Yamhill County Parks & Recreation Advisory Board – Meeting Minutes

Date: May 15, 2024

Time: 5:30-7:00pm

Location: Public Works, Lafayette Avenue, McMinnville

Planned Board Absences (Proxy): Tim Duerfeldt; Casey Heesacker (Mike Firestone); Christy Cooke (Glenn Cloyd)

Board Attendance: Jim Culbert, Chair; Carla Chambers, Vice Chair; Neyssa Hays, Secretary; Glenn Cloyd; Amanda Mehlhoff; Celine McCarthy; Celine Hall; Robert Molzahn; Omega Rodela Garces; Mike Firestone

Staff: Travis Pease (Parks Manager); Mark Lago (Public Works Director)

Visitors: Commissioner Kit Johnston, Parks Liaison

Meeting called to order: 5:30 pm

A. Review Meeting Agenda - Added review of proposed Volunteer hours tracking process and form

B. Approve Apr. 17 Board Minutes – Robert noted a misspelling of unanimous. Motion to approve with correction: Robert. Seconded by Celine Hall. Unanimous approval

C. Staff Updates

- Full time and part time positions posted; close May 22nd
- Reservations now open; already have 16 on the books
  - Lafayette Locks reservations increasing
- Illegal dumping increases this time of year, which increases the costs
  - Menefee had car parts left there last week
  - Lafayette Locks – recently someone burned two of the plastic garbage cans completely to the ground. Metal cans are much more expensive, but they last a lot longer. 55 gallon drums are too big.
- Omega reached out to Forest Service about the Emerald Ash Borer Beetle. They are happy to come out to discuss it with us, so we just need to decide on a date. Omega recommends we have it right after the fiscal year.
- Travis is meeting with Oregon Marine Board next Tuesday to discuss Dayton Landing and Monroe Landing

D. Chair Updates
• **April 26th** - News Register commentary by a Newberg Resident sharing his opinion on the future improvements to county parks. Jim provided rebuttal of some of this online.

• **May 7th** News Register article on Commissioner Johnston’s future view of parks that had some confusing and incorrect information. Jim made corrections and clarifications online.

• **Opening up Yamhill River at Lafayette Locks** - Jim is contacting agency officials to see if there’s something that can be done to the residual dam or lock to allow recreational boat passage upriver. As part of his contacts, he obtained a copy of the National Historical Registration application, which will be valuable. It has been posted to our Google Drive archive.

**E. Committee Reports -**

Parks Improvement Committee (from May 9) –

• Parks Quest: Booklet is printed and is available for printing on the main county website: [https://www.yamhillcounty.gov](https://www.yamhillcounty.gov) by clicking on the box Summer Parks Quest 2024 and on the Yamhill County Parks page. It is also listed in city McMinnville’s Summer Fun Booklet and the McMinnville’s quarterly catalog. Graphic designer Gwen Dimmitt donated her time to create the graphics for the book, valued at $1500.

• Five local school districts and CPRD are helping to promote Parks Quest via their newsletters or social media.
  
  o Committee would like to get the prizes donated this year. Amanda’s 11 year old daughter created a list of potential prizes.
  
  o Outdoor Education Adventures added a day of camp as a prize for a No-School Adventure day.
  
  o Volunteers for creating the prize drawing kits agreed to by the board:
    
    ▪ Kit - Bee Kit
    
    ▪ Celine Hall - bird package, which will include the OEA no-school day camp
    
    ▪ Neyssa - Star Gazer package

• Travis is working on creating a relationship with the Confederated Tribes of Grand Ronde regarding Deer Creek vegetation management plan.

• Casey Heesacker is working with the volunteer Sheridan Fire Department regarding Deer Creek improvements.

• Festivals around the county: many occur in June or mid-July, which will make it difficult to have any information about the Master Plan. However, the appropriate Park Liaisons were asked to ensure posters were placed at the following events:
  
  • Celine M: Carlton Fun Days June 21-22
  
  • Celine M: Yamhill Derby Days July 19-20 (placed in the OEA booth)
  
  • Celine H: Newberg Old Fashioned Festival: July 25-28
• Amanda, Omega or Casey: Sheridan Hometown Days: June 15, Willamina 4th of July
• Jim: Lafayette 4th of July picnic
• Kit: Dayton Friday nights, any Friday from June 28 to August 30.
• Mark displayed a very large vinyl sticker that they made in-house. We'll use it to create materials that we can hand out
• Waiting to hear about Instagram page, Travis to speak with Ken Huffer
• Idea for encouraging interaction: put a QR code on signs in parks that have internet access that would link to an informational page about the parks. The page could include videos.
• Next committee meeting July 11th

F. Old Business

• Parks Master Plan Update
  o Mark is working with DesignWorkshop on the final agreements, then it will go to the Board of Commissioners for approval near end of May.
    ▪ Travis and Mark took our recommendations to them and the budget came down a little bit, but not as much as we were hoping
    ▪ They made some changes to better suit our rural parks system
  o Mark doesn’t think there will be too many questions from the BOC
  o Kickoff meeting with consultant could be in mid-June.

