



PARK & RECREATION ADVISORY BOARD
Monday, April 8, 2024
5:30 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/82829032657?pwd=39Sp4RqiCYpv6eQOMN0rQSI4AYGuZA.v7j7H050wuO3i9Y3>

Passcode: 223633

Or One tap mobile :

+17207072699,,82829032657#,,,,*223633# US (Denver); +12532050468,,82829032657#,,,,*223633# US

Or Telephone:

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

+1 720 707 2699 US (Denver); +1 253 205 0468 US

Webinar ID: 828 2903 2657

Passcode: 223633

If members of the public would like to comment on an agenda item, please email your comments to pwoffice@ci.gladstone.or.us prior to 12:00 p.m. (noon) on April 8, 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 prior to 12:00 p.m. (noon) on April 8, 2024 with your topic of discussion.

1. Roll Call
2. Approval of March 11, 2024 meeting
3. Business from Staff
 - Update on Robin Hood Park Improvements
 - Update on Meldrum Bar Park Dog Park
 - Update on David M. Scott Park Improvements

- Update on Nature Park
- Discussion Park Amenities
- Update on Ad-Hoc Tree Board
- Approval of Memorial Donation for “*Arbor Day Tree Planting & Plaque*”

4. Business from Board

- Revisit Topic of “User Fees” that are currently being leveraged
- Discuss Small Improvement Projects that were recently identified
- Nick Shannon Park
- Stabilization of Banks, along rivers

5. Business from Audience

6. Next Meeting May 13, 2024 at 5:30 p.m.

7. Adjourn

GLADSTONE PARKS & RECREATION BOARD MEETING MINUTES OF MARCH 11, 2024

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

PRESENT:

Justus Mills, Kim Agrimson, Chair Nancy Turner, Bruce Hildreth, Eric Butler, Vice Chair Kate Cornelius, City Council Liaison Veronica Reichle

ABSENT:

David Michael

STAFF:

Darren Caniparoli, Public Works Operations Manager; Kristin Bowen, Executive Assistant

1. Roll Call:

Kristin Bowen called roll by name.

2. Approval of February 12, 2024 Meeting Minutes:

Bruce Hildreth made a motion to accept the meeting minutes. Motion was seconded by Kim Agrimson. Ms. Bowen took a roll call vote: Justus Mills – yes. Kim Agrimson – yes. Nancy Turner – yes. Bruce Hildreth – yes. Eric Butler – yes. Kate Cornelius – yes. Motion passed with a unanimous vote.

3. Business from Staff – Darren Caniparoli:

- Update on David M. Scott (Ridgegate) Park:

Director Caniparoli met with person who attended the February 12th meeting regarding concerns about the park. He let her know that adding a sign, benches, a garbage can, and a dog waste station is a board goal and on the plan for the biennium.

- Update on Robin Hood Park:

The weather has put a pause on adding bark chips to the playground area. The area will need to be dug out about 12 inches in depth prior to adding the chips, and this will be easier when the weather dries up.

- Update on Meldrum Bar Park Playground:

The playground is now open. They had a successful ribbon cutting about two weeks ago. Director Caniparoli and Administrator Betz went down there recently and saw it was packed with kids enjoying it.

- Update on RC Car Track:

Director Caniparoli and Administrator Betz had a meeting with a gentleman representing the RC car track at Meldrum Bar Park and talked about the issues the track is creating such as erosion control, muddy water coming across the track, and gas-powered vehicles. The meeting went well. Next steps from the city are to create an erosion control plan for the path, putting up a silt fence, and add some rock to help filter water going into the river. The city plans to continue consistent contact with representatives of the track and would like to meet every two months or at least each quarter. The hope is to meet on site to understand what the users can do to help maintain the area. Director Caniparoli would like to see the attendance at meetings grow to include more people who use the track so there is more involvement with understanding the needs to keep the track maintained and available.

- Discussion – Dog Park at Meldrum Bar Park:

Last year’s plan for the Seventh Day Adventist group to put in a dog park fell through. Marci Jori, Economic Development and Tourism Coordinator, is researching a T-Mobile grant for \$50,000 to help build the park. The first phase would be putting up the fence for the area and adding benches and a dog waste station. There will be a fenced area for small dogs within the overall dog run. Phase 2 would have a small parking lot put in and a few other items. Phase 2 would require another grant to be available.

