



Yamhill County Parks

Unique natural, cultural, and historic places where people can enjoy outdoor activities and educational activities.

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Memorandum

Date: April 16, 2015
To: Commissioner Stan Primozych, County Administrator Laura Tschabold
From: Brett Henry, Parks Division Manager
Subject: Authorization for a \$100 Refundable Cleaning Deposit for Park Reservations
Attachments (2): Current Park Reservation Policy; June 2014 Park Advisory Board Minutes

15 APR 30 P4:16

Yamhill County Parks is currently requesting permission to add a \$100 refundable cleaning deposit to the current Parks Reservation Policy. Last summer there were several instances where patrons who reserved the facilities left them in very poor condition. In one instance, a family had a reservation immediately following a previous reservation where extensive garbage was left at the pavilion and the restrooms were very filthy. Our currently policy offers no incentive to keeping the facilities clean and operational for the other patrons that use the parks.

I researched other County Parks and discovered that Jackson County, Josephine County, and Linn County charge \$100 cleaning deposits for use of their facilities. Therefore, the Parks staff believes that a \$100 refundable cleaning deposit is reasonable for patrons that rent the facilities.

At the June 2014 Board Meeting, the Yamhill County Parks & Recreation Advisory Board recommended to the Board of Commissioners that a \$100 cleaning deposit be established for park reservations. The Parks staff decided to request this cleaning deposit prior to the summer 2015 reservation season.

Please let me know if more information is required or if there are any questions.

Accepted by Yamhill County
Board of Commissioners on
4.23.15 by Board Order
15-112

**Yamhill County Parks
Reservation Policy Update – Attachment 1**

1) Oversight, Administration, Review, and Enforcement

- a) The Department of Community Corrections' Parks Division shall oversee all aspects of the Parks Reservation System to include:
 - i) Maintain a list of reservable areas and reservable parks;
 - ii) Review and approve special permits (except for "Exclusive Use" or "Mass Gathering" Permits, which require Board of Commissioners' Approval);
 - iii) Review submitted complaints and process refund requests;
 - iv) Review, modify, and provide final approval of all reservation permits;
 - v) Ensure reservable areas are in good condition and ready for reservation permits. As staffing levels permit, all reserved areas may be inspected prior to and/or following authorized events.
 - vi) Have budget authority over all fees collected to support parks maintenance activities;
 - vii) Provide the Department of Public Works the appropriate forms and handouts, in sufficient quantities to administer the reservation system;
- b) The Department of Public Works shall administer the Parks Reservation System by:
 - i) Providing park availability information;
 - ii) Provide application form to applicants as requested and taking receipt of completed application forms;
 - iii) Review and ensure submitted application are complete;
 - iv) Grant tentative approval for reservation permit requests that do not require further review or special permit requirements;
 - v) Collect and deposit applicable reservation fees;
 - vi) Enter reservation permit on the online Outlook Reservation Calendar or applicable reservation system that is in use;
 - vii) Issue keys to parks as required;
 - viii) Where public meetings before the Parks Board and Board of Commissioners may be required due to type of event or size of event, the Department of Public Works shall refer the applicant to the appropriate Yamhill County Parks staff.
- c) The Yamhill County Parks Board shall review and provide recommendations on all aspects of the reservation system, including, but not limited to:
 - i) Periodically update the list of County parks and areas within County parks that are available for reservations;

- ii) Conduct annual reviews of the Reservation Fee Schedule and provide recommendations for changes or updates. All Reservation Fee Schedule updates are subject to Board of Commissioners' review and approval.
 - iii) When requested, conduct public meetings to review special permit requests and make recommendations on whether to approve or deny special permit requests;
 - iv) Conduct an annual review of the previous year's reservation permits and provide recommendations on any identified issues or improvements to the reservation system;
- d) The Yamhill County Sheriff or the Sherriff's duly appointed deputies have authority to enforce provisions of this policy and the regulations provided in Ordinance 619.

