOUNTS PAYABLE FOR CAPITAL POOL CONSTRUCTION & POOL BOND

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	<u>\$ 0.00</u>	

BREAKOUT

<u>CAPITAL POOL CONST.</u>	\$ 00.00
<u>POOL BOND DEBT</u>	\$ 00.00

ACCOUNTS PAYABLE FOR FOUNDATION

<u>CHECK NUMBERS</u>	<u>AMOUNT</u>	<u>TO WHOM</u>
NO CHECKS	\$ 0.00	
GRAND TOTAL	<u>\$ 0.00</u>	

GENERAL FUND SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
Total Operational Expense	\$ 857,135.59	\$1,137,216.06	\$ 280,080.47
Total Capital Outlay & Transfers	\$ 0.00	\$ 12,615.56	\$ 12,615.56
GRAND TOTAL EXPENSES	\$ 857,135.59	\$1,149,831.62	\$ 292,696.03
Total Tax Revenue	\$ 52,866.82	\$ 56,187.93	\$ 3,321.11
Total Fees & Charges Revenue	\$ 684,463.81	\$ 833,252.56	\$ 148,788.75
Total Other Revenue	\$ 32,663.01	\$ 119,008.64	\$ 86,345.63
Beginning Balance	\$ 3,453,075.60	\$4,662,358.81	\$ 1,209,283.21
GRAND TOTAL REVENUE	\$ 4,223,069.24	\$5,670,807.94	\$ 1,447,738.70

SDC FUND SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 319,995.91	\$ 196,935.18	\$ <123,060.73>
TOTAL REVENUE	\$ 100,737.44	\$1,554,296.52	\$ 1,453,559.08
BEGINNING BALANCE	\$2,508,611.31	\$1,941,451.07	\$ <567,160.24>
GRAND TOTAL REVENUE	\$2,609,348.75	\$ 3,495,747.59	\$ 886,398.84

LOAN SERVICE FUND SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/30/20-21	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
REVENUE TRANSFERS	\$ 0.00	\$ 0.00	\$ 0.00>
INTREST	\$ 63.15	\$ 0.00	\$ < 63.15>
BEGINNING BALANCE	\$ 33,567.32	\$ 33,702.97	\$ 135.65
GRAND TOTAL REVENUE	\$ 33,630.47	\$ 33,702.97	\$ 72.50

EQUIPMENT AND MAJOR MAINTENANCE FUND SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00
BEGINNING BALANCE	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 0.00	\$ 0.00	\$ 0.00

CAPITAL PROJECT POOL FUND SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 247,933.85	\$ 0.00	\$ < 247,933.85>

BOND LOAN SERVICE SUMMARY

DESCRIPTION	AS OF 8/31/20-21	AS OF 8/31/21-22	DIFFERENCE
GRAND TOTAL EXPENSES	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL REVENUE	\$ 322,573.62	\$ 139,630.19	\$ <182,943.43>



503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

Casey Creighton
Basic Services Supervisor
September 8, 2021

Recommendation RFP Ewing Young Trail Bridge

To: CPRD Board of Directors

Chehalem Park & Recreation District received Design proposals back from NV-5, 3J Consulting and R.A. Gray Construction for the Ewing Young Trail Bridge. All of these proposals met the criteria listed in the RFP Selection Process. We looked at each proposal and compared services included, knowledge of the project, relationships with key personnel of the entities involved and the overall Proposal Bid.

Our Evaluation Committee, as set forth in the RFP Ewing Young Trail Bridge Professional Design Services, has recommended that Chehalem Park & Recreation sign an Agreement with NV5 RFP based on their understanding of the project, Previous Projects completed, background information they have acquired through working with our District, relationships with key personnel, preliminary work completed and their bid for the Ewing Young Trail Bridge RFP.

