



## Parks Committee / Tree Board Meeting Minutes – July 12, 2016

**Committee Members Present:** Ronn Passmore, Gary Heintzman, Kathleen Koch, Thad Nelson, Greg Nervino and Rod Sell

**Council Advisory Member Present:** Council President Bob Elliott

**Staff Members Present:** Maintenance Services Director Jason Williams, Maintenance Services Supervisor Frank Frenzel and Development Services Technician Tammy Dickey

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**Call to Order:** Vice Chair Heintzman called the meeting to order at 5:15 p.m. in the Santiam Travel Station. Sally Skaggs was absent [Ronn Passmore and Greg Nervino arrived late].

**Approval of Minutes:** *Nelson moved, Sell seconded, to approve the April 12, 2016 Regular Meeting Minutes as presented. The motion passed unanimously.*

**Public Comments:**

Jim McKinnon asked if he could do a general survey about who is using Cheadle Lake Park. It would include dates/times, number of people per day, whether they are in wheelchairs or brought pets, and kinds of use (boating, fishing, biking, jogging, bathroom break or other). This information may also be of interest to the Parks Committee/Tree Board. Williams stated that this would be a nice opportunity to receive feedback from the public. Sell added that this information would be helpful in applying for trails grants.

Mr. McKinnon confirmed for Nelson that he plans to sample on weekdays and weekends. There was discussion about the construction affecting use of the park. Someone mentioned that it would be interesting to see how much the park was used during construction and whether the improvements increased usage. Responding to Maintenance Services Director Williams' question, Mr. McKinnon indicated that his initial thoughts are to survey about four times per year.

Sell commented that it would also be nice to know how far people travel to the park. He shared that Mr. McKinnon is a Cheadle Lake Adopt-a-Park volunteer so is very familiar and would be the best candidate to do a survey.

Mr. McKinnon answered for Koch that special events would not be included because the surge of people would be out of the norm.

There was a brief discussion about the content of the survey. Williams stated that the committee and Mr. McKinnon could work on the questions.

*There was consensus to endorse Mr. McKinnon's Cheadle Lake Park usage survey proposal.*

## Old Business:

**River Park Grant Project Status Update** – Williams shared that the restrooms are in; the concrete pad will be poured after the shelter is finalized. In the next weeks, all of the trail backfill will be complete with seeding, bollard placement and barriers put in. In response to Sell's question, Williams stated that the pad will be 10 feet surrounding the shelter and will tie into the concrete for the bathroom.

**Clarification of Existing Parks Master Plan Project** – Williams asked that this item be tabled until winter but continue to keep it on the agenda until then. Sell asked whether funding for a 2017 Parks Master Plan revision was going to be looked at or whether Williams was first going to review it. Williams said that he plans to organize the priorities to come up with a document that can be managed more effectively. The committee acknowledged that a full-scale revision was not needed. He would like this group, along with public involvement, to try to come up with a better document.

Nelson thought that it should be put on the next agenda to work toward that plan. Williams said that he would provide an update at every meeting. Sell stated that his interest in getting an update approved by Council is that, for grant applications, it would make it easier to defend.

**Oregon Parks & Rec Grant Submittal for Christopher Columbus Park Playground Equipment** – Williams shared that Oregon Parks & Rec approved moving forward to the National Parks Service. Once it reaches this status, the likelihood of being denied is low. We should hear back in August; a limited use notice to proceed will allow the City to do work that needs to be done during the summer so that it can be opened next spring. Because there was extra funding in the grant, Oregon Parks & Rec asked that the City take care of the basketball court surfacing. In response to Sell's question, Williams stated that the entire field will be turfed.

**Ownership of Cheadle Lake Foundation Property** – Williams has been meeting with City Manager Marks and Engineering Services Director Whitlatch to develop an operational plan before it is presented to Council. The difficulty will be in managing the park and organizing the events.

Sell expressed concern about maintenance and asked about the possibility for more parks funding to staff what will be the City's largest park. Williams agreed that there must be more funding for this to work. Williams and Sell spoke about how hard Board members and volunteers work but it is not sustainable in the long run.

**Arbor Day Celebration Event Update** – Williams shared that the Arbor Day Celebration was well-attended.

## New Business:

**Committee/Board Appointment Recommendations** – Williams asked that this be tabled. Sell asked to see the third applicant's information prior to the next meeting to see what they have to offer the committee.