- Discussion – Meeting Time:

Director Caniparoli asked the board to consider an earlier meeting time. They agreed on a new meeting time of 5:30 p.m. on the same day.

Kim Agrimson made a motion to move the board meeting time from 6:30 p.m. to 5:30 p.m. on the same meeting day. Motion was seconded by Justus Mills. Ms. Bowen took a roll call vote: Kate Cornelius – yes. Bruce Hildreth – yes. Eric Butler – yes. Nancy Turner – yes. Kim Agrimson – yes. Justus Mills – yes. Motion passed with a unanimous vote.

4. **Business from the Board:**

- Discussion – Parks Board Binders:

Chair Turner asked the board members for feedback on the binders. No feedback was given.

- Discussion – “Small Project” Assignment:

Chair Turner asked the board for their ideas that came from this assignment. There was good discussion on ways to enhance Nick Shannon Park with updating the play structure and area, creating ADA access to picnic tables, potentially updating the park sign and adding signage to remind visitors to make sure they have all of their belongings before they leave. A “Stay Tuned” sign was considered for David M. Scott Park (Ridgegate) with maybe a QR code to help visitors locate all city parks. Dierickx Field has a sign that needs repair from a rotted, fallen log, and the play area could use some review. The Meldrum Bar dog park was a high priority. Shelters at Max Patterson were discussed around repairing/painting them and potentially adding another. A couple general items were brought up around grant money to fund wildfire fuel management and adding a nature play area for kids in some park. A question was asked about how the city handles repairs to the parks, and it is prioritized with safety issues first and when time allows after that. Water Environmental Services (WES) funds were talked about for potential bank stabilization, watershed rebuilding, planting trees for the dog park, or removing noxious weeds.

The final list of priorities for the board were:

1. Nick Shannon Park updates.
2. David M. Scott (Ridgegate) Park signage and amenities
3. Meldrum Bar dog park.
4. Wildfire fuel reduction management.
5. Nature play area – location TBD.
6. Max Patterson picnic structure.

Director Caniparoli will go through the Parks master plan to clean it up and cross off items that have been completed and will give the board an updated plan for their binder

- Discussion – Goals:

Chair Turner pointed to three goals that were hanging out at the bottom of the strategic plan, and talked to the board on cleaning them up. The first one was park user fees specific to rental of covered structures which was deemed “not viable” after discussion. The second goal was to smooth out the process of being a community partner for events. The third goal was to research the transient lodge tax, where does it go, and how can the funds be used. The board will discuss the transient lodge tax at the April meeting.

5. Business from the Audience:

None.

6. Meeting Adjourned:

Bruce Hildreth made a motion to adjourn the meeting. Motion was seconded by Justus Mills. Ms. Bowen took a roll call vote: Vice Chair Kate Cornelius – yes. Bruce Hildreth – yes. Eric Butler – yes. Kim Agrimson – yes. Justus Mills – yes. Chair Nancy Turner – yes. Motion passed with a unanimous vote.

Meeting adjourned

**Next meeting will be on April 8, 2024.



Public Works

Staff Report for March 2024

Report Date : April 1, 2024
To : Jacque M. Betz, City Administrator
Copy : Mayor and City Council
From : Darren Caniparoli, Public Works Director

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

The Water Dept. replaced a leaking water service on East Jersey St.



Crews also repaired a leak on a main key valve on Hanson Ct. Replacing the lever valve had it back in service quickly.



Crews have been working to replace valve cans before summer paving projects.



SEWER:

- Sewer line cleaning was completed; crews finished the upper zone of the city.
- Known sewer hotspots were cleaned for the winter quarter.
- The sewer CCTV truck crew has been working to locate sewer laterals ahead of the Infiltration & Inflow Project, which will be getting underway in the coming weeks.
- Crews have flushed the known problematic manholes in town.

STORM:

- Crews have been monitoring and clearing city headwalls before, during, and after, rain events.
- The storm crew has been placing storm curb markers on catch basins that have not already had markers placed.

PARKS:

- Trash pick-up & Bathrooms cleaned in all parks two days a week.
- New park amenities were installed at Nick Shannon Park. Crews installed two picnic tables and a trashcan earlier this month at the neighborhood park. Additional amenities will be installed in various parks in the coming months
- Pressure washing hard surfaces in all City parks has been completed for the season.



Baseball & Softball field prep is underway; four of the six fields are completed and are ready for play. Once games start, crews will continue to maintain and prep the fields for game days.