Casey Creighton



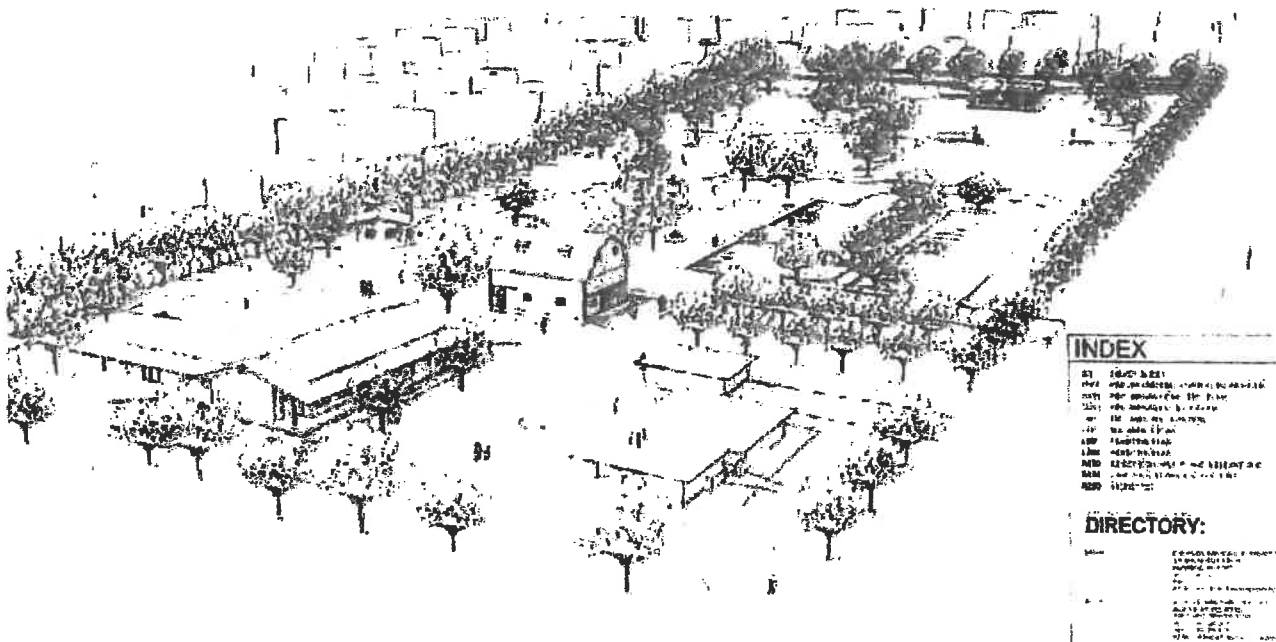
NOTICE OF CITY COUNCIL HEARING ON A PARK MASTER PLAN FOR SANDER ESTATES PARK

An application has been submitted for a Park Master Plan (PMP) for a 6.7 acre public park at 359 5th Street across from the elementary school on the former Sander property that is now owned by the Chehalem Parks and Recreation District. The Dundee City Council will hold a public hearing to consider the Park Master Plan application on September 21, 2021, 7:00 p.m. at the Dundee Fire Station Community Meeting Room, 801 Highway 99W. You are invited to take part in the review of this project by submitting written comments or by testifying at the public hearing. The decision criteria are in the Dundee Development Code: Section 17.203.130, E.

APPLICANT: Chehalem Parks and Recreation District, 125 South Elliot Road, Newberg, OR 97132.
OWNER: Chehalem Parks and Recreation District.
TAX LOT: 3326DA-00100
FILE No: PMP 21-01

The City is mailing you information about this project because you own land within 100 feet of the proposed development. We invite you to participate in the City Council's land use hearing. If you wish to participate, you may do so in person or be represented by someone else. Oral testimony is typically limited to five minutes per speaker. You also may submit written comments.

