



**PARK & RECREATION ADVISORY BOARD AGENDA**  
**Monday, November 13, 2023**  
**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/86433059667?pwd=PO8AlbDQrORpvW3Yl7wbZJxrFVOELv.1>

Passcode: 457328

Or One tap mobile:

+16694449171,,86433059667#,,,,\*457328# US

+17193594580,,86433059667#,,,,\*457328# US

Or join by phone:

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

US: +1 669 444 9171

Webinar ID: 864 3305 9667

Passcode: 457328

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 October 9, 2023.

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 October 9, 2023 with your topic of discussion.

- Roll Call
- Approval of October 9<sup>th</sup> meeting
- Business from Staff
  - Metro Parks and Nature Bond Local Share Projects

*Metro Parks and Nature Director Jon Blasher, Metro Deputy Director MG Devereux will provide an overview of the 2019 Parks and Nature Bond that passed, the City of Gladstone's allocation and timeline to complete projects, and qualifications for projects.*

- Playground Equipment Update
- Business from Board
  - Discussion of a park project to promote, that we can seek grant funding for in the \$150,000 range
  - Pick a park to enhance with new garbage cans, picnic tables, bench, etc.
  - Request of a volunteer project to place parking bumpers in the Nature Park parking lot
- Business from Audience
- Next Meeting December 11, 2023
- Adjourn



June 2022

## Metro 2019 Parks and Nature Bond Local Share Project Submittal Questions

*The Metro 2019 Parks and Nature Bond requires eligible park providers demonstrate how the projects they propose for local share funding satisfy bond and local share program criteria. These criteria, which include meaningful community engagement, racial equity and climate resiliency, are integral to project identification, selection and implementation. Park providers are asked to respond to the following questions to demonstrate how their projects satisfy required criteria.*

### **What information is being sought?**

This list of questions is designed to solicit information needed for Metro staff and leadership to confirm your project's suitability for local share funding and its satisfaction of bond requirements. It also collects information on how you currently plan to assess project success and track outcomes. When you have your project or set of projects identified and are ready to submit your proposal, please fill out the online submittal form for each project with as much information as you are able to provide.

### **When do I provide the answers?**

Answering the following questions, using the online local share ZoomGrants form is an essential step in the process of proposing each project for local share funding. Metro recommends park providers hold an initial discussion with Metro staff, prior to completing and submitting the online form, to confirm their proposed project falls within the requirements for bond funding. Once the form has been completed and submitted, Metro staff will acknowledge receipt and provide next steps and a timeline for proposal assessment and project approval. Subsequent conversations will enable you and Metro staff to take any additional steps needed to proceed to an intergovernmental agreement.

### **How do I provide the answers?**

A link will be provided to you the first week of June 2021 to a submittal form through the online grant management service "ZoomGrants." Park providers must use this online form to submit proposals. On the following pages, you can preview the questions. If you want to get started before receiving the link, your answers can be pasted into the ZoomGrants form. Once you receive the link and open a ZoomGrants account, follow the instructions within the online form to respond to questions, upload supporting documents and submit your proposal. Metro staff are happy to work with you in responding to questions and ZoomGrants includes a help feature and a support link.

Additional resources can be found on the [local share page](#) of the Metro web site.

### **Questions?**

**Antonia Machado, Local Share Program Manager**

**(415) 272-5547**

**[antonia.machado@oregonmetro.gov](mailto:antonia.machado@oregonmetro.gov)**

### **Important notes for working in ZoomGrants**

- Each answer has a character limit, which includes spaces. For example, 4,000 characters is approximately one page.
- Answers are saved automatically when you move to another text box.
- Please remove all text formatting before cutting and pasting into ZoomGrants (e.g. bullets, hyphens).
- An applicant may add partners, a fiscal sponsor, or colleagues as collaborators on ZoomGrants. Only the applicant may submit the application.
- For additional detailed questions, use the Help button at the top of the ZoomGrants page, access their ZoomGrants University tutorials at [help.zoomgrants.com](http://help.zoomgrants.com) or contact the Help Desk at [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com).