2) County Parks Available for Reservations and Reservable Areas

a) Park Availability

- i) Only County parks and areas within County parks that are identified by the Yamhill County Parks Staff and Yamhill County Parks Board as being "reservable" are available for reservation.
- ii) County parks identified by the Yamhill County Parks Board are available for reservation April 1 through November 1, except for Charles Metsker Park, which is available for reservation on a year-around basis. Reservation requests for the off season are by special permit only.

b) Reservable Areas

- i) Reservable areas are designated picnic areas or covered picnic shelters within certain park properties as identified by Yamhill County Parks; Parks and picnic areas that are not identified as being 'reservable', may be reserved by special permit only.
- ii) Reservable areas within parks will constitute no more than 50% of picnic tables and grills within any park. Remaining tables must be available to the general public each day on a first-come, first-served basis. No one may reserve any part of the parking areas or prevent the general public from accessing the park, except as approved by special permit.
- iii) Reservable areas should be clearly visible as a separate grouping, distinct from other picnic tables. Reservable areas may be identified with signage. Yamhill County Parks will prepare and make available maps of the locations of reservable picnic areas and shelters within identified parks and describe the amenities at each area and the number of people that can be accommodated.
- iv) Covered shelter amenities may include electricity and drinking water at the site; however, availability of electricity and drinking water is subject to seasonal and maintenance related closures. Reservable picnic areas (non-shelters) typically do not include electric hook-up or drinking water.

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- v) Current and upcoming reservations (at least through the next weekend) may be posted at each picnic area or covered shelter by parks staff and/or a small kiosk will be available to allow for the reserving party to post their reservation receipt.
- c) Charles Metsker Park
 - i) Charles Metsker Park is a gated park and limited to educational and research purposes for organized groups.
 - ii) Reservations for Charles Metsker Park, include exclusive use of the entire property and the site's amenities, including trails, picnic shelter, parking areas, and Rainbow Lake.
 - iii) Charles Metsker Park is available for reservation year-around; however, access to the park and use of certain site amenities may be limited during the winter months;

3) Types of Reservation Events

a) Definitions

- i) *Private Events*– are defined as events where individuals, families, community groups, organizations, and/or businesses reserve a portion of the park for private functions that are not open to the public, including private parties, weddings, barbeques, meetings, reunions, educational programs, and family uses.
- ii) *Public Events* – are defined as a reservations where individuals, families, community groups, organizations, and/or businesses reserve a portion of the park, for any activity that advertises or invites the participation of the general public, whether organized or promoted for commercial purposes or non-commercial purposes. Examples include, but are not limited to: live music, performing arts, non-profit organization fundraisers, church services, boat races, and etc...
- b) Private Events are allowed and are subject to the permitting process, rules, terms, and responsibilities provided in this reservation policy.
- c) All Public Events are by Special Permit, Exclusive Use Permit, and/or Mass Gathering Permit only and therefore subject to established review requirements for the applicable permit.

4) When a Reservation Permit is Required

- a) Any event with more than 50 attendees is required to make a reservation.
- b) Picnic shelters and group picnic areas may be designated by Yamhill County Parks as "reservation only" during the peak usage times of the year.
- c) Charles Metsker Park is not open to general public use and can only be accessed by reservation/special permit.
- d) Access to any new or existing park property that has limited or restricted public access can only be accessed via reservation or special permit.

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5) Application for Reservation Permits

- a) All persons or groups desiring to reserve portions of County parks or all of a County park shall make written application to the Department of Public Works.
- b) Applications will only be accepted after January 1st of the calendar year the reservation is proposed.
- c) Applicant shall pay the applicable reservation fee at the time the application is submitted.
- d) Reservations can only be made for and during the parks' open hours, dawn to dusk. At this time there is no overnight camping allowed in Yamhill County parks, except by special permit. Reservations will only be valid for either the reserved time or the entire day that the park is open.
- e) Early set up is not allowed (i.e. day before event). All pre-event setup and post-event cleanup activities are to occur within the allotted time provided in the permit.
- f) Department of Public Works will immediately review applications and may authorize the reservation permit. If in the judgment of the Department of Public Works staff person, the permit application will require further review, the application will be forwarded to Yamhill County Parks. The following types of reservation requests will be forwarded for further review:
 - i) Exclusive Use - applicant is requesting exclusive use of an entire park (other than Charles Metsker Park).
 - ii) Special Permit – the following would qualify as needing a Special Permit:
 - (1) The applicant is requesting a reservation at a park or a portion of a park that is not identified as being "reservable".
 - (2) In addition to the reservation request, applicant is proposing or requesting Special Permit in regards to Section 6.7 General Prohibitions of Ordinance 619 (i.e. public address system, display, peddle, or offer to sell any goods, operate a concession, overnight use, and/or have a DJ or live music).
 - (3) Event is intended to be a Public Event.
 - iii) Mass Gathering Permit – any event with anticipated attendance to be in excess of 250 attendees is subject to Mass Gathering Ordinance (Ord. 580).
- g) Depending on the size of the event (anticipated number of attendees), applicants may be required to provide and show proof of providing:
 - i) Rent portable toilets for the day of the reservation, should the number of anticipated attendees exceed the number of restroom facilities on site.
 - (1) Formula: one restroom is required for every one-hundred attendees;