The following shows the site looking to the west with north to the right where SW 5th Street abuts the property. See the City website for the application materials: [https://www.dundee.city.org/vertical/sites/%7BE14ACB8D-5C5F-45F7-9F7A-A518EB570F6B%7D/uploads/Agency Request Packet.pdf](https://www.dundee.city.org/vertical/sites/%7BE14ACB8D-5C5F-45F7-9F7A-A518EB570F6B%7D/uploads/Agency%20Request%20Packet.pdf)



If you mail your comments to the City, please put the following case file number on the outside of the envelope: PMP 21-01.

Mail the written comments to:

City of Dundee
Attn: Planner
PO Box 220
Dundee, OR 97115

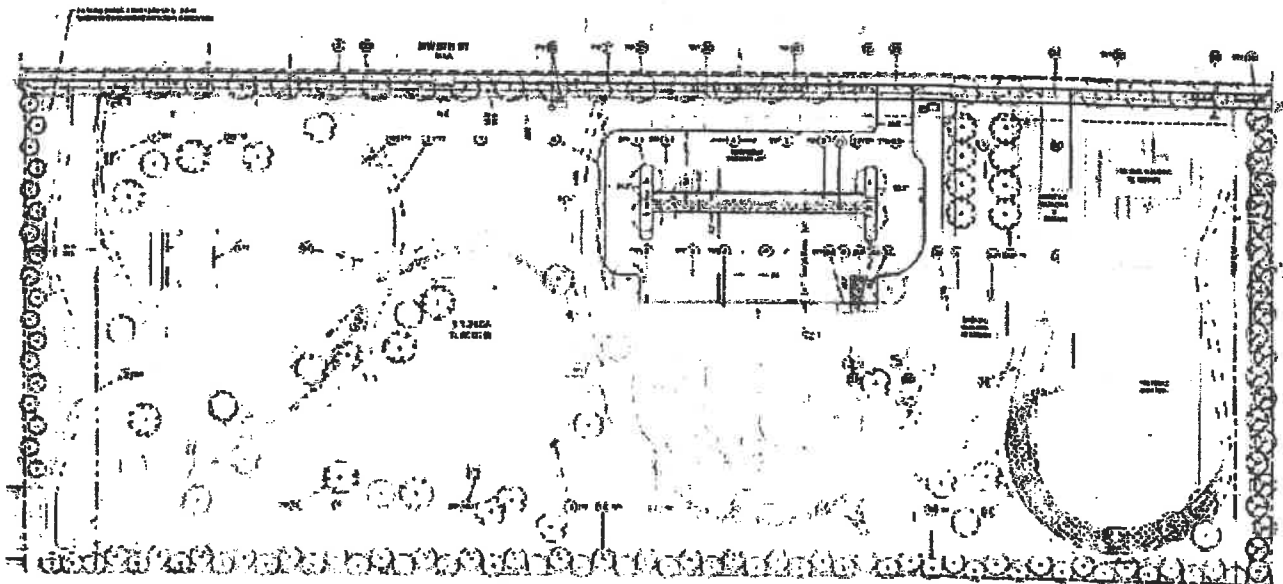
NOTE: The city asks that written comments be submitted before 5:00 p.m. on September 9, 2021 and they will be included in the packet sent to the City Council. Written comments received after that date will not be included in the packet, but will be forwarded to the Councilors as they are received.

You can review the application materials and drop off comments at the Dundee City Hall, 620 SW Fifth Street. You can also buy copies of the materials for 25 cents per page. A copy of the City's staff report with its recommendation to the City Council will be available at least seven days before the hearing. If you have questions, please contact the Interim City Planner, Jim Jacks, at 1 503-540-1619 or via email at jjacks@mwvcog.org.

Any issue which might be raised in an appeal of this case to the Oregon Land Use Board of Appeals (LUBA) must be raised during the City Council's public hearing. You must include enough detail to enable the decision makers an opportunity to respond. Comments must be directed toward the decision criteria. The decision criteria for a Park Master Plan are in the Dundee Development Code, Section 17.203.130, E. Prior to the conclusion of the evidentiary hearing, any participant may request the hearing be continued or that the record be left open to present additional evidence, arguments or testimony. Failure of an issue to be raised in person at the hearing or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue.

