



Approved: November 30, 2023

PARKS COMMISSION MEETING MINUTES

September 14, 2023 @ 6:00 p.m.

- A. CALL TO ORDER Meeting called to order by Chair Lynn Dunn at 6:11 p.m.
- B. ROLL CALL
 - Commissioners Present: Chair Lynn Dunn, Commissioners Jamie Oakeson-Hotrum, Talley Richardson, Caryl Thomas and Chuck Withrow.
 - Staff Present: Matt Straite, Community Development Director; Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Sheena Dickerman, City Recorder
 - Presenters: Kirsti Hauswald and Nancy Pearce with AKS Engineering & Forestry, LLC
 - Councilor: Mayor Scott Cowan
 - Audience: Taylor Weldon and Alicia Miller, property owners

- C. CHANGES AND ADDITIONS TO THE AGENDA **6:13 p.m.**

Community Development Director Matt Straite introduced new Parks Commissioner Chuck Withrow. He gave an update regarding the site; a concrete pad had been removed but it was not the beginning of park construction.

Straite explained the workshop process, this was not a time for public participation, but the public was welcome to attend the meeting.

ACTION: Motion to Approve the December 7, 2022, minutes as written, made by Commissioner Talley Richardson; seconded by Commissioner Caryl Thomas.

Chair Lynn Dunn:	Aye
Commissioner Jamie Oakeson Hotrum:	Aye
Commissioner Talley Richardson:	Aye
Commissioner Caryl Thomas:	Aye
Commissioner Chuck Withrow:	Aye

Motion Passed: 5/0.

- D. UNFINISHED BUSINESS **6:16 p.m.**

None
- E. NEW BUSINESS **6:16 p.m.**

Workshop-

Straite introduced AKS consultants Kirsti Hauswald and Nancy Pearce. Hauswald went through the public outreach survey results*. The targeted outreach survey, 500 postcards were sent out and 126 people participated. The survey showed what people valued; restrooms, playground, walking paths, shelter, and landscaping, having trees ranked high and active sports ranked lower. The survey provided an opportunity for people to provide their contact information if they wanted to stay informed.

Hauswald mentioned SCORP funding that was possibly available that would help the City get grants to develop the park. A new SCORP program will come out in 2024 but the current one ranks aging population, diverse population, youth engagement and recreation, serving low-income population and the health benefits of physical activity as high-ranking priorities. She believes that the new park would have a good chance of meeting the criteria for possible funding.

Commissioners moved from the Dias to look at a blank copy of the proposed park site plan* to discuss potential design of new park **at 6:20 p.m.**

Hauswald thanked the public that participated. She said the next steps are putting together a couple concept plans and doing a public open house for the public to have more opportunities to participate.

Straite explained the cutouts showed how big the amenities would be on the site. Hauswald pointed out the outline of the property and where wetland was located on the property. Straite pointed out a house that would remain near the entrance and the need to buffer that area.

Commissioner Chuck Withrow said a good place to start would be to ask, "Where to put the parking"? Hauswald pointed out that there was only one place to put the entrance.

Commissioners asked questions regarding preferences of the property owners that were in attendance. City Manager Kevin Kreitman mentioned that access to parking would be closed at night. Straite added that restrooms would be closed at night too.

Commissioners talked about various options and asked questions of staff, the consultants and the property owners that were in attendance.

Assistant City Manager/City Engineer Janelle Booth stated that from an engineering standpoint, they don't like to see two driveways close together, but it can be done if that is the only option. If the property owners were willing and amendable to share access, something could be discussed. Commissioners, staff and surrounding property owners talked about driveway access and the property owner's driveway, options and concerns. No decisions were made.

Chair Lynn Dunn expressed that he thought there might need more parking access than seven vehicles and two ADA. Kreitman shared his experience with

parking at the Gibson Hill Park in Albany and that the proposed spaces for the new park would be adequate.

Resident Taylor Weldon said he sees a lot of walkers and believes residents will be walking to the park.

Mayor Scott Cowan asked about a turnaround. Hauswald said it would have to be analyzed, and suggested the possibility of a turnaround that could be used for loading and unloading that would serve as a dual purpose. Commissioners and staff continued discussing parking.

Hauswald mentioned a picnic structure with a bathroom and the possible size of the structure. Commissioner Talley Richardson liked the idea of the combined structure. Withrow agreed. He thought there was a greater chance of having electricity for people to use if they were together. Commissioner Caryl Thomas said a picnic table could still be added in another area of the park.

Booth mentioned that the City's current park is rented out every weekend in the summer. She said that if this park had a structure lots of groups would start using it, as there is such a demand for the current park. Discussion followed; no decisions were made.

Straite mentioned that the two large oak trees on the property probably couldn't remain because they seem to be unsafe, but the City will be having an arborist look at the trees.

Commissioners liked the idea of a larger structure. Withrow mentioned having a locking mechanism for the toilet paper.

