

Yamhill County Parks & Recreation Advisory Board – Meeting Minutes



Date: May 17, 2023

Location: Public Works, Lafayette Avenue, McMinnville

Board Attendance: Jim Culbert, Chair; Neyssa Hays, Secretary; Carla Chambers; Glenn Cloyd; Christy Cooke; Mike Firestone; Celine Hall; Celine McCarthy; Rob Molzahn

Absent: Tim Duerfeldt (not excused)

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

Guests: Kit Johnston, BOC Liaison; Lesley Anderson; Kim Hamblin; Lia Harris; Amy Karshner; Amanda Mehlhoff; Susan Otcenas

A. Review Meeting Agenda – The planned interview with Board applicant Chuck Watson was cancelled because he withdrew his application due to a scheduling conflict with Wednesday Board meetings. The planned discussion on an Urban and Community Forestry Grant was changed to a general discussion on grants because staff Carrie Martin was unable to attend.

B. April 26, 2023 Draft Board Minutes – were unanimously approved without changes.

C. Staff Updates

- Pedestrian bridge at **Dayton Landing** is now being repaired, and they will be using the parking lot for staging equipment while still allowing for boat launches. It may take up to a year for these repairs to be completed.
- **Rogers Landing** – staff is working on clean up to get it ready for the permitted annual Memorial Day weekend boat races.
- Seasonal park ranger position posted this afternoon; full-time position still in process.
- Last weekend the programmable lock on the **Ed Grenfell** restroom door was removed from the inside. It will cost \$1900 to replace. Staff will be looking at options to prevent this from re-occurring.
- **Whiteson** property: Due to the press of business, a tour is now being looked at for August or September. Commissioner Johnston asked if the Monroe Landing can be

opened up for access in advance of this visit. Jim suggested it would take quite a bit of work as it is overgrown. There was a request to prepare a historical summary for all Board members prior to the tour. Jim will draft this.

- **Chair Update** - Steve Harloff has resigned. Commissioner Johnston would like to wait until applicants from the West Valley are interviewed, hopefully before the next parks Board meeting. Travis will contact them, and a separate interview meeting will be scheduled for the Parks Board who can attend.

D. Old Business

- **Summer Parks Quest**

The following distributors were identified to be provided with Passports. Each should also be provided with a flyer for advertising there:

- Amity Library: Mike
- Dayton Library: Kit or Glenn?
- McMinnville Library: Jim
- Newberg Library: Rob
- Sheridan Library: Mike
- Willamina Library: Mike
- Hopscotch and InCahoots: Jim
- Kraemers: Carla
- CPRD/Pool: Rob
- Mac Parks and Rec: Mike
- Carlton Corners: Neyssa
- T & E: Neyssa
- Glenn checking with Edwards Elementary
- Red Hills Market: Rob
- Carlton Pool: Carla
- Larson House: Neyssa
- Evergreen Museum Waves Park: Jim
- Signs were distributed. They need to be in place by May 27. Try to get them up high so people won't mess with them. Zip ties were provided to those who wanted them.
- Promotion: Carla presented a promotion plan for Facebook (FB)
 - Carla also noted that the county website needs to be updated. Travis said if we send what needs to be updated he'll send it to IT to do it. Carla volunteered to take care of it. Carla recommended that the passport online be separated into English and Spanish to facilitate printing

- Our goals this year are to get at least 400 completed returns and increase FB followers for this activity from 1400 to 1600
- Carla has been added as admin. of FB. She requested that Board members like and share things that are on the FB page. Also requested that the passports distributors be requested to do the same.
- June 11th: Start showing photos of parks
- July 4th: We'll promote the picnic sites
- County Fair Week: we'll really promote the fairgrounds
- Mid-summer: "beat the heat" by going to county parks with river access
- Late summer: remind people to get their passports finished and turned in for a chance to win prizes

- **Crabtree Park Update**

- Mark followed up with CPRD and has a copy of the draft plans for culvert replacement. He verified that half is rotted out at the bottom, and could fail at any time. He also verified the required replacement on Hess Creek, a fish bearing stream for winter cutthroat, could easily cost the estimate of \$203,000 (and this could be considerably higher as plans are finalized).
 - CPRD has spent \$38,000 figuring out the cost, getting permitting, and making the 15% design; CPRD is willing to pay 1/3 of the cost (\$67,000)
 - There is a rough draft of an access easement with the winery that includes the winery paying 50% of the costs of road maintenance.
 - Is the winery going to pay half of the replacement cost? Since the winery owns the land that the road and culvert are on, they could deny parks access if they have to fund the entire replacement cost. Travis will contact them.
 - The county would be in charge of the replacement project and any county funding would have to come from Public Works, which is currently not budgeted. Parks does not have the funding for this.
- County Counsel is looking for advice from the Parks Advisory Board. Further discussion points:
 - County Counsel indicates the property could be transferred or sold to CPRD. Ownership requires it to be maintained as a public park.
 - The county cannot afford to pay for culvert replacement right now, and also cannot afford to assume management of the park.
 - Installing a bridge instead would cost a minimum of \$600,000.
 - Travis noted that a park next to a gun club isn't a good mix. The park has event potential, but it would require improvements. The gun club and

nearby target shooting would interfere with some events.

- How much revenue does CPRD generate from this park? Staff will contact CPRD for this.
- If we sell it or donate it to CPRD, it still remains a park. What does it look like to the community if we sell it?
- Perhaps Greater Yamhill Watershed Council (GYWC) or some other organization could help us with finding funding.
- There are also other major maintenance needs in the park, including the west side of the loop road that is being impacted by Hess creek alongside it.
 - Action item: Staff will reach out the GYWC and Yamhill SWCD to see if there are good ideas there. Mark will talk with County Counsel. Travis will reach out to Knudsen Winery to see where they are.
- **Tykeson Road Property Donation** - Visit report: 30 acres and very remote with good water features (most seasons). Rob says it's a lovely piece of property. What would it require to maintain it as a public park as it is currently? How would we pay for upkeep? Owners might not be as open to it being a public park, but were thinking more about a conservation easement closed to the public. No Board action will be taken at this time.

E. New Business

- **Parks Board Officer Elections**
 - Chair – Jim volunteered to continue
 - Secretary - Neyssa volunteered to continue
 - Vice President - Nominations: Carla Chambers volunteered
 - Unanimous vote to approve these officers
- **Urban and Community Forestry Grant** applications due June 1 for:
 - Equitable access to trees and greenspaces
 - Broaden community engagement in urban forest planning
 - Improve forest resilience
 - 100% matching funds would be difficult to find right now, although Commissioner Johnston suggested the \$100,00 available for parks master planning might be used.
 - Jim noted that we've asked for years whether or not we as a Board could look into grants and begin the grant writing process.
 - We need the parks master plan completed before we can compete well for grants.
 - Travis will talk with Mark and Kit about grants.

- **Social Media** – Nextdoor and Instagram Accounts: Who will open the account? The accounts should be “no comments” allowed. No one can post unless they have administrative access.

7:02pm Meeting Adjourned

Note: Next Parks Board Meeting is scheduled for Wednesday, June 14. Proposed agenda items include presentation by Susan Muir on the McMinnville parks planning, Carrie Martin on grants, and recommendations to the BOC on parks applicants.