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**Agency (city, county or district)**

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**Project name**

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**Primary contact person**

**email**

**phone**

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**Amount requested**

**Location and general description**

1. Project Summary (one paragraph, 255 characters)  
In a nutshell, what is your project intended to accomplish? (1-2 sentences. This is how Metro will describe it to others.)
2. General description (up to one page, 4000 characters)  
Tell us more. Describe the project, including its purpose and the issues it addresses. Is this a new project, does it complete an existing project or does it improve an existing facility?
3. Provide project address and/or map coordinates.
4. Location description (up to one page, 4,000 characters)  
Briefly describe the project site or facility attributes and current ownership.
5. Is this a land acquisition?       Yes     No
6. If project is a land acquisition (up to one page, 4,000 characters):
  - a) What is the status of negotiations to acquire the property (e.g. general interest only, letter of intent/term sheet in process, already under contract to purchase, etc.)
  - b) Describe the one- to five-year stabilization plan for the property.
7. Capital Project Timeline - What is the anticipated date this project could be ready to commence? If/when Local Share funds are approved.
8. Capital Project Plans and Designs – For capital projects that are not acquisitions, upload project plan/ design materials.

## **Bond purpose**

*The purpose of the bond is to acquire, protect and connect fish and wildlife habitat, protect clean water and connect people to nature close to home.*

9. How does your proposed project meet the purpose of the bond? (up to one page, 4000 characters)

## **Local share investment categories**

(See Section 6 of Handbook)

10. In which bond-eligible local share capital investment category(ies) does this project fit?

- Natural area or park land acquisition
- Fish and wildlife habitat restoration and/or habitat connectivity
- Maintaining or developing public access facilities at public parks and natural areas
- Design and construction of local or regional trails
- Enhanced or new learning/environmental educational facilities

11. Describe how this project addresses the category(ies) you checked (up to one page, 4,000 characters).

## **Local share criteria**

(See Section 7.2 of Handbook)

*All projects funded through the local share program must meet at least one of the local share program criteria listed below.*

12. Which local share criteria does your project satisfy?

- Improves critical capital infrastructure to ensure that parks are safe and welcoming.
- Improves accessibility and inclusiveness of developed parks.
- Provides culturally responsive public improvements as identified by greater Portland's Indigenous community and/or communities of color.
- Improves the visitor experience by investing in new or existing park amenities.
- Improves access to nature for local communities identified as "nature-deficient."
- Improves the efficiency and effectiveness of operations and maintenance of developed parks.
- Provides new or expanded access to nature, particularly in proximity to neighborhood centers, corridors or transit.
- Improves access to water with scenic and/or recreational opportunities.

- Acquires land that could provide future access to nature for people, scenic views, and community gathering spaces.
  - Protects and improves water quality and quantity, with an emphasis on headwaters, wetlands, floodplains, riparian areas.
13. Describe how the project will satisfy the selected local share criteria (up to one page, 4,000 characters).

### **Climate Resilience**

(See Section 7.1 of the Handbook and climate resilience criteria guidance document on the Local Share website)

***Every project funded by the bond must satisfy at least one of the following climate resilience criteria.***

14. Please select which criteria your project satisfies.
- Protect, connect and restore habitat to support strong populations of native plants, fish and wildlife that can adapt to a changing climate.
  - Protect and restore floodplains, headwaters, streams and wetlands to increase their capacity to handle stormwater to protect vulnerable communities from flooding.
  - Increase tree canopy in developed areas to reduce heat island effects.
  - Use low-impact development practices and green infrastructure in project design and development.
  - Invest in segments of the regional trail system to expand active transportation opportunities for commuting, recreation and other travel.
15. Provide a brief narrative describing how this project will satisfy the selected criteria, who will benefit and how it will make your community more resilient to the effects of climate change (up to one page, 4,000 characters).

