



**PARK & RECREATION ADVISORY BOARD**  
**Monday, March 11, 2024**  
**6:30 P.M. – IN PERSON / VIRTUALLY VIA ZOOM**

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

[https://us06web.zoom.us/j/81604665942?pwd=-Jvw\\_GxAaNxwdeorPpsSxWzkry9qQ.0-49Wf\\_b7cdtl3cf](https://us06web.zoom.us/j/81604665942?pwd=-Jvw_GxAaNxwdeorPpsSxWzkry9qQ.0-49Wf_b7cdtl3cf)

Passcode: 267900

Or One tap mobile :

+12532050468,,81604665942#,,,,\*267900# US; +12532158782,,81604665942#,,,,\*267900# US (Tacoma)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 816 0466 5942

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If members of the public would like to comment on an agenda item, please email your comments to [pwoffice@ci.gladstone.or.us](mailto:pwoffice@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on March 11, 2024.

The Parks & Recreation Board will also have Business from The Audience at the end of the meeting. To speak during this time, please email [pwoffice@ci.gladstone.or.us](mailto:pwoffice@ci.gladstone.or.us) prior to 12:00 p.m. (noon) on March 11, 2024 with your topic of discussion.

1. Roll Call
2. Approval of February 12, 2024 meeting
3. Business from Staff
  - Update on Ridgeway / David M Scott Park

- Update on Robin Hood Park
- Update on Meldrum Bark Park Playground
- Update on RC Car Track
- Discussion re: Dog Park @ Meldrum Bar Park
- Discussion on Meeting Time

4. Business from Board

- Discussion on Parks Board Binders
- Discussion on "Small Project" assignment
- Discussion on goals

5. Business from Audience

6. Next Meeting April 8, 2024

7. Adjourn

## GLADSTONE PARKS & RECREATION BOARD MEETING MINUTES OF FEBRUARY 12, 2024

Meeting was called to order at approximately 6:30 P.M. (In Person/Via Zoom Platform).

### **PRESENT:**

Justus Mills, Kim Agrimson, David Michael, Chair Nancy Turner, Bruce Hildreth, Eric Butler, Vice Chair Kate Cornelius

### **ABSENT:**

None

### **STAFF:**

Jacque Betz, City Administrator; Darren Caniparoli, Public Works Operations Manager

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#### **1. Roll Call:**

Nancy had roll called by name.

#### **2. Approval of January 8, 2024 Meeting Minutes:**

Nancy Turner had one correction for the term *backfill*. Mr. Caniparoli offered that the term means to fill in any dollar amount that is above the grant amount for that project. It refers to money, not dirt.

*David Michael made a motion to accept the minutes. Motion was seconded by Kate Cornelius. A roll call vote was taken. Justus Mills – yes. Kim Agrimson – yes. David Michael – yes. Nancy Turner – yes. Bruce Hildreth – yes. Eric Butler – yes. Kate Cornelius – yes. Motion passed with a unanimous vote.*

#### **3. Presentation by Elaine Stewart – White Oak Tree:**

Elaine Stewart, retired senior natural resources scientist, offered a presentation to the board and public around the benefits of local Oregon White Oak prairie and savannah ecosystems. There are many benefits to maintaining these including fire resistance and supporting wildlife habitat, insect populations, and native vegetation. Conservation and restoration practices include removing Douglas fir, maples, and Oregon Ash that are encroaching on oaks as well as controlling invasive grasses and shrubs. These trees should stay 20-40 feet away from oaks and preferably on an upslope. For the Gladstone Nature Park, she recommends preserving the current white oaks and planting more Oregon white oaks, Pacific madrone, and Ponderosa pine trees along with continued stewardship activities such as removing exotic plants and installing native plants.

#### **4. Business from Staff – Darren Caniparoli and Administrator Betz:**

- New Parks and Recreation Board Binder:

Chair Turner and Vice Chair Cornelius met with Mr. Caniparoli and created a binder with information pertinent to the Parks and Recreation Board. This binder was presented to the board at this meeting. It includes sections for roles and responsibilities, city council goals, progress on those goals as of January 1, 2024, the Parks and Recreation Board strategic plan, parks maps, parks amenities, parks budget, SCD methodology for parks, Metro Share handbook, and WES Good Neighbor Fund with a map that shows where monies can be spent.

