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PARKS COMMISSION **Minutes**

Wednesday, October 17, 2012

Warehouse Training Room, Redmond Public Works, 243 East Antler Avenue, Redmond, Oregon

Commissioners Present: Chair Gary Parks, Cyndie Bell, Jerry Boysen, Richard Lance
(absent: *Gordon Wiseman*; 2 positions vacant)

City Staff: Bill Duerden, *Public Works Director*; Curt Petersen, *Park Operations Supervisor*; Heather Richards, *Community Development Director*; Perry Brooks, *Parks Planner*; Susan Bailey, *Public Works Administration*; Cameron Prow, *TYPE-Write II*

Visitors: Shirlee Evans, *City Council Liaison*; Katie Hammer, *Redmond Area Park and Recreation District*

(scribe CP's note: The minutes were created from an audio record and notes taken at the meeting. The three digits after a motion title shows the number of Commissioners voting in favor/against/abstaining.)

CALL TO ORDER

Chair Parks opened the meeting at 6:00 p.m. with a quorum present. Commissioners introduced themselves.

PUBLIC COMMENTS (None)

ANNOUNCEMENTS

Chair Parks reported that Commissioners Andy Hoffman and Shelly Neal have resigned. The terms of Commissioners Bell, Boysen, Parks, and Wiseman expire in 2013; terms of Commissioner Wiseman and the two vacant positions expire in 2014.

Ms. Bailey said that a notice will be included in the next utility billing about the two vacant positions. She requested Commissioners' assistance in recruiting new commissioners.

Ms. Richards reported that the City has hired a new accounting manager.

APPROVAL OF MINUTES

Motion 1 (3/0/0): Commissioner Boysen moved to approve the August 22, 2012, minutes as submitted. Commissioner Lance seconded the motion which passed unanimously.

Motion 2 (3/0/0): Commissioner Lance moved to approve the September 19, 2012, minutes as submitted. Commissioner Boysen seconded the motion which passed unanimously.

UPDATES/PRESENTATIONS

1. Sam Johnson Park Play Structure – Update

Mr. Brooks reported on the status of the community and public outreach survey and the timeline for outreach opportunities. The City held a public forum at the Redmond Library on October 9,

2012. The meeting was productive with great feedback due in large part to Dalia Zimmerman's efforts in getting citizens to attend. Many expressed enthusiasm for this project. Additional public meetings will be held on October 18 (Sam Johnson Park Pavilion), October 23 (Education Service District's Manzanita Building), and October 24 (Redmond City Hall). Parks staff will also be meeting with community groups on October 31 (Redmond Kiwanis) and November 1 (Redmond Executive Association). Staff continue to work on gathering funds for this project and will apply for a grant from Oregon Parks and Recreation Department (OPRD) in January 2013. If awarded, the grant funds would be available in May 2013. Parks staff have purchased two domain names (SamJohnsonPark.com and SamJohnsonPark.org) and will be working with a local volunteer to develop a website to facilitate soliciting donations. Donations to the City for Sam Johnson Park are tax-deductible. Staff members are developing a takeaway card to inform the public about fund-raising and outreach opportunities. This card is expected to be available at public forums by the end of next week.

Councilor Evans reported that the Redmond Parks Foundation discussed Sam Johnson Park at its last meeting. Though Foundation members have not been asked to solicit funds for this project, they are willing to do so.

Ms. Bailey said the survey form will be available at all public meetings. The City is working with local businesses and has had a good response, though no funds have been received yet.

Commissioner Bell arrived at 6:10 p.m.

2. Homestead Trail – Update

Ms. Bailey summarized (PowerPoint) the OPRD grant for a six-foot compacted gravel path from NW Quince Avenue to SW Evergreen Avenue at a cost of \$155,000 (OPRD, \$125,000; City, \$30,000). Parks staff requested funds from the Downtown Urban Renewal Advisory Committee to enable construction of a 12-foot-wide paved path from Maple Avenue to Evergreen. DURAC indicated interest but requested information on what it would cost to pave a 10-foot path that would connect the Homestead Trail with the Medical Loop Trail and extend it downtown and south to Veterans Way. Expanding the project as proposed by DURAC would increase the cost to \$520,000. Staff will present a proposed route at the next DURAC meeting and will keep the Parks Commission informed on the progress of the Homestead Trail project.

Mr. Duerden said staff is thinking about siting the path on the west side of Highway 97, following the canal as far as possible. Commissioner Lance said he supported the proposed path location.

3. Maple Avenue Staircase - Update

Ms. Bailey said that the City will apply for a State Transportation Improvement Program grant, formerly the Flexible Funds Program, by the November 27 deadline, whose funds would be available in 2016. The grant will be used to complete construction of the Maple Avenue staircase; develop Hathaway Park/Trailhead; add Dry Canyon access points at Poplar, Deschutes, and Indian; and add Dry Canyon Trail improvements (water fountains, benches, information kiosk, signage, safety/security upgrades).

Mr. Duerden discussed the funding advantages of doing scaled projects.

Mr. Petersen presented the results of his research (PowerPoint) into the viability of Commissioner Boysen's idea to improve safety going down the hill and protect the storm drain line. Public right-of-way standards for stairway treads and risers, tread surfaces, nosings, and handrails will not allow the use of railroad ties.

4. A Change in Seasons

Mr. Petersen summarized (PowerPoint) how staff are preparing park facilities for colder weather which takes six to eight weeks. Activities include closing flush restrooms and installing portable toilets (except in Centennial Park), winterizing irrigation systems, closing the Centennial Park fountain (November 15), setup/maintenance of the ice rink (opening November 16), and removing downtown flowers and flower baskets.