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- (2) The arrangement and costs for providing additional restrooms is the responsibility of event organizer(s).
- ii) Haul trash off-site at the end of the event or rent additional dumpsters to be staged at the park. The arrangement and costs for providing additional dumpsters is the responsibility of event organizer(s).
- iii) Provide a parking plan and or provide shuttles to transport guests to the site due to limited parking.
- iv) Provide for and show proof of general liability coverage with policy limits of at least \$1,000,000 and Yamhill County named-insured on the policy.
- v) Organizers shall provide proof that additional requirements have been addressed at least 14 days prior to the event or else the permit will be voided.
- vi) Note: Due to the limited acreage and limited facilities within existing park properties at the time this policy was adopted, most existing park properties cannot support large events (in excess of 200 attendees). For the few larger park properties that may be able to support large events, if staff determines that the proposed event would exceed the capacity of site and/or pose a significant impact to the park and the neighboring properties, the permit may be denied.

6) Reasons for Denial of Reservation Permit Requests

- a) Requests for reservation permit requests may be denied for the following reasons:
 - i) Proposed activity or event would be in violation of Ordinance 619 or other applicable County ordinance, State law, or Federal law;
 - ii) Incomplete permit application;
 - iii) Reservation fee has not been paid in full;
 - iv) Requested park or portion of park is not available for reservation for the date requested or not reservable at all;
 - v) Staff determined that the proposed event would exceed the capacity of site and/or pose a significant impact to the park and the neighboring properties;
 - vi) There has been documented issues with past reservations involving the applicant or failure to comply with established park rules, policies and ordinances, property damage, or impacts to surrounding neighborhood;
 - vii) The proposed event is inconsistent with the intended use of County park properties and facilities or not in the best interests of Yamhill County;

7) Reservation Permits

- a) All reservation permits are subject to the regulations provided in Ordinance 619. Approved reservation permits do not grant a waiver to Ordinance 619 or any other applicable law or ordinance. Reservation permit holder must agree to the terms

provided in this policy and the General Park Rules provided in Yamhill County Parks Ordinance 619.

- b) Approved reservation permits apply only to designated areas and does not grant exclusive use to a park (remainder of park remains open to public use);
- c) Approval of permits is subject to site availability.
- d) Approval of reservation permits are based on representations made on application by the applicants. Misrepresentations of fact are grounds for immediate denial or voiding the permit.
- e) It is the responsibility of the reservation permit holder, to have a copy of the approved reservation slip onsite, during the reservation, and be prepared to show the permit to Yamhill County Sheriff's Office or Yamhill County Parks personnel upon request.
- f) It is the responsibility of the reservation permit holder to ensure the reserved area is left in a clean condition. All decorations must be completely removed, tables placed back in their original positions, and trash is either hauled away or placed fully inside trash receptacles. The reservation permit holder may be billed for any repairs or excessive clean up costs attributed to the reservation.
- g) If the reservation permit holder arrives at the reserved location, at the reserved time, and finds the site occupied, the permit holder should contact either the Yamhill County Sheriff's Office via YCOM (Weekends) or Parks Division Staff (Monday through Friday).
 - i) Contact information will be provided on the permit.
- h) The reservation permit holder is responsible for the conduct of their group and any damages the group makes to the park.
- i) Additional Permit Information specific to Charles Metsker Park
 - i. In addition to the rules, terms, and responsibilities provided in this policy, permit holders need to be aware of the following rules for Charles Metsker Park:
 - 1. Events are limited to outdoor education and research purposes for organized groups.
 - 2. Charles Metsker Park is designated as "Alcohol Free". Therefore, the possession and use of alcohol is prohibited at Charles Metsker Park.
 - 3. It is the responsibility of the reservation permit holder to ensure that the gates' and covered shelter's padlocks are not lost. The reservation permit holder will be invoiced for the replacement costs of any missing locks.
 - 4. It is the responsibility of the reservation permit holder to ensure that the gate and education lab are locked and secure, upon leaving the site at the end of the event.