- Roles and Responsibilities:

Administrator Betz reviewed the roles and responsibilities of the board. The city council adopts goals, the city administrator implements those goals, and advisory boards advise the city council. She asked that the board spend some time understanding City Council goals for parks for the next two years and offer ideas on how funds should be spent. She also reminded the board that they are public officials in their capacity and to act accordingly while performing board responsibilities. She encouraged anyone on the board who did not attend the Oregon Ethics Training to watch the recording.

- Tree City USA:

The city staff has been directed by City Council to start the process of becoming a Tree City USA which requires a Tree Board to be adopted. They are looking to the community and Friends of Gladstone Nature Park (FOGNAP) for this board and asked for a member of the Parks and Recreation Board to volunteer as well. Eric Butler volunteered for this.

*Nancy Turner made a motion that Eric Butler represent the Parks and Recreation Board on the Tree Committee. Motion was seconded by Bruce Hildreth. Motion passed with a unanimous vote.*

- Bird Viewing Platform at Nature Park:

Administrator Betz let the board know she gave permission to FOGNAP to apply for a Metro Nature Neighborhoods Grant to build an all-inclusive bird blind at the Gladstone Nature Park. This permission was granted prior to discussion with the Parks and Recreation Board and City Council due to the grant deadline being earlier than either group met. This bird blind would be located on the east overlook of the park and would adjoin the ADA paved loop trail once it is complete. If awarded the funds requested of \$79,500, they will have two years to complete the project. The project aligns with two City Council goals: 1) Communication and engagement by enhancing diversity, equity, inclusion, and accessibility by removing barriers to better serve the community, and 2) Part of the Parks City Council goal to research funding opportunities to complete projects in the master plan.

*Nancy Turner made a motion for the Parks and Recreation Board to support FOGNAP's application to construct an all-inclusive bird blind in the nature park if awarded grant funds. Motion was seconded by Bruce Hildreth. Roll Call Vote: Justus Mills – yes. Kim Agrimson – yes. David Michael – yes. Nancy Turner – yes. Bruce Hildreth – yes. Eric Butler – yes. Kate Cornelius – yes. Motion passed with a unanimous vote.*

- Discussion Regarding Naming of the 12 Trails at the Nature Park:

At the request from FOGNAP, the naming of the trails at the Gladstone Nature Park will be put on hold until the paved loop trail is complete because there is a chance other trails will be removed in the process.

- Park Maintenance Update:

The staff is pressure washing at the parks along with cleaning the bathrooms, trashcans, and graffiti. Staff is planning on meeting with representatives from the RC track. Bark chips have been installed at the playground at Meldrum Bar Park and a grand opening will be held in the future. Installation of the swing at Robin Hood Park is on hold until the area dries some. The park amenities that were ordered such as the picnic tables and trashcans will begin installation soon with some completion prior to March meeting.

## 5. Business from the Board:

- Discussion on Goals:

Nancy reviewed projects and goals from the strategic plan that is shown in the Board's binder and overlapped them with the City Council's goals. Progress is being made on the Nature Park bathrooms and shelters, the shelter at Meldrum Bar Park, and some potential ADA upgrades. Some items for consideration are the Ridgeway property, parcel A, and Nick Shannon Park improvements. The Dahl Beach Connection has been placed on hold as fund resources are being researched. Administrator Betz advised the group that as movement happens on this or any project, she will put it in her weekly update for everyone to review. There are three more goals that will need some extra review: Park user fees for rental of covered areas, community partner on events that maintain citizen involvement, and researching recreation programs that could link to transient lodging tax. She suggested the board members discuss one goal at each of the next three meetings to decide whether it can be accomplished or if it needs to be revamped. Mr. Caniparoli updated the board on the rezoning of Meldrum Bar Park and Gladstone Nature Park as an open space. He said there is progress being made and is hopeful for completion of that this year after going to the Planning Commission and City Council.

