Time: 5:30-7:00pm

Location: Public Works, Lafayette Avenue, McMinnville

Conference Phone: 503-474-5036 (Videoconferencing is available upon request a minimum of 24 hours in advance so that any technical difficulties can be worked out beforehand.)

Board Attendance: Jim Culbert, Chair; Carla Chambers, Vice Chair; Neyssa Hays, Secretary; Christy Cooke; Glen Cloyd; Amanda Mehlhoff; Mike Firestone; Robert Molzahn; Celine McCarthy; Celine Hall; Tim Duerfeldt; Casey

Absent: Omega

Staff: Travis, Mark

Planned Board Absences and (Proxies Assigned):

Planned Visitors: Kit Johnston, BOC liaison; Nick Chasuk, YSWCD

5:29

A. Review Meeting Agenda unanimous approval

B. Approve Mar. 20 Board Minutes: Tim Unanimous approval

C. Staff Updates

Updating parks codes working with county counsel. Will have a draft for us before the May meeting, so we can discuss and make decisions at that meeting

D. Chair Updates

Jim discovered that we have an 18th property: Judge Renee Park; 5.83 acres, with the west half dedicated to equestrian purposes. Hwy 219 and Mountaintop.

Carla attended the McMinnville water recreation public meeting and brought us a survey from them. Shared four maps: historic, current, potential access sites. Discussed partnerships. Relevance to the parks board: signage is a priority in your parks. 28 people attended. Mike also attended; found the meeting to be informative. Mike asked about interactions with private landowners and ensuring that people who live along the rivers are
involved in the discussion. Mike felt that they were open to making sure all stakeholders were being listened to. Travis had a follow up meeting and they stressed that the maps are not in any way definitive, but that they are in the information collection phase, and that it is key and important to the organizers that they hear the neighboring landowners. The Dayton meeting had the best attendance.

E. Committee Reports - Parks Promotion Committee Update (from Apr. 11):

- Summer Puzzle Quest Summer Parks Quest: Amanda and Omega have done a great job of keeping the project humming along. Utilizing the schools and local publications and county website. Amanda’s daughter gave us a list of great potential prizes.

- Social Media: Casey’s been working on SM. He and Travis are making a plan for how to start an Instagram. Committee told Casey to go ahead and make posts he feels good about and to check with Travis is he’s unsure.

- County Fair Booth Organizing: Going well. Travis is trying to get parks advisory board volunteers tickets in exchange for working the booth. Celine Hall presented a darling bird house that her husband made that we could raffle off at the fair booth. Members agreed it was a good idea.

- West Valley Outreach:

- Next meeting: May 9th at 8:30.

F. Old Business

- Parks Master Planning RFP: Mark believes what we were given is a very detailed document. They do want to remove most of the references to trails connecting the parks since that doesn’t exist and we don’t have the ability to create them. Mark and Travis are requesting feedback from the parks advisory board members on what we think they should include or remove. Carla asked who the project team is; Travis said at this point it is Mark and Travis, but that they haven’t talked about that. They will make those decisions once the BOC has approved the document and made a partnership. Jim asked if recreation was going to be addressed, and Travis said that he doesn’t see us ever having the capacity to have recreational programs in our parks. Mike brought up river access as recreational activities. Travis noted that the difference is that with recreational programs, the parks staff the program. It was agreed that the question might be answered by information from surveys.

  - When do they think the work will begin? Mark said their intent is to have it all
wrapped up by the end of May, but it depends on the BOC.

- Discuss rules of planning commission: this will depend on zoning. They will likely also be brought in if

- 1.2 Carla: concept of site tours, she thought they were going to help us prioritize the top five. Travis noted that they need to see all of them in order to make those decisions.

- 2.1

- 2.2 Jim: your visitation data: is there an ability to get more information on various types of visitation days? Mark noted that the summer intern is going to help us get that.

- 2.3 GIS data: Mark stated that we don’t have a lot of GIS data available for the parks. Mike noted that most of our parks properties are very small, and it’s unlikely that GIS will give very much information. Regional Parks designations: Mike noted that some of the parks are historically significant. Travis noted that we will be working on classifying the parks. Guide county staff in data collection: Carla asked if parks board members could help with that (for instance, could we go out and count benches and tables). Travis said they will develop the metrics and let us know.