5. Vandalism – Update

Mr. Petersen presented statistics showing vandalism cost by location, type, and year plus sample photos (PowerPoint) of damage caused. Repairing this year's damage (kicking sprinklers off, graffiti/tagging, trash, broken surveillance camera, 3 portable toilets burnt) cost \$13,090.09. RAPRD (Redmond Area Park and Recreation District) activities in Sam Johnson Park pushed the mischief-makers out of the pavilion. Incidents were higher at American Legion Park this year, with 25 young adults hanging out there all day long this summer; staff spent an extra hour a day there. He requested extra patrols from Redmond Police Department in September, which reduced damage by 50%. In lieu of a ticket for littering, one officer made several boys pick up a lot of cigarette butts. Restitution was received from Deschutes County on some of the damage, but there is no itemization of what the checks cover.

Commissioners questioned the *effectiveness of the surveillance system*.

6. Street Trees

Mr. Petersen said that Mr. Brooks is working on a downtown sidewalk/tree policy. During reconstruction of 5th Street a couple years ago, there was a lot of controversy about saving the existing trees. Parks staff removed four trees from the police station a month ago to alleviate a trip hazard due to sidewalk heaving. Smaller trees can sometimes be saved, but larger-caliper trees do not usually survive. Moving trees too large to replant in sidewalk areas to parks could negatively impact public relations if the trees do not survive. Staff is researching tree health, viability of replanting/replacing/transplanting, warranty issues, aesthetics (uniform streetscape), and tree varieties more suited to sidewalk installation.

Mr. Duerden discussed the challenges of planting trees in sidewalks when the roots have nowhere to go as the trees grow larger. A City policy will provide guidance and consistency for 6th Street reconstruction as well as future projects.

Commissioner concerns included *life expectancy* (20-25 years), *dimensions* (tree height vs. sidewalk width), *irrigation systems*, and *cost of preservation vs. replacement*. Commissioner Bell commended Parks staff for their handling of street tree issues in the past.

DISCUSSION/ACTION ITEMS

1. Parks Planner Work Plan

Mr. Brooks said that his time will be split three ways: 40% to the City, 20% to Redmond Urban Renewal Agency (RURA), and 40% to RAPRD. He presented an itemized task list for each of his three employers. Major tasks will include **master plans**, **assessment studies** (facility, needs), **strategy development** (land and easement acquisition, design, fund-raising), **programming**, and **analysis** (feasibility, financial, site, consistency with the City's comprehensive plan and Redmond Development Code). He's been on board a month.

Ms. Richards said Mr. Brooks' work plan was generated by City Manager David Brandt and prioritized with input from RURA, RAPRD, Council, and Public Works.

Mr. Brooks outlined his first steps in the Dry Canyon master-planning process which will cover the area from Quartz Avenue to the water treatment facility. Outreach will include public meetings, surveys, and stakeholder advisory committees. The main SAC will include representatives from Redmond Development Commission (RDC), Planning Commission, Council, Redmond School District, RAPRD, and Parks Commission). The Redmond Canyon Plan will address facility development, acquisition strategy, funding opportunities, access points, and other City concerns. A timeline will be available at the December meeting, showing the process needed to get Council approval by June 2013. He will also provide monthly updates.

Commissioners generally agreed that the Mr. Brooks' approach to the master-planning process looked good. Concerns included *wayfinding upgrades for all parks* and *improving all canyon access points*. Commissioner Lance volunteered to serve on the main SAC.

2. Annual Goals and Work Plan

Chair Parks summarized tasks completed on last year's work plan: orientation for new commissioners, reviewed Parks Commission relationship to the Parks Foundation and RAPRD, reviewed the strategic plan, and reviewed guidance documents (master plan, bicycle plan). Tasks for next year include the memorial bench policy, City code revision, signage and advertising policy, Parks Foundation Report, working with the Sam Johnson Park Committee to update the park structure, and working with Mr. Brooks. He asked Commissioners to contact him with suggestions for the 2013 work plan.

3. Development of Subcommittee for City Code Revisions

Chair Parks said that he will ask Commissioners Boysen and Wiseman to serve on a subcommittee with him to review and recommend updates to Park-related City code. The subcommittee will present its suggestions to the full Parks Commission in 2013.

4. Strategic Plan Review of Final Parks Goals

Chair Parks said that Parks Commission activities should, and for the most part do, support the final Redmond Development Plan. He noted that Commissioner Wiseman has indicated interest in ongoing evaluation of this plan. He recommended that Commissioners review the Open Space and Parks section of the strategic plan.

COUNCIL LIAISON COMMENTS (None)

COMMISSIONER COMMENTS (None)

STAFF COMMENTS

PUBLIC COMMENTS (None)

FUTURE AGENDA ITEMS

1. Dry Canyon Master Plan Considerations
2. Master Plan Update
3. Strategic Plan Goals and Tasks
4. Bench/Advertising Policies
5. Review of Redmond Parks Foundation Bylaws and Grant Process

NEXT SCHEDULED MEETING

Wednesday, November 21, 2012, 6 p.m.

ADJOURN

With no further business, Chair Parks adjourned the meeting at 7:00 p.m.

APPROVED by the Redmond Parks Commission and SIGNED by me this _____ day of _____, 2012.

ATTEST:

Gary Parks
Chair