



Yamhill County Parks & Recreation Board Meeting Minutes

Date: January 24, 2022

Time: 5:30pm-7:00pm

Location: Microsoft Teams Videoconference

Present: Jim Culbert; Rachel Flores; Steve Harloff; Neyssa Hays; Andrew Mortensen; Bill Pallotto; Marie Vicksta

Absent: Tim Duerfeldt

County Staff: Jessica Beach (Corrections Director); Ken Huffer (Co. Administrator); Mark Lago (Public Works Director); Lindsay Burschauer (Co. Commissioner)

Guests: Carol Foley, Friends of Yamhelas Westsider Trail; Morgan Will, Stafford Land Company

Meeting called to order at 5:35 pm

New Business - (Links to referenced attachments are at the end).

Chehalem Parks and Recreation District (CPRD) Recreation and Trails Survey - Carol Foley shared some of the findings from this survey in Yamhill County conducted in July 2021 by Nelson Research regarding the Yamhelas Westsider Trail. 46% of respondents had heard about the trail, 52% had not, and 2% were not sure. When asked, 64% supported development of the trail, 16% were opposed, and 20% were not sure. After hearing more information about the trails' proposed benefits and also the concerns that have been raised, support increased to 70%, opposition increased to 23%, and 8% were still unsure. Carol also presented supporting information for building the trail. (Her presentation slides and the survey's executive summary are linked below.)

Commissioner Burschauer asked about the cost of the trail and why that wasn't included in the survey, claiming that the trail costs would be similar to lightrail development in this transportation corridor. Andrew Mortensen noted that the purpose of the Oregon Department of Transportation (ODOT) planning grant for the trail, which Commissioner Burschauer voted to terminate before completion, was to determine how much the trail was going to cost, and that one couldn't compare this trail to lightrail. Jim Culbert noted that the CPRD survey wasn't designed to determine the cost of any specific projects, rather it was intended to gauge support for recreation and trails in Yamhill County generally.

Andrew also noted that the initial survey question about the relative adequacy of parks, trails, and byways in the county indicated that, while 49% stated that they were very or somewhat adequate, 33% said that they were inadequate or very inadequate, and the remaining 18% were unsure. The logical followup question should be determining more specifically what is lacking, and doing so should be part of the proposed county parks master plan.

Stafford Land Company Parcel – Morgan Will presented us with background on two land parcels totaling 25.4 acres that they would like to donate to the county. (A map of these parcels is linked, below.) Stafford buys land and develops it. Nearly 10 years ago they purchased some land now designated as Baker Creek North that had been planned for development in the late 1990's. The two parcels, designated Tax Lots 900 and 1400, cannot be developed because they are wetlands that include Baker Creek. There are also some water rights associated with these parcels. Adjacent to the south is a subdivision being constructed, as well as a 15 acre parcel Stafford donated to McMinnville for a nature park. This future city park includes a pond, and there

are plans for a trail that will link the subdivision to the park, and eventually be extended east to Rotary Tice Park. The city park will not have a parking lot for public access. The only access would be via the trail from the nearby neighborhoods. Across Baker Creek Road to the south, there would be a connection to the city's west side "powerline" trail.

Board questions resulted in the following additional information. Tax Lot 900 is about half outside (zoned EF80) and half inside the city urban growth boundary (UGB), and Tax Lot 1400 is entirely within the UGB. Stafford did not perform a wetland delineation, and development is restricted to the bluffs outside wetlands. These two parcels were offered to the Yamhill Soil and Water Conservation District, which declined because there is no funding associated with the donation that would be needed for future management. They were also offered to McMinnville, which also declined because the two parcels cannot be developed as parks because they are wetlands. If county does not accept this donation of the land, Stafford will offer these parcels for sale to adjacent farm owners to the north. Stafford would not be interested in helping the county fund development of the parcels. Due to meeting time restrictions, the meeting progressed to other agenda items without any Board discussion or recommendation on this offer.