- 2.4 Parks walkable within 10 minutes for most people: this doesn’t apply to our parks. It’s more for an urban and suburban measure. It is likely to be removed from the final, but Travis and Mark wanted to leave it for now to generate this discussion.

- 2.5 Management and Operations Management Assessment: Jim asked how Travis and Mark think about this. Travis stated that this is a very important part of the planning process. Carla asked about the standards and how it’s determined. Travis stated that there are state and federal standards they’ll be following.

- 2.6 Funding: exploring sustainable funding methods. No comments

- 2.7 Condition and Quality assessment: No comments

- 3: Community outreach and engagement
  - 3.1 CE Plan and communication framework
    - Jim asked if we could have a useful survey to use at county fair. Travis stated that the survey will follow the focus group meetings,
but they will help us generate pop-up event materials before the fair.

- 3.2 Focus group interviews: this will be a conglomerate of stakeholders and will be facilitated virtually. Jim recommended that the groups be decided on based on location (West Valley, McMinnville, Newberg, North Valley, etc).

- 3.3 Online community survey: parks board will be useful for getting the survey into the public hands.

- 3.4 Pop-up events materials: no comments

- 3.5 Planning commission, PAB, and BOC meetings: Comments were on whether or not the meetings should be separate or together

  ▪ Phase 4

  - 4.1 Master plan vision and goals – no comment
  - 4.2 Framework plan diagram – no comment
  - 4.3 Recommended project and strategies matrix – Jim wondered if we really need a workshop for implementation. Neyssa noted we need to know how they define a workshop.
  - 4.4 – Draft financial planning and CIP projects - no comments
  - 4.5 – Funding strategies: looks at history of parks funding to help determine future funding

  ▪ Phase 5 Plan creation and adoption –

  - 5.1 Plan and policy framework – no comment
  - 5.2 no comment
  - 5.3 no comment

  ▪ Add services: Project branding and website content

  - Unanimous decision was that we don’t have the funds to spend on this

  ▪ Add services: Trail connectivity mapping

  - Unnecessary
▪ Add service: benchmark assessment

▪ Add service: acquisitions mapping and assessment
  • This would be expensive, but it could be useful in the future
  • We currently have parks that need to be fully developed before we consider more parks properties
  • Neyssa noted that we have not had an increase in parks properties since 1978 when the population of Yamhill County was half what it is now

▪ Add service: site concept plan to focus on potential development or changes to existing parks: Christy Cooke stated that this would be a good addition. Kit replied that we need to be keeping the costs of the parks down. Neyssa said that without a concept plan for existing parks, we’re creating a master plan that is just about what repairs need to be made for the next ten to twenty years. Kit agreed we need a vision.

▪ Add service: tribal engagement
  • We all agreed that this would be useful

▪ Add service: additional focus group – no one supported this
  
  o How do we pay for the plan (~$157,000):
    ▪ We have $100,000 allocated ($40,000 we’ve had for a long time for the master plan; $60,000 additional that BOC approved two years ago)
    ▪ Parks SDC’s (systems development charges) funds that could help us pay for the remainder of the plan, but it is very little money (~$60,000). It generally gets used to pay for improvements and repairs.

G. New Business

• Proposed Bylaws Revisions – forwarded to May board meeting due to time constraints

• Capital Improvement Project Update for FY 2024-2025 – Jim sent the 2020 CIP to the board members to consider, and is asking for an updated list. This would help with the budget process.
  
  o Since 2020: Ed Grenfell project was completed and Metsker park received a new bridge. (the conversation was swirling too much for me to put down the rest of
Upcoming Calendar Items

May 15, 2024 - Parks Board Meeting & Officer Elections
   Other agenda items: proposed bylaw revisions; budget;

May 25 - Sept. 2, 2024 - Summer Puzzle Quest
June meeting will need to be rescheduled due to it landing on Juneteenth.

Jul. 31 - Aug 3, 2024 - Yamhill County Fair

6:55 pm Tim moved to adjourn; Christy seconded – unanimous approval

Attachments

Mar. 20 Parks Board Minutes
Proposed Board Bylaws Revisions
FY 2021-22 CIP List