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5. Keys to the site are to be returned to either Public Works or Parks on the first business day following the event.

- j) Individuals and organizations may be liable for any damages to the park resulting from their event. Organizers should note and submit to the Parks Staff any damages or issues found prior to their event.

8) Reservation Fees

a) The Park Reservation Fee Schedule will be adopted and periodically updated by Board Order.

- i) Fee rates will be based on the estimated number of attendees for the event, except for Charles Metsker Park.
- ii) If it is determined by Parks or other County personnel that the event exceeded the original estimated attendance, the permit holder may be invoiced accordingly or the permit will be immediately voided.

b) Reservation Fees must be paid at the time Permit Applications are submitted.

c) Charles Metsker Park

- i) The fee for reserving Charles Metsker Park will be a flat, daily fee. The reservation fee will be included on the approved Park Reservation Fee Rate Schedule.
- ii) All or part of the reservation fees may be waived for Charles Metsker Park in return for a Parks-approved service project at a Yamhill County Park. Note: Service project must be approved prior to event.
- iii) The reservation permit holder must provide a \$25 key security deposit at the time the keys are picked up and this key security deposit will be returned to the reservation permit holder at the time the keys are returned.

9) Cancellation and Refund Policy

a) Cancellations

- i) Full refunds will be made for cancellations made with at least one month's notice. For cancellations made between one month and 10 days prior to the reservation date, half of the fee will be refunded. Cancellations given less than 10 days prior to the reservation date will not be eligible for a refund.

(1) A copy of the reservation permit and receipt must accompany the written request for refund.

(2) Refunds may take up to four (4) weeks to process.

- ii) No refunds will be made due to inclement weather.

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- iii) Cancellations and associated refund requests received the day of or after the reservation date are not eligible for refunds.
- b) Refund requests for other reasons (i.e. complaints or issues that occurred onsite) are to be submitted in writing and subject to review by Yamhill County Parks.
 - (1) The refund request must include a written description of what happened and why a refund is requested.
 - (2) A copy of the reservation permit and receipt must accompany the written request for refund.
 - (3) Refunds may take up to four (4) weeks to process.
- c) If a reservation permit is denied or cancelled by Yamhill County Parks, due to unsafe conditions at the park or maintenance issues, the permit holder will be notified and the paid reservation fee will be fully refunded.
- d) If a reservation permit is voided due to misrepresentations on the permit application, violations of terms, rules and conditions associated to the approved permit, or violations of Ordinance 619 and/or any other law or ordinance, no refund will be authorized.

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Reservable Areas and Fee Schedule

Reservable Areas:

Yamhill County parks with reservable areas and available for reservations May 1 through October 1:

- Ed Grenfell Park: Picnic Shelter
- Lafayette Locks Park: Picnic Shelter (100-person limit)

Yamhill County parks available for reservation on a year-around basis:

- Charles Metsker Park – *For Organized Youth and Adult Groups for the purposes of outdoor education and research only.*

Yamhill County parks with small group areas that may be available for reservations May 1 through October 1 on a case by case basis:

- Deer Creek Park - *Reservations for the small group area is limited to less than 50 attendees.*
- Ed Grenfell Park - *There are 2 small group areas that may be reserved; however, only one site can be reserved at any one time and only if the picnic shelter is open or hosting a group smaller than 50 attendees. Reservations for these areas are limited to less than 50 attendees.*

Reservation Fee Schedule:

	Number of Attendees		
	<u>1-50</u>	<u>51-100</u>	<u>100-200</u>
Ed Grenfell Park Picnic Shelter	\$50/day	\$75/day	\$100/day
Lafayette Locks Park Picnic Area	\$50/day	\$75/day	NA
Designated Group Picnic Areas	\$25/day	NA	NA
Charles Metsker Park	\$25/day*	\$50/day*	\$50/day*

* All or part of the reservation fees may be waived for Charles Metsker Park in return for a Parks-approved service project at a Yamhill County Park. Note: Service project must be approved prior to event. To formulate the waiver, hours worked x hourly rate = in kind donation to cover fee.

Yamhill County Park and Recreation Board
Meeting Minutes
Monday, June 16, 2014
Community Corrections Annex

Board Members Present: Ron Nyman, Roger Hall, Anne Lane, Jim Culbert, Galen McBee

Board Members Absent: Bob Gang (unexc), Zach Geary (unexc), Eric Watt (exc), Debra Buerkle (exc)

Staff: Brett Henry, Kathe Bonfield

NEXT MEETING
Monday, July 16, 2014 at 6:15 p.m.
Community Corrections Annex
Visiting Lafayette and Rogers Landing Parks

Roger Hall brought the meeting to order at 6:30 p.m.