The City Council will make an oral decision at the end of the public hearing which will be reduced to a written City Council Order signed by the Mayor within about 2-weeks. If you participate in the public hearing process, either by testifying at the public hearing, or submitting written comments, the City will send you and the applicant information about the City Council's decision and the opportunity to appeal.

The following shows the site with north at the top where SW 5th Street abuts the property.



Phone 503.538.3922 * Fax 503.538.1958
620 SW Fifth Street * PO Box 220 * Dundee, Oregon 97115

Parks Activity Report, August/September 2021

Sander Estate Park

Sander Estate Planning Review is set to go before Dundee City Council September 21 at a regular Council Meeting at 7:00 PM in the Dundee Fire Station Meeting room.

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. 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. AKS has proposed to ODF&W that we Replace the culvert as sized and mitigate the downstream section of the culvert to improve fish habitat. This option would not affect the Knudsen property other than the culvert replacement. If the exemption is not accepted further engineering and streambed reparations will have to occur, either way this will not be completed this year. Ongoing communication with ODF&W.

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. Engineering of the solution has been finalized. Triplett Wellman is currently sourcing equipment components and contracts for the work to be performed. Electrical wiring issue closed the Spa Saturday September 4th. We traced and measured voltages and found inconsistent voltages. Repaired by Prairie Electric 9/8/21 and will reopen 9/9/21.

Development

We did receive the Grant to fund the Hess Creek crossing on the Newberg/Dundee Bypass Trail. We have been working with Alan Thompson-Formula Programs Manager (ODOT), received the agreement back from ODOT signed by all. Don signed the proposal from GreenWorks for the Newberg Dundee Bypass Trail Professional Design Services and will begin the Newberg Dundee Bypass Trail Project mid-September. We continue to work with Greenworks on the development of the 219 property. Don is currently updating our Park Masterplan (2010 last updated). John Bridges suggested that we hire a consultant planner to help the District have the masterplan adopted by the County for all of our projects in the future. I have asked for proposals from Planners with this type of experience to move forward with the process, to be recommended at the September Board Meeting.

RFP for the Ewing Young Trail Bridge, 3J Consulting, NV5 and R.A. Gray Construction submitted proposals for the Ewing Young Bridge. Recommend Acceptance of NV5 Ewing Young Trail Bridge Proposal. See attached letter.

Parks

We have been preparing fields, working on trails-drainage and adding surface material, updating the Dog Park, irrigation, adding Playground surface material, pruning trees, edging pathways, maintaining and mowing our other properties, drainages, Sander Estate, Rilee property, Schaad Park. The splashpad at Rotary park is open and being enjoyed by many. We have seen an enormous increase in the Park shelter reservations within our parks.

Chehalem Glenn

Aeration of greens tees and fairways set to begin mid-September after final tournaments completed. We continue with increased play over previous years. Equipment replacement is in the works. We are experiencing many delays in the supply chain throughout the District.

Safety

With the rise in Covid #'s we have Masked up in all of our indoor facilities and are requiring masks be worn indoors and outdoors per the Governor's Mandate.

Park Name	Hours worked
Armory	21.00
Billick/Dundee	12.00
CAFC	68.00
Cultural Center	22.00
Chehalem Valley M.S	10.00
College	4.00
Community Center	11.00
Crabtree	9.00
Crater Ballfields	42.00
Dundee Park	6.00
Dundee River Park	0.00
Elliott Road	24.00
Ewing Young	60.00
Falcon Crest Park	12.00
Fortune Park	8.00
Friends Park	12.00
Tom Gail Park	12.00
Gladys Park	16.00
Chehalem Glenn G.C.	16.00
Herbert Hoover Park	24.00
Jaquith Park	36.00
Jaquith Ball Fields	54.00
Memorial/Scout House	22.00
Mountainview	4.00
Oak Knoll Park	2.00
Oaks Park	6.00
Other District Land	12.00
Pre-School	12.00
Pride Gas	4.00
Renne Fields	12.00
Riley Park	32.00
Rotary Park	16.00
Sander Park	4.00
Schaad Park	24.00
Scott Leavitt Park	8.00
Senior Center	42.00
Spring Meadow	8.00
Waste Mngt	8.00
vacation/holiday/sick/comp	88.00
Wilsonville Property	18.00
Youth Building	4.00
<u>Total</u>	805.00