- Possible Park Projects:

With the budget information available to the board, they can look at some of the smaller projects on the list that can possibly be started for upgrades. Nancy asked the board to review the goals, look at the budget, walk around the parks, and bring at least two project ideas to the next meeting.

## 6. Business from the Audience:

Nancy Eichstadt gave information about the bird blind. While working at the Gladstone Nature Park, it was noticed people with varying abilities using the park and FOGNAP would like them all to have access to the park's amenities. She gave the board some data on bird tourism which is a \$60 billion industry worldwide and brought in \$45 billion in tourism in 2019. There are not many bird blinds in the area, so this would be a unique feature for the city and nature park.

Janet Simmons is a Gladstone resident who noticed that Ridgeway is listed as a park but has no signage. She would also like to see a garbage can and a dog poop sack station there to help with litter. Administrator Betz said staff will research this and get back to the board.

## 7. Meeting Adjourned:

*Justus Mills made a motion to adjourn the meeting. Motion was seconded by Kim Agrimson. Roll Call Vote: Justus Mills – yes. Kim Agrimson – yes. David Michael – yes. Nancy Turner – yes. Bruce Hildreth – yes. Eric Butler – yes. Kate Cornelius – yes. Motion passed with a unanimous vote.*

Meeting adjourned

**\*\*Next meeting will be on March 11, 2024.**





# Public Works

## Staff Report for February 2024

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Report Date : March 4, 2024  
To : Jacque M. Betz, City Administrator  
Copy : Mayor and City Council  
From : Darren Caniparoli, Public Works Director

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### WATER:

- Utility billing service orders.
- Routine coliform sampling, system chlorine residual monitoring
- Routine pumpstation/reservoir inspections
- Utility billing door hangers and shut-offs for nonpayment.
- Master Meter, read and sent to the treatment plant weekly
- Change the recording charts at the Webster Reservoir Pump Station weekly

In addition to routine tasks, the water crews has been busy with water meter maintenance, leak assessments and replacing broken water meter boxes. All of these individual tasks are crucial to maintaining an efficient water system and help prevent water loss and inaccurate billing for customers.

The Water Dept. replaced two water services that were leaking on Springhill Pl. Addressing water leaks in a timely manner is an important aspect of proper water system managements; avoiding potential damage to property and infrastructure while protecting one of our most vital natural resources.





## SEWER:

- Sewer crews inspected three sewer laterals that were installed by private contractors to ensure they are to City Standards. By completing a visual inspection of the line, we ensure the City is accepting responsibility of a line in good condition, if there was a fault found, the property owner would need to address it prior to the City accepting responsibility.
- Crews performed an investigation affecting several homes in the 200 block of W. Clackamas Blvd. After inspecting the City sewer main and finding it free and clear, a plumber and crews identified the problem as root intrusion and a blockage caused by non-flushable towels in the property's lateral line.

Sewer system maintenance is ongoing; crews have cleaned 35,605 ft. of sewer main, which is a significant portion of our yearly goal of 46,200 ft., crews will focus on "hot spots" over the next few weeks in wrapping up sewer line cleaning for the year.

Currently crews are running the Vactor and CCTV trucks in tandem, while the Vactor truck is jetting and flushing the lines the CCTV truck follows behind to visually inspect the condition of the sewer pipes and identify any issues such as cracks, breaks or root intrusion.

Conducting this proactive maintenance and inspection work helps ensure the reliability and efficiency of the sanitary sewer system.

## STORM:

- Crews are proactively monitoring and clearing debris from the city's headwalls before, during and after rain events. Doing this, prevents blockages, maintains flow and minimizes erosion.

The Stormwater Dept. took action to repair a stormline at the intersection of Los Verdes and Webster Rd. Upon excavation crews found a 3-4" separation in the pipes causing a sinkhole in this busy intersection.

Crews used rubber mesh and metal banding to repair the 18" stormline. Upon completion of the repair crews backfilled and compacted the excavation site, the streets crew followed behind paving the roadway to complete the site restoration.