A motion was made and seconded to accept the May 2014 minutes as written; motion carried.

Cycle Oregon 2014 – Blackwell Park – July 12th

- Blackwell Park will be used as a rest stop for the cyclists during one of the longer rides.
- Cycle Oregon provides the port-a-pots and refreshments.
- Galen, Eric and Jim will be participating at a booth on site.
- Yamhelas Westsider Trail group has not put together specifics as yet. Jim will let everyone involved know when they give more clarification on their involvement.

Yamhelas Westsiders Trail

- Brett and Jane Mercer, Grants Project Manager, made a presentation regarding the Local Government grant before the OPRD on June 4th.
- Yamhill County was not awarded the grant. The committee wanted conceptual details for the project and our request of \$1 million for acquisition was the largest funding request by about \$120,000. The committee did not fund any acquisition projects.
- Yamhill County was awarded 1.4 million dollars through the Transportation Enhancement Grant Program with the Federal Highway Administration. A requirement of the grant is to award a 30% design and engineering contract. Through the 30% DAP, more conceptual and design details will be provided.
- The plan for the Yamhelas Westsider Trail is divided into three phases. Currently most of the funds are available for the first phase.

Whiteson Park

- Brett is still waiting for the SHPO response. He has put a request in an effort to get some type of timeline.
- Brett has requested information regarding the conditional use permit from the Planning Department regarding restrictions on development of the site.
- A couple of the structures were recommended to be placed on the National Register of Historic Places by the archaeologist.

Rogers Landing Boarding Floats

- The ITB was advertized again as only two bids were received and they were not qualified.
- The second ITB has closed and one bid was within budget but will need to be vetted with County Counsel.
- \$350,000 is just for the fabrication of the boarding floats. Brett will utilize the work crews to install the floats to save money.
- There is only a certain period of time during the year to install the floats.
- The original floats are made of untreated timber. Because of that the floats deteriorated in a short period of time; about 7 – 8 years.
- There is a fear the old floats will fall apart during the removal period. The silt will need to be removed just before installing the new floats.

Tangleboxing

- Tangleboxing starts June 16th and ends September 15th.
- 600 Passports were purchased and distributed.

Policy/Operational

- The Park Reservation policy needs to be reviewed. After one event the park was left in a trashed state.
- Brett would like to institute a refundable cleaning deposit. This would need to go before the Board of Commissioners for approval.
- The current reservation does not state that the parties must leave the park clean.
- It was suggested if someone reserves the park and then doesn't show, the reservation fee is not refundable, but the cleaning fee is.

A motion was made and seconded to recommend to the Board of Commissioners that a \$100 cleaning deposit be established for park reservations; motion carried.

- Members discussed preparing a brief presentation before the Board of Commissioners regarding the Parks system.

2014 Short Projects List

- Members discussed visiting various parks as a group during the summer months.
- It was determined the rest of the parks need to be visited in order to put together a list of items for the Master Plan.
- Members requested budget information so they know how much they can spend e.g. CIP funds.
- There needs to be an estimate of what the projects might cost so they can determine what is needed for each project.
- Brett suggested having Partners for Parks assist in getting grants, planning events in the parks, etc.
- *The July Park Board meeting will be held at Lafayette and Rogers Landing. Members will meet at Community Corrections 6:15 p.m. prior to meeting for the visits.*

Master Plan Working Subcommittee Report

- The subcommittee met and discussed updating the Master Plan, which has not been updated since 2003.
- A matrix table was established and a sample survey which will be placed on the Parks webpage and Facebook page.
- A spreadsheet was made to determine priorities and an outline developed.
- Brett announced the resignation of Brenda Hopper from the Park Board. She will continue to check on her Tanglebox until the end of the season.
- There are three Park Board positions open. Brett asked members to assist in writing something regarding the positions for the newspapers and the Facebook page.
- Members also discussed members who do not show up for Park Board meetings and don't contact Brett to let him know they won't be at the meeting.
- Members agreed to have a BBQ/ Potluck in a park at the end of the summer season.
- Galen would like to arrange a float trip involving kayaks and/or canoes leaving from McMinnville to the Willamette River.

Meeting adjourned.

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