Report from 8/19/21-8/8/21

Subject: RE: Read today's Newberg Graphic article on trails survey results
Date: Wednesday, September 8, 2021 at 8:33:42 AM Pacific Daylight Time
From: JL Wilson
To: Kat Ricker, Veronica Haley Hinkes
CC: Don Clements, Carol Foley, Wayne Wiebke, Dave Haugeberg, Casey Creighton
Attachments: image001.png, image002.jpg

All –

It was a pleasure to do this research project for you. I greatly appreciate your commitment to obtaining unbiased and real data.

I've grown to appreciate that this issue is highly political. I am also well aware of who drives the train for opponents on this issue.

It would not surprise me at all if they hired a polling firm – most likely Wenzel Strategies – to call the data of the Nelson Report survey into question.

I would just be mentally prepared for that. This is why we stressed the absolute need for an unbiased survey instrument...so you could have confidence in the results when they are criticized.

This is also why the message box is important. All responses to questions about the survey or trail should be directed back to our 4 key messages.

Best,
JL

From: Kat Ricker <kricker@cprdnewberg.org>
Sent: Wednesday, September 8, 2021 8:16 AM
To: Veronica Haley Hinkes <veronica4249@yahoo.com>; JL Wilson <JLWilson@pacounsel.com>
Cc: Don Clements <dclements@cprdnewberg.org>; Carol Foley <carol@foleyresearch.com>; Wayne Wiebke <shadypondacre@yahoo.com>; Dave Haugeberg <dchaugeberg@gmail.com>; Casey Creighton <ccreighton@cprdnewberg.org>
Subject: Re: Read today's Newberg Graphic article on trails survey results

https://pamplinmedia.com/nbg/142-news/520885-416285-cprd-releases-results-of-trails-survey-pwoff?fbclid=IwAR1gQjKfLKNWaDx7MMv19B0l8UAoCouwOk4O5-loE8zXgHxBc-4-uY0luJo&wallit_nosession=1

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Kat Ricker
Public Information Director
Chehalem Park & Recreation District

August 31, 2021

RECEIVED
SEP - 3 2021
CITY OF DUNDEE

City of Dundee
Attn: Planner
PO Box 220
Dundee, OR 97115

RE: Comment regarding Master Plan for Sanders Estates Park

Comments from Bruce & Karen Mowrey, 580 SW 7th Street,
Dundee

We are writing regarding the Master Plan for this park. Our property abuts this park. We have some concerns regarding the landscaping that will take place along our fence line. We have spent a significant amount of money and effort in landscaping our yard, including several mature trees that run along our fence line. From the pictures submitted in the notice, it appears that there will be trees planted along the fence line. We are concerned about the type of trees they might be and whether over the course of a few years they might mature to the point that they will begin encroaching on our trees. What consideration is being given to the distance these trees will be planted from the fence line? We would ask that they be a minimum of 10' to 12' from the current fence line, and depending on the type of tree being used, that distance might need to be further away.

Please let us know how we can be actively involved in this part of the process.

