



Yamhill County Parks & Recreation Advisory Board – Meeting Minutes

Date: May 16, 2022

Time: 5:30pm-7:00pm

Location: Public Works Conference Room, Lafayette Avenue, McMinnville

Conference Phone: 503-474-5036

Attendance: Jim Culbert, Chair; Tim Duerfeldt; Rachel Flores, Steve Harloff; Neyssa Hays, Secretary; Bill Palotto, Vice Chair (via telephone)

Absent: Andy Mortensen; Marie Vicksta

Staff Attending: Mark Lago, Public Works Director, Travis Pease, Parks Manager

Introduction of new Parks Manager, Travis Pease

Staff Updates

- **FY 2022-23 Parks Budget Request** – Mark Lago explained specific line items on the proposed parks budget. His time covering parks has to be paid for from something other than the gas tax funds (which pays for Public Works). Revenue place holder for grants \$100,000; video lottery revenue \$20,000; Rogers Landing park fees. Total revenue of \$433,000 is expected. Work release discussion: people come out of the jail to work in the parks, but not very many people have been eligible for the program for a variety of reasons. The lack of funding from contracts is also putting us in a difficult position (no eligible inmates to work = not being able to sign contracts). Extra help = Park Rangers. Advertisement for them will be out in a couple of weeks. Looking at hiring fewer people for more hours, but the wage is low and there is concern that it will be difficult to fill the positions. Contract services are things we pay outside help to do. Often grant money is based on reimbursing after the funds are spent. Motor pool – 2/3 of motor pool goes to parks. Lafayette Locks improvements is being replaced by Ed Grenfell bridge improvement. The in-water work timeframe for this is July 15-Oct 15. Rogers Landing to be re-stripped with extra funds; cost estimate = \$8500; they're working on it now, using a company that has done it before which will save money in stencils and learning curve; completed before Memorial Day event. Ken Huffer added \$35,000 to the budget for parks maintenance. The Parks Board will need to review parks and suggest priorities. The BOC will approve the county budget in June.
- **Parks Master Planning Update** – \$100,000 has been added. Once the budget has been approved for this, the Parks Board will need to finalize a Scope of Work, then develop a Request for Proposals (RFP's) from potential contractors (why companies are the best for the job). Next year we can start looking for State planning grants as well.
- **Dayton Landing Boat ramp Improvement** – Securing permits is ongoing with no estimated timeline.
- **Ed Grenfell Restroom Construction** – Prefab structure installation is waiting for the rain to stop. Anticipated completion by July 1.

Old Business

- **Summer Puzzle Quest** – Discussion of whether or not we have time to get it done at this point. Rachel volunteered to put the passports together and translate them into Spanish. Deadline to get clues to Rachel is May 27th. Who is in charge of getting the passports to the vendors? Travis will let us know the funding available. Discussion of how to make the passport bilingual led to decision that we need to have an explanation of where the unscramble word comes from. First week of June – Board review draft passport; go to print Friday June 3rd. Last year we sold 260; ordered 600. Rachel will ask Copy Cats what the pricing tiers are.
- **Parks Social Media** (continuation of Feb 28 discussion) – Does Travis have access to social media? He's talking with Brenda Hopper about that. Can he delegate the task to a Parks Board member? Can Parks Board members legally have access to the sign in? Mark says yes. Rachel volunteered to spearhead the social media marketing and poke the Parks Board members for content.

New Business

- **Election of Board Officers** –
 - Jim willing to continue as Chair
 - Bill does not want to continue as Vice Chair
 - Neyssa is willing to continue as Secretary, but will miss two Board meetings this summer
 - Will vote on officers at next meeting
- **Wrex Cruse Park Status** – Lease from Cover Orchard Sanitary District as a park has expired. Board has been requested to recommend to the Board of Commissioners whether or not we want the lease re-issued. It 5 acres going up the hill from Hwy. 47 planted in Ponderosa Pine. There is no sewer tap available to build a restroom. Travis and Mark will bring history and county impressions to next meeting for further discussion.

Agenda for Next Meeting

- Review and Approval of February and May 2022 Board Minutes
- Election of Board Officers
- Wrex Cruse Park

Next meeting - June 27, 2022, 5:30-7:00 pm