Hauswald shared some play structure ideas; she showed a nature themed, some different types of swings, some with log steppers, climbers, etc. Thomas asked if they had to choose one or the other. Hauswald replied that there were some options, she is not asking them to pick specific equipment but give an idea of the footprint. She showed some other park playground ideas. The are options that allow a lot of play area. Richardson asked if things were interchangeable depending on the space. Straite and Hauswald affirmed.

Withrow suggested putting all the playground stuff together and away from the water.

Richardson asked if there would be a fence around the edge. Straite said that is unknown but it is what is being talked about.

Dunn said he liked all the swing options. Cowan asked if the playground would be closer to the proximity of the shelter and away from the homes. Commissioners continued discussing playground areas.

Hauswald said that if the City decides to do a nature theme it could continue to a trail system. Withrow suggested putting something where people could watch

the ducks. Commissioner Jamie Oakeson-Hotrum said that she liked the idea of a nature playground.

Dunn said that he had people ask about having Bocce ball. Hauswald mentioned cornhole as there are concrete ones that can be left outside. She mentioned a park in Hillsboro that had a playground but also an area for teens to hangout. Richardson asked if there was a way to integrate both into the park. Kreitman said that if there were items that the Commission wanted to integrate into the current park that could be done too.

Kreitman added that the property behind City Hall is set aside for the School District and the YMCA. There has been discussion regarding sports fields and other things in the future. The property, where the temporary fire station was, the YMCA is interested in doing a facility there.

Thomas thought that Bocce ball would be better at the main park, since there is more parking.

Straitte showed pictures of the play structure in Hillsboro that is shaped like a monkey, pointing out that play structures didn't need to be the traditional style playgrounds. He said that staff didn't want to make this park "too attractive" since parking was limited.

Consultants, Commissioners, and staff continued discussion benches and maintenance costs.

Hauswald asked about different materials used in surfacing the playgrounds and the pros and cons of each material. Commissioners discussed the materials that they preferred. Richardson suggested tiles. Commissioners agreed.

Consultants, Commissioners, and staff talked about shelter uses. No decisions, consensus was to have reservations continue at the main park and not at the new park.

Weldon asked about lighting. Straitte replied that the park would be closed at night and wouldn't require much lighting. Weldon mentioned that in winter it gets dark earlier. Staff and consultants talked about lighting. Hauswald suggested motion lighting but didn't think there needed to be much lighting. Richardson mentioned lighting in Sunriver where it pointed down, so it didn't impact the neighbor.

Hauswald said that the wetland area could be enhanced and have a possible educational component. Dunn liked the idea of having a bridge in that area of the park. Weldon shared that there isn't a lot of water over in the section. Booth explained that the blue on the map was deceptive, it is for the 100-year flood event. It is listed as wetlands because it doesn't slope very much. Richardson suggested a pathway to it and keeping it on one side of the potential creek. Kreitman stated that there would need to be a path to help keep it mowed.

Hauswald asked about a material preference for the trails either asphalt or concrete. Booth replied that the City's paths have mostly been asphalt usually due to cost but also, it's a softer service which was nicer for families and strollers. Hauswald added that it was one of the higher-ranking things too. She pointed out some areas that she would recommend concrete at. Oakeson-Hotrum recommended a cohesive path.

Hauswald mentioned having lawn areas for people to play. Richardson recommended benches along the pathway. Commissioners, consultants, and staff shared more ideas for the park design. Straite suggested a fence line.

Thomas asked what the timeframe was. Kreitman explained that the funding comes from grants and other funding, such as when industry development happens and assessed values go up.

Hauswald repeated her explanation regarding SCORP funding, the City could say the park provides easy access and trails and meets the desires. Straite said this grant must be consistent with SCORP concepts and any future grants would need to.

Withrow asked about the estimated cost. Hauswald said that it would be around \$3 million to do everything. Booth added that everything will need drainage and irrigation. Hauswald added that there would be parking area costs.

Hauswald said that there would need to be an entry sign.

Richardson asked how much the grant takes care of. Hauswald replied that it was for design and not the elements. Straite added that it is a concept design, and it would be taken to the Planning Commission for a site plan review. Booth explained that the City has to do this concept plan first and then the City could use it to go get more grants. Booth suggested keeping it broad enough that it would not need to return to the Planning Commission for minor changes.

Withrow mentioned having the gate close to the street so that no one disturbs the neighbors.

Richardson mentioned landscaping to help keep people from parking where they are not supposed to be.

Richardson said the timeline could be a couple of years. Straite affirmed. Booth added that if the City had all the funding now, it would take a couple of years.

Richardson asked if trees were being put in to provide a boundary. Straite replied that was the idea, to screen as much as possible.

Commissioners returned to the Dias at 7:35 pm.

F. CLOSING COMMISSIONER COMMENT

Dunn was impressed. Thomas liked the opportunity to offer input.

Dunn added that he liked the survey card.

G. ADJOURNMENT Meeting adjourned by Commission Chair Lynn Dunn at 7:37 p.m.

Respectfully submitted:



Sheena Dickerman
City Recorder

Reviewed by:



Matt Straite
Community Development Director

*Presentation materials or documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing info@cityofmillersburg.org.