Sincerely,

Bruce & Karen Mowrey
(503)537-2351

Subject: Form submission from: Contact Us

Date: Thursday, September 2, 2021 at 11:17:59 AM Pacific Daylight Time

From: DontReply

To: Kat Ricker

Submitted on Thursday, September 2, 2021 - 11:17am

Submitted by anonymous user: 107.77.214.225

Submitted values are:

First Name Joe

Last Name Aroner

Email jwaroner@gmail.com

Question/Comment

Park and walking path maintenance

Why has CPRD let noxious invasive weeds proliferate at Tom Gail Park and at the walking trail at the corner of N. College and Bell Rd. Both Canda thistle (*Cirsium arvense*) and Bull thistle (*Cirsium Vlgare*) have been allowed to go to seed over multiple years at these locations. Both of these thistles are wind blown are not contained to CPRD locations. Both Yamhill county and the state of Oregon are fighting many battles to control invasive species let's do our part as a community to help in the control of these noxious invasives.

The results of this submission may be viewed at:

<https://www.cprdnewberg.org/node/7/submission/3999>

Subject: re: August 26 meeting

Date: Wednesday, September 1, 2021 at 5:42:41 PM Pacific Daylight Time

From: Steve Howard

To: Kat Ricker

Dear CPRD Board,

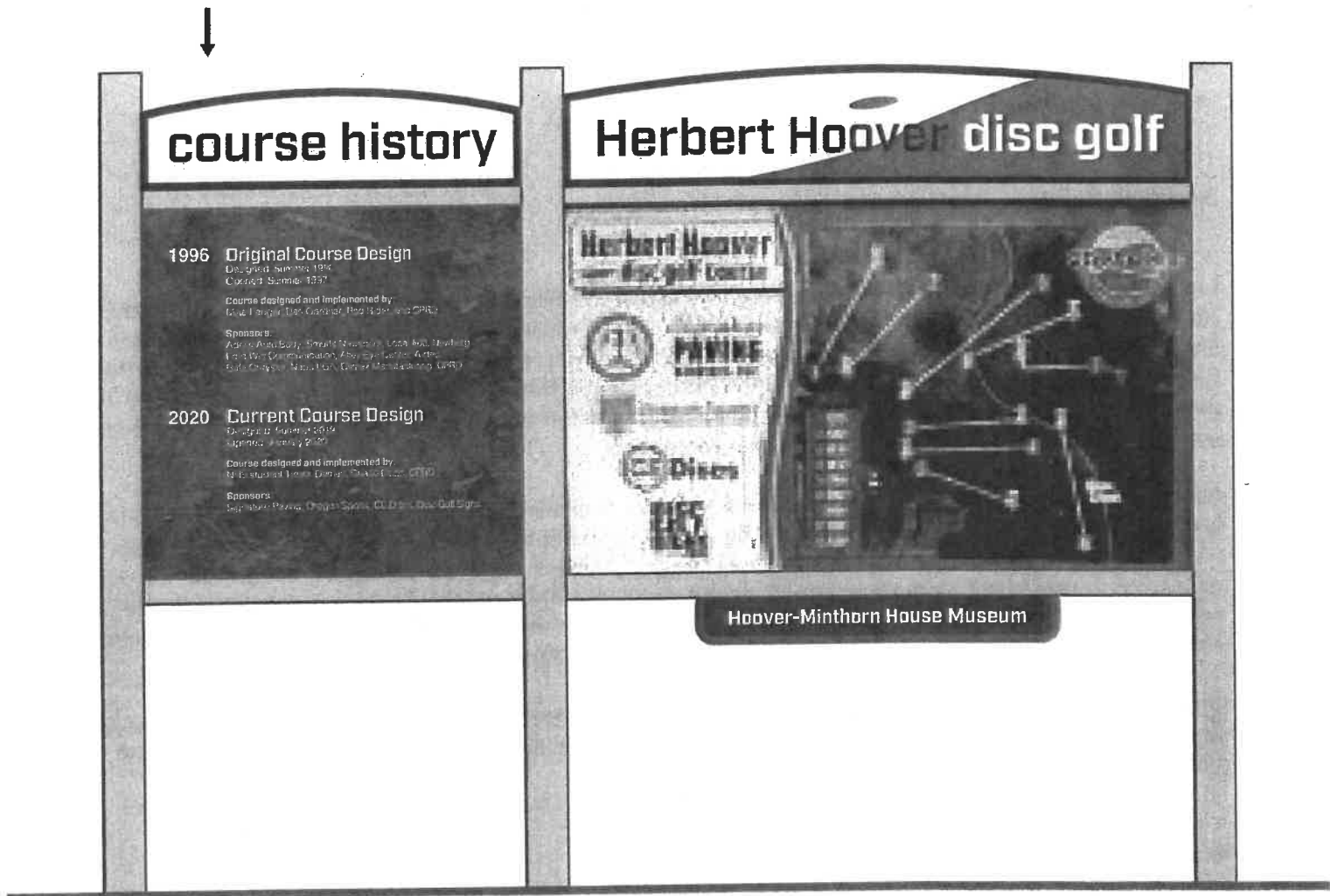
I attended the August 26th CPRD board meeting. During that meeting Lisa Rogers brought an item to the board's attention regarding a letter that had been received from an individual stating, in effect, that due to the decision by the Newberg School Board to remove the BLM and Pride flags from school classrooms and premises, this particular individual was going to cease attending the softball tournaments, their team would cease attending, and they were going to try to influence other teams to cease attending the softball tournaments as well. I was rather surprised when Lisa asked what should be done about this individual's threat.