Parks Manager Recruitment – Ken Huffer presented an update to the Board. Ben Much resigned for personal reasons and moved to Texas. Ken was Parks Manager for 9 years until 2014. There have been three people in the position since then. The position has been funded with responsibilities half in parks and half by Corrections as work crew manager. The position was placed in Corrections so that the parks could be cared for inexpensively by work crews while giving inmates opportunities for restorative justice. Due to the pandemic and changes in legislation on what inmates are allowed to do, the size and scope of the work crews has significantly diminished. This is an opportune time to restructure the Parks Manager position to have more of it be focused on parks (90% is currently proposed). It also makes more sense to move the parks staff to Public Works.

Board questions resulted in the following additional information. The new Parks Manager will have access to maintenance supervisors and work crews. Right now, the two supervisors have 1.5 Full Time Equivalents (FTEs) funded for work crew and 0.5 for parks. This will increase to 2 FTE and their work will shift to day to day maintenance of the parks (with the work crews). Their positions will be less focused on fulfillment of work crew contracts for other organizations. The budget might still include seasonal park rangers. The recruitment advertisement will be submitted to Human Resources soon, and should be advertised the week of Jan 31-Feb 4 for a period of three weeks, unless there are insufficient applicants.

Dayton Boat Ramp Improvements – Ken Huffer provided this update. He has met with the city of Dayton and has asked Carrie Martin, Grants and Special Projects, to oversee the process in the interim until a Parks Manager is hired. Jim noted that he talked to the outside consultant, and that the State Marine Board's revised design is completed. The next step is to apply to the State Lands Dept. and Corps of Engineers for development permits. This could take up to six months. Once permits are issued, a request for proposals for development and a grant request to the State Marine Board can be both issued.

FY 2022-23 Parks Budget Request – Board and Staff discussed strategies for requesting funding for parks master planning. Ken and Jessica are working on preliminary numbers. Jim noted that, according to Ben, parks previously had some funds reserved for this but those funds were utilized for higher priorities, supposedly in 2020. Based on Andrew's review of past state grants for county parks master planning, it might cost \$80,000 overall, with a 50% county matching requirement. Thus, \$40,000 would be need to be funded by the county. Ken believes that System Development Charge funding on hand could be used for planning, but this is contrary to Parks historical understanding that these funds could only be used for capital development. Other possible funding sources could be Possible 1081 funds or ARPA funding available for pandemic-related revenue replacement, should the reallocation of reserved funding be documented. Ken suggested a better project cost estimated would be helpful, and that a Request for Proposals (RFP) would help. It might be required anyway, depending on project size. It was noted that the Scope of Work draft document we have might help with a RFP once it is edited and tightened up more. Ken will have a discussion with the County Counsel and Jessica to confirm what route would be most beneficial. It was also noted that we might be able to get initial work done on a pro-bono basis via urban planning programs at universities. Ultimately, the Board

needs to make a request for this funding to the county Budget Committee by the first week in May.

At this point it was nearly 7:00 pm. The October 2021 Board Minutes were then unanimously approved.

The Board then returned to the Stafford property donation topic, asking if the county has looked at what the costs would be for developing that property. In actuality, only county Parks and county Counsel have been approached so far about this proposal. Mark noted that the metal pedestrian bridge that is stored at the corner of Baker Creek Road and Hill Road North will be moved to Deer Creek permanently. The parking area adjacent to the west of the parcels being donated belongs to Public Works and is used as a sand and rock staging area and they have no plans for moving it. The county has not been given any timeline for deciding on the donation. The Board decided to set up another meeting for further discussion and a vote on this donation.

No other agenda items were addressed.

7:09 pm The meeting was adjourned by unanimous agreement.

Future Agenda Items

Staffors Land Donation

Parks Master Planning Scope of Work

Deer Creek Prairie Park Interpretive Signage

Deer Creek Prairie Park Road Bridge Replacement

Parks Social Media

Including Videoconference links on future Board agendas

Next Meeting: TBA

Attachments: (Note: Attachments need to be linked)

[CPRD Recreation Survey Presentation Slides](#)

[CPRD Recreation Survey Executive Summary](#)

[Stafford Land Parcel Map of Tax Lots 900 and 1400](#)