• County Fair Booth Organizing – list of things to do at the booth:
  o Hang a county Parks banner
  o Pass out our old parks brochures, and maybe some parks-related bling
  o Conduct a public survey on parks if useful information is desired at that time.
  o We will be meeting with DesignWorkshop before the fair regarding the Master Plan. We should have some materials from them before the fair. Most people will give us maybe 10-30 seconds at our booth.
  o There will be a raffle for the bird condominium, built and contributed by Celine Hall's husband. Can we do a raffle for a prize? Kit will look into the legalities of it.
  o Mike is going to talk with the fair manager about logistics (when will we have access, is there somewhere we can stash things overnight, etc.)

• Summer Parks Quest – Signs were passed to the volunteers and brochures have arrived
  Posters are available for shop windows, and Board members were asked to help distribute them. The five signs for the five parks were also given to the appropriate Board members.
G. New Business

- Board Officer Elections
  - Chair – Jim volunteered to continue
  - Vice Chair – Carla volunteered to continue
  - Secretary – Neyssa volunteered to continue
  - Mike Firestone moved that we continue in our roles. Robert seconded. Unanimous approval

- Review FY 2024-2025 Proposed Parks Division Budget
  - Budget was sent in an email as an attachment prior to the meeting
  - The General Fund allocation for parks increased 2.74% 2.7% increase.
  - We currently have $135,000 for the Parks master Plan; Ken Huffer said he’ll figure out how to come up with the last $20,000
  - Marine Board is now paying bi-annually
  - Other state grants is a place holder just in case we get some grants
  - State parks grant comes from state parks RV registrations. Counties with campgrounds get a lot more money than those without. Carla asked how the state funds are allocated to the counties, by population, by acreage or something else; Travis didn’t know.
  - Expenses:
    - “Extra Help” is the summer Park Rangers
    - “Park supplies” are for day-to-day materials and supplies
    - “Contract services”: tree work, chem cans, water quality tests. Carla noted a big jump in the budget for this line item. Mark stated it was due to a bigger beginning balance, which was funds not used in the previous year
    - “Other state grants expenses” – is the equivalent placeholder from the revenue portion of the budget.
    - “Park events” - Parks Quest and other events we might do for outreach
    - “Capital Improvements” – until the Master Plan is finished, these are just repairs that need to be done. Jim suggested ensuring these Capital Improvements are reflected in our Capital Improvement Plan.

- Review Proposed Board Bylaws Revisions – the revision proposals were created through group effort by officers and Travis. Current Bylaws say we will review them annually. Proposed revisions include:
  - Clarification on process to review and interview of-applicants
  - Clarification on member’s absences
Policy on what we do if two or more officers are unavailable to attend a meeting.

Neyssa requested that we postpone voting on the proposed changes until the next meeting because her recent work schedule has not allowed her to study them. Other members concurred for themselves, and Jim agreed that it would be fine.

- Review Draft Parks Code Revisions – Revision brings parks codes up to current standards and simplifies the formatting. Current standards include things like no smoking in the parks, camping in non-designated areas. Travis will also be able to enforce parks code violations, which he currently cannot. Signs in parks also need to be updated. No vote is necessary; this was for our information only.

- Carla asked if there is a way to track the codes violations. Travis said it will be easier going forward. She was also curious if the codes were somewhat consistent with those of other counties.

- Review Proposed Volunteer Hours Tracking Process and Form – Heading into grant writing efforts knowing about our volunteer time will be helpful because grantors (including the government) want to know how many hours volunteers put in. It is considered in-kind funds and is counted as match. We may pass around a recordkeeping sheet at each Board meeting collect data. Neyssa will add a Google Sheet for tracking the hours to the Parks Drive folder using a form she will create. Travis requested that the form include a column to show the specific project.

- June Board Meeting Date and Venue Change – June 18th was the most popular date. Venue will be the County Office on Lafayette Avenue. Neyssa has a conflict, a minute’s recorder will be needed.

  Jim called for motion to adjourn the meeting. Mike gave the motion; Robert seconded. Unanimous approval. Meeting adjourned at 7:01 pm

Upcoming Calendar Items

May 25 - Sept. 2, 2024 - Summer Puzzle Quest
June 18th 2024 - Parks Board Meeting (county offices closed on June 19 for Juneteenth)
July 11th, 8:30 am, Parks Promotion Committee
Jul. 31- Aug. 3, 2024 - Yamhill County Fair