Allow me to offer some perspective. If you allow individuals to influence you, through threats of boycott, to interfere in any way with the decisions of an entirely separate, duly elected board - especially when that board's decision was made after considerable public input and testimony, then you should resign your positions immediately. You were not elected to cave in and succumb to the first, or any, emotional threat of boycott because of political theatre. You were not elected to interfere with other duly elected boards within Newberg and their decisions under any guise. You were not elected to the CPRD board to engage in political theatre. Period.

CPRD has beautiful grounds, trails, parks, and activities. Please focus on maintaining and expanding those instead of worrying about coaches or individuals who threaten to boycott you. By giving in to them you are handing them power and influence they neither earned, nor should have.

Respectfully,

Steve Howard
(503) 806-0652



1996 Original Course Design

Designed: Summer 1996
Opened: Summer 1997

Course designed and implemented by:

Mike Fanger, Dan Gardner, Rod Rider, and CPRD

Sponsors:

Adel's Auto Body, Smurfit Newsprint, Local #60, Newberg
Ford, Wis Communication, Alley Eye Center, A-dec,
Bufo Chrysler, Naps LGA, Climax Manufacturing, CPRD

*Current information on course
history as of Sept. 9, 2021.*

2020 Current Course Design

Designed: Summer 2019
Opened: January 2020

Course designed and implemented by:

NHS student Trevor Doman, Chase Estep, CPRD

Sponsors:

Signature Paving, Oregon Sports, CE Discs, Disc Golf Signs

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

Call to Order

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

Staff Attendance

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

Public Attendance

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

Public Comment

None.

Approval of Minutes

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

Business

Alder Street Park

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

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

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

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

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

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

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

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

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

Sander Estate Park

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

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

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

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

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

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

- Water Feature Design: The Committee would like to see the concept design completed prior to improvements starting; including a drawing of the actual footprint on the concept plan as well as examples of the features to be included. Consideration should also be given to ensure that there are adequate tables and bench seating in the water feature area, which will be dependent upon the actual design configuration.
- Adding More Restrooms Near the Water Feature: The Committee suggested that a more expansive restroom facility be provided in the area of the storage facility as shown on page A101. It is envisioned that this will be a more heavily used area of the park. A more extensive water feature at the park along with covered shelter facility use for gatherings, exercise classes, etc., will require additional restrooms to accommodate that use. It was noted that the shelter facility may also be rentable space.