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.
- Crews continue to work on skin patching in areas around town when the weather is cooperating.

ADMINISTRATION:

- Completed MS4 Stormwater Management Program tracking and reporting gaps.
- Performed technical design reviews on seven improvement projects.
- Coordinated with private contractor to complete the rehabilitation of the manhole at 660 82nd Dr.
- Coordinated with BMI to conduct quarterly water system disinfection byproducts sampling (DBP sampling).
- 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 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 Public Works.
- Approval and issuance of 9 ROW Permits in January with 10 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 4 private developments, including duplexes, tri-plex & ADU conversions.
- Working with Sisul Engineering to manage incoming private development projects.
- Filing of BOLI Documents and fees for 5 upcoming City Infrastructure Projects.
- Executed contracts for Citywide Janitorial, I/I Project, Evergreen Ln. Project and Metereaders, Inc.
- Conducted and attended Project Pre-Construction Meetings, for I/I Project, Evergreen Ln. Project.
- Project Notification Letters for I/I Project and Evergreen Ln. Project.



Date: March 26, 2024

Subject: Letter of Support for Meldrum Bar Off-Leash Dog Park Project

Dear T-Mobile,

We are writing to support the Meldrum Bar Off-Leash Dog Park, for which The City of Gladstone seeks the T-Mobile Hometown Grant. Gladstone's parks are essential to its residents and visitors. We recognize the significant impact that this project will have on the vitality of our community and the value it adds to our park system.

Meldrum Bar Park is used extensively by families, sports teams, and pet owners. Adding an off-leash dog park is outlined in the Meldrum Bar Site Plan, and it addresses a critical need for a safe and dedicated space for dog owners to allow their companions a place to run and play. This helps build community connections and opportunities for education and learning. The development of a safe, accessible, and aesthetically pleasing dog area will encourage park visits, reduce dog waste in natural areas, and showcase the pride and care we have for Gladstone Parks.

We fully endorse the Meldrum Bar Off-Leash Dog Park project and believe the T-Mobile Hometown Grant will be pivotal in realizing this community-enhancing initiative. The benefits, from improved pet well-being to strengthened community bonds, align with our shared vision for a vibrant, accessible, and inclusive City of Gladstone.

Thank you for considering this impactful project, and we look forward to witnessing the positive transformation it will bring to our community.

Sincerely,

Gladstone City Council

Michael Milch, Mayor
Luke Roberts, Council President
Vanessa Huckaby, City Councilor
Greg Alexander, City Councilor
Veronica Reichle, City Councilor
Cierra Cook, City Councilor
Mindy Garlington, City Councilor

Parks and Recreation Board

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



CITY OF GLADSTONE PUBLIC WORKS DEPARTMENT
MEMORIAL DONATION AND GIFT AGREEMENT FORM

Donor Name: Tim Williams Donor Organization, if applicable: General Tree Service
Address: _____ 97008
Home Phone: _____ Work Phone: _____ E-Mail: _____
Park for Donation: Nature Park Proposed Location: in line with other Oaks on Right side of paved walking path
Type of Memorial/Gift (Example: Bench, Plaque, Tree): Tree If Tree, desired species Oregon White Oak
Other item description _____
Possible: Plaque provided by City of Gladstone
Plaque: Yes No
Inscription on plaque: Three lines with maximum 45 characters per line, including spacing and punctuation:
Marce Jory is designing the plaque just like the others in the Park.

Memorial gifts to the City Gladstone are considered outright and unrestricted donations. The City of Gladstone does not guarantee permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City any donation funds within one month of notification of Memorial Agreement approval.

I have read and understand the donation policy.

Donor Signature

Date 3/15/24

Mail, fax, or email completed form to:
Gladstone Public Works Department
18595 Portland Avenue
Gladstone, Oregon 97027
Phone : 503 656-7957
Fax : 503 722-9078
E-mail : PWOffice@ci.gladstone.or.us

FOR OFFICE USE ONLY	
Accepted By <u></u>	Date: <u>3/22/24</u>
Supervisor _____	Date: _____
Cost \$ _____	Paid \$ _____
Exact Location Verified _____	Inscription proof reviewed by Donor _____

5x8 Outdoor Metal
Matte Black/Silver Letters

ARBOR DAY

April 27, 2024

**City of Gladstone
Oregon**

***Tree Donated and Planted by
General Tree Service***

***Oregon White Oak
Quercus garryana***