## PARKS:

- Trash pick-up & Bathrooms cleaned in all parks two days a week.
- Path & walkway maintenance within our parks. (pic)
- New park amenities: Garbage cans and picnic tables will be installed in assigned locations later this month; the Parks and Recreation Board initiated this project in conjunction with Public Works administration. Installation of these new park amenities will contribute to a positive park experience for our residents and visitors.



(RC Track walkway – Meldrum Bar Park)

- Pressure washing hard surfaces in all City parks. Why do we pressure wash in the winter? Time mainly, it is the only time of year that we have a little extra time to do this task. Removing grime, dirt and stains from concrete surfaces and other hard surfaces improves their appearance. It is also a matter of safety, removing algae and moss reduces the risk of slips, and falls, additionally crews have the opportunity to inspect play equipment, picnic shelters and other structural components. It also enhances the overall aesthetic of the parks and creates a more welcoming environment for our visitors.



## MELDRUM BAR PARK PLAYGROUND



The new playground is open for play at Meldrum Bar Park! This exciting improvement was made possible with the use of WES Good Neighbor and American Rescue Plan funds.

The Parks and Recreation Board was intentional in selecting playground equipment that includes ADA compliant components, ensuring accessibility for all. Wood chips were installed, providing a soft and safe surface for all to play on. Wood chips are environmentally friendly, reduce the risk of injury, provide good drainage and naturally deter weed growth. Overall, this project reflects the commitment of both City Council and the Parks and Recreation Board to create inclusive outdoor spaces that improve the livability of Gladstone residents.

### **FLEET:**

- Oil changes have been completed on all PW vehicles.
- Street Sweeper is being serviced for minor repairs.
- Mowers are being repaired for the upcoming spring season.



## STREETS:

- Pothole repair is in full force around town, we are receiving phone calls and emails daily reporting potholes. Crews are out patching as often as they are able.
- The Streets Dept. continues to install new street name signs and regulatory signage in area 4; this area should be completed by the end of March. The signage update provides signage that is retroreflective, which is required through the Federal Highway Administration.
- The Streets and Utility Dept. teamed up and took advantage of the nice weather, utilizing our hotbox crews were able to get some out of season utility patching completed!



## ADMINISTRATION:

- Completed MS4 Stormwater Management Program tracking and reporting gaps.
- Coordinated repair of the City owned backflow devices.
- Performed technical design reviews on seven improvement projects.
- Worked with Sisul Engineering to prepare a Public Works Dept. comment letter for annexations for Kirkwood properties.
- Working on developing a scope of work for the water system unidirectional flushing program design RFP.
- Working with Clackamas County WES to develop a scope of work and IGA for WES to perform MS4 Permit required stormwater sampling and lab work on the City's behalf.
- Gladstone's Clackamas County Multi-Jurisdiction Natural Hazard Mitigation Plan Addendum has been submitted to the Oregon Department of Emergency Management for review.
- Working with our members of the Regional Water Providers Consortium and Clackamas River Water Providers to enhance water supply interconnectedness and emergency management planning.
- Attended seven regulatory meetings for various agencies and providers.
- Clackamas County Building Permit plan reviews, approvals and release letters.
- Continued development of ROW procedures and rollout of the new ROW Ordinance. ROW Licensing is now managed by administration within the Public Works.
- Approval and issuance of 13 ROW Permits in January with 21 closed out with final tolling inspections.

- ROW Inspections for private and commercial work within the ROW.
- Bid openings held for two RFP's, Evergreen Lane Stormline and the CIPP Sanitary Sewer Projects. Notice of Intent to Award issued for both low bids.
- Prepared and posted the RFP for the 2024 Paving Project. Will monitor and manage the RFP until the closing date of March 27, 2024.
- System Development Charges, calculations for 6 private developments and 1 commercial property.
- Contract preparation for multiple Public Works contracts, including Janitorial, Sisul Engineering, Kittelson & Associates, Meter reading and Public Improvement contracts for upcoming projects.

*"The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand."*

*~Vince Lombardi, Legendary Coach*