**Parks Friends Program** – Williams has not yet had a chance to meet with Mark Staneart about this program so this item was tabled to October.

**Street Tree Selection/Trimming** – Williams reported that because of the unsightly downtown tree topping, the City invited a certified arborist to do an inventory of trees. He distributed the arborist's report listing concerns and recommendations, which include replacing some of the street trees, so he would like to budget for those replacements to prevent further damage to the facilities around the trees.

Williams confirmed for Nelson that the report includes information about how to trim the remaining trees correctly; the arborist has also offered to come back when the trees are pruned. Sell stated that the committee recommending moving forward with this is a good way to contribute to the downtown improvements.

*Sell moved, Koch seconded, that the Parks Committee/Tree Boards recommends that staff move forward with the arborist's report recommendations and budget as needed to make it happen. The motion passed unanimously.*

Williams confirmed for Koch that all of the recommended trees meet ODOT standards. Williams and Sell added that the City's Street Trees Plan is more restrictive.

*Sell moved, Koch seconded, that the Parks Committee/Tree Board recommends accepting the arborist's recommendation and having staff amend the Street Trees Plan by adding those specified trees as stated in the report. Those trees not appropriate should also be removed from the Street Trees Plan. The motion passed unanimously.*

### Committee Member Comments Concerning Parks and/or Trees

Sell shared that the Recreational Trails Program application to extend the west river trail from the paved section at Riverview Park to River Road was approved for \$103,000. Many things had to be done by the City to make this fairly complicated project happen. BLT also received a \$5,000 grant match from the Lebanon Tourism Committee for this project. Williams confirmed that the City owns Riverview Park.

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Sell reported that BLT paid the City about \$13,800 for paving and is happy to be able to provide some funding in this great partnership. He thanked Williams, his staff, and especially Nelson for all of his hard work on their most difficult project since 2005. Nelson stated that they have tried to get community involvement where possible – the Lebanon Hospital Foundation donated \$3,000 and the Rotary Club planted trees and put in benches. BLT has told the City of their plan to pay two-thirds of the materials cost for a portion of trail that has no grant funding involved. The only piece that has to be completed is the actual railroad crossing, which should happen fairly soon. There was discussion about the portion of trail through the City of Albany property and other additions to the trail.

[Ronn Passmore joined the meeting.]

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Williams agreed to meet with Sell to discuss upcoming projects since it will soon be grant season.

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Williams announced that the Optimist Club will be finishing up with the Academy Square gazebo sidewalk ramp and steps. The City will then complete the project and have a grand opening celebration sometime around Labor Day. Koch shared concerns about supervision of the area and asked if there will be cameras. Williams stated that there will be night lighting but no cameras at this time due to budget constraints. Nelson stated that he does not feel it will be an issue like Ralston Park because of its location and openness. Sell added that neighbors watching the park is probably the best defense. Williams said that staff has been working with the Police Department to take care of problems in the parks. Sell stated that he does not believe the gazebo area is represented in the Parks Master Plan but if the City is looking for assistance to finish the paved walkways, it should be a small and easy grant application.

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Koch shared that cedars of Lebanon are still available; it would be fun to try to grow a few of them. Nelson stated that BLT could plant and water them if she can get the trees.

Nelson asked about approaching Albany about clearing their property adjacent to River Park because of the homeless problem. Williams stated that Albany has to clean up the area; there should no longer be a problem once it is cleared. Sell and Nelson spoke about different options for BLT's plan for a trail from River Park to the Marks Slough trail.

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*Sell moved, Koch seconded, to move to reopen the discussion about the Committee/Board appointment recommendations since Passmore arrived. The motion passed unanimously.*

[Greg Nervino joined the meeting.]

Passmore stated that he has not seen the third application for the Parks Committee/Tree Board vacancy. Sell reiterated that he would like to look at this because the candidate may be of benefit to the committee.

*Nelson moved, Sell seconded, that this item be tabled until the next meeting. The motion passed unanimously.*

**Next Meeting:**

The committee called a noon meeting on August 24<sup>th</sup> to discuss filling committee vacancies, Cheadle Lake ownership and the Park Friends program. The next regularly scheduled meeting will be held on October 11, 2016.

**Adjourn:** Vice Chair Heintzman adjourned the meeting at 6:32 p.m.

*Respectfully submitted by: Tammy Dickey, Development Services Technician, and Donna Trippett, Administrative Assistant*