Additional Items of discussion included:

- Reception Hall: It was noted that this is the largest improvement on the plan. Bilka stressed the importance of the facility serving the local community. Creighton discussed that it is anticipated this rentable building space will likely be used for weddings, corporate outings, community services, performances, etc. He noted that the restrooms would also be available for public use. It was noted that the large sized kitchen space would be useful for cooking/canning classes; C.A. Daykin suggested this space could also be used as a green room for performances as well.
- Nature Play Area: Committee would like to see examples of the park features. It was suggested that a natural surface which holds up well to foot traffic would be preferred for the play area.
- Multi-Age Use Play Areas: Will there be areas of horseshoes, bocci ball or areas of tables with chess/checkers, etc.?
- Use of Existing Garage: It was suggested that this space could be used for storage or perhaps a tool library. Creighton noted that the garage would not be sufficient for a maker's space.
- Barn: It was strongly suggested that this space be available for public use and not for storage. Creighton noted that Jan Sander had indicated that she'd like to see the barn remain as it stands and unaltered. Committee members suggested that the barn could be utilized as part of the farmers market, for fall activities (serving cider), community movie nights (with concessions), holiday bazaars or even for a barn dance event. It was also suggested that a plaque could be provided at the barn location which provides property history.
- House: Creighton offered that the house may be used for some office space, a lending library, club meeting space or for seniors.
- Future programming/classes: Classes of interest to the local community including possibly a workshop on deer resistant gardening.

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

Other Business

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

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

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

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

Attest;

Jeannette Adlong, Chair

Rob Daykin
City Administrator/Recorder

Minutes
Chehalem Heritage Trails Advisory Committee
Inaugural Meeting
Hybrid on site and remote: CPRD Administration Office
125 S. Elliott Road, Newberg, OR 97132
5:30 p.m. Sept. 8, 2021

Present on site

Justin Patterson

Marty Peters

Bart Rierson, Board liaison

Cindy Riggs

Peter Siderius

Present remotely

Jill Bilka

Erin Chen

Quentin Comus

Michelle Colvin

Kristina Ernstrom

Allen Holstein

Kimberly Lanier

Lacy Mendoza

Jim McMaster - Board liaison

Bob Oleson

Erin Robinson

Excused

Matt Dophin

Lisa Jackson

Absent

Dustin Wolfe

I. Bart Rierson called the meeting to order 5:35 p.m.

II. Kat Ricker gave a brief overview of the committee's goals for this meeting - appointing positions and organizing.

III. Introductions

IV. Discussion of potential ways of organizing subcommittees - financing and grants, volunteer maintenance group, trails by location/park, visioning

V. Election of officers: Bart asked for volunteers for chairperson and secretary

Jill Bilka - Chairperson

Lacy Darling seconded Jill

Passed unanimously

Kristina Ernstrom nominated Erin Robinson

Peter Siderius seconded

Passed unanimously

VI. Meeting schedule - The committee agreed to meet at 6:00 p.m. on the second Wednesday of each month.

VII. Subcommittees - The committee discussed potential ideas and agreed to study what CPRD has now (CPRD website) and email ideas to Kat Ricker, then be prepared to commit to subcommittees at the October meeting.

Three tiers of approaches:

1. Conceptual - visioning, financing, grants

2. Volunteer maintenance group (trailkeepers)

3. Trails by location, park, or user type

(Bob & Crystal Rilee Park, Bypass Trail, Chehalem Mt., Dundee, wineries)

Jill Bilka advised the committee do its homework and discuss subcommittees at the October meeting.

Quentin Comus moved to table creation of subcommittees.

Second - Kristina

Passed unanimously

Marty Peters moved to form a listserve for committee communication

Second - Peter Siderius

Passed unanimously

Kat Ricker gave housekeeping notes: all communication, email, documentation, minutes are to be shared with CPRD (Kat and Board liaisons) for public record. Kat will post minutes to the trails committee webpage.

Adjourned at 6:35 p.m.

Next meeting will take place at 6 p.m. on Oct. 13, 2021.

