

Yamhill County Parks & Recreation Advisory Board – Meeting Minutes



Date: Jun 27, 2022

Time: 5:30pm-7:00pm

Location: Public Works Conf. Rm., Lafayette Avenue, McMinnville

Conference Phone: 503-474-5036 (use must be requested in advance)

Present: Jim Culbert, Steve Harloff, Neyssa Hays, Bill Pallotto, Marie Vicksta (via phone)

Absent: Tim Duerfeldt, Rachel Flores, Andrew Mortenson

Staff: Travis Pease

Meeting started at 5:40pm with only 4 members in attendance, thus lacking a quorum.

Staff Updates

- **FY 2022-23 Parks Budget** - County Commissioners approved what was presented earlier; July 1 is fiscal start date.
- **Dayton Landing Boatramp Improvement** – Zion Consulting is still working on the joint application permit. Supposed to have received it last Friday, but there were new rules they weren't expecting. Now a stream functional assessment is also needed at an additional \$3800 cost. Completion now estimated in two weeks, but then 6+ months for outside review of application by multiple agencies. Still possible to have work started by this time next year. Confederated Tribes of Grand Ronde has asked for additional environmental studies. Travis is chasing multiple threads to get the project back on track, including contacting the City of Dayton once he has greater understanding of the project.
- **Ed Grenfell Restroom Construction** – Very challenging time with contractor (Jeff Carter). Voicemails and emails have been left but have not been returned. Carter is struggling to find an electrician. Main waterline is in, but not connected, requiring power to proceed.
- **Rogers Landing** – Will be updating communication components at pay station. Currently operates on maybe 3G, so at the end of the year it may no longer work. Also considering being able to pay for season passes. Going to make it card only (no cash) because nearly every malfunction is caused by cash. This week there were 8 cash transactions and over 200 card transactions. Having cash in the machine at all puts it at risk of being broken into. A sign plus website notices will be posted long before the machine goes to card only.
 - **Rogers Landing leases** - Travis spoke with County Counsel about the leases and they are looking at them now. Westrock is potentially interested in donating their property to the county, which adjoins the park to the south. This is a new development without many details yet.
 - **Dock inspection** – Was completed and everything looked pretty good, with the exception of a buildup of woody debris, etc. under the water, requiring divers to remove.
- **Park Rangers** - 5 applicants responded, 4 were contacted for interviews, only 3 people responded, and only one candidate was offered a position, but it was declined. Positions will remain open until filled offering \$16/hr. for 32 hrs. per week. Must be age 18+.

- **Crabtree Park** – Travis met with Chehalem Park and Recreation District (CPRD) staff to get the lease agreement updated and signed. CPRD is currently on month-to-month lease. The Hess Creek culvert needs to be repaired and a maintenance agreement signed with Knudsen Winery, who controls the right-of-way before an easement will be granted for access. Hess Creek is a salmon-bearing stream, so OR Fish and Wildlife needs to review and approve culvert work. A gun club uses the park for their access and needs to be included in these agreements.

Marie called in so that scheduled business could be transacted.

- Review and approval of February 2022 Board Minutes – unanimous approval.
- Review and approval of May 2022 Board Minutes – unanimous approval.

Old Business

- **Summer Puzzle Quest** – Start date is July 2nd. Passports should arrive any day now. Neyssa will deliver signs to Parks office tomorrow for Board pickup. Board to report what letter they post where. Cost of the passport: why are they \$5 when they cost us less than \$2 to print? We should be just breaking even. Bill motioned to charge \$2/per passport; Steve second. Unanimous agreement. The vendor's agreement was updated with this cost information. Jim will track passport distribution, income, and expenditures. It was mentioned that the county having a tax-exempt ID would help with the future solicitation of donations.
- **Election of Board Officers** – Unanimous vote to keep Jim Culbert as Chair, Bill Pallotto as Vice Chair, and Neyssa Hays as Secretary.
- **Wrex Cruse Park Status** – Lease as a park has expired. County Counsel needs to know if a new lease should be signed continuing this property as a county park. Discussion, but no decision. Steve will discuss this with Yamhelas Westsider Trail proponents and neighbors, and report back in July.

New Business

- **Parks Maintenance prioritization** – Travis has split the park system in half based on geographic location and what needs to be done at specific locations. In general, maintenance should focus on higher priority sites with higher visitation and facilities that can be reserved. Community work service crews aren't reliable. There was no other specific discussion on prioritization at this time.
 - **Charles Metsker** – Neyssa reported that Baker Creek now runs along a portion of the east side trail. This needs to be reviewed for possible trail relocation.

7:05 Meeting Adjourned

Next Meeting

July 18th 5:30 – 7:00 – It was suggested that the Board meet at Charles Metsker Park to review maintenance and trail needs there. Jim will send out an email requesting Board availability for this, or an alternative date instead.

Future Agenda Items

Wrex Cruse Park Status
Parks Social Media (continuation of Feb. 28th discussion)