### **Meaningful community engagement and racial equity**

(See Sections 5.1 and 5.2 of the Handbook)

***Every project funded by the bond must satisfy community engagement and racial equity criteria.***

16. and 17. Provide a narrative of the process through which this project was selected and prioritized. Include the following (up to two pages, 8,000 characters):
- a) When did planning and engagement take place? Is more engagement planned?
  - b) Who is likely to use or benefit from this park, trail or natural area? Describe the demographics and location of the community for which this project is planned.

- c) What engagement strategies and methods did you use to connect with the community, particularly those who have been underrepresented in past public engagement processes? Describe their effectiveness and any lessons learned.
  - d) Describe the format of the community engagement, the activities, questions posed etc.
  - e) Report on who participated (number of community members who participated, participation of historically marginalized communities and relevant demographics).
  - f) Summarize the feedback received. How did feedback from communities of color and other historically marginalized community members directly impact the project?
  - g) Was this community engagement process different from processes you've used for similar projects? If you used partnerships (culturally specific, community-based, faith-based, etc.) please describe them.
  - h) Did you report project outcomes back to the communities involved?
  - i) How did you evaluate the engagement methods and activities? Did you solicit feedback from participants, staff or partners? What did you learn and how do you plan to incorporate this into future engagement?
18. If an engagement plan was developed for this project, please attach.

### **Equity in contracting and workforce diversity**

(See section 5.1.2 of the Handbook and *Contract and Workforce Equity* memo)

19. ***Bond-funded projects must seek to achieve aspirational goals for workforce diversity and use of COBID contractors; work to reduce barriers to achieving these goals; and demonstrate accountability by tracking outcomes and reporting impacts.***

Please provide brief narratives that answer the following two questions:

20. **Contractor Equity:** Describe your agency's current policies or practices to support expansion of equity in contracting. How will you implement these policies on this project or your set of projects? If your agency doesn't have policies in place, what strategies will you employ to build relationships with, attract and hire COBID certified contractors? (up to one page, 4,000 characters)



21. **Workforce Equity Goals:** What policies does your agency currently follow to support diversifying the construction industry workforce and how will you apply these policies to your project? (up to one page, 4,000 characters)
22. **Workforce Equity Tiers:** If you are a park provider with a local share allocation of \$400,000 or more, please identify the category that applies to the estimated capital construction cost of your project.
- Tier 1. \$200,000 - \$2,000,000
    - Workforce diversity tracking using certified payroll.
  - Tier 2. \$2,000,000 - \$4,999,999
    - Workforce diversity tracking using certified payroll
    - Prime and subcontractor work toward diversity goals
    - Include anti-harassment/culture change programming
  - Tier 3. \$5,000,000
    - Workforce diversity tracking using certified payroll
    - Prime and subcontractor work toward diversity goals
    - Anti-harassment/culture change programming
    - Consider regional workforce agreement
23. **Workforce Equity Tiers:** Please describe how your agency will implement the workforce equity elements associated with the tier you checked.

***Metro staff will work with you directly to right size contract and workforce equity goals for your project/set of projects.***

24. **Avoiding gentrification and displacement**  
(See section 5.2 of the Handbook)

***Projects funded by the bond must employ strategies to prevent or mitigate displacement or gentrification that result from bond investments.***

25. **Demographics:** What are the demographics (e.g. proportion of low income, people of color, and/or communities with limited English proficiency) of the population in the immediate vicinity of your project (up to one page, 4,000 characters)?
26. **Anti-Displacement Strategies:** What anti-displacement strategies does your agency employ/will you consider to mitigate any negative impacts of your project on these at-risk communities (up to one page, 4,000 characters)

**Technical assistance** (See section 11 of the Handbook)

27. What technical support do you anticipate you might need to successfully meet bond requirements (up to one page, 4,000 characters)?

**Scope, timeline and budget**

(See section 9 in Handbook)

**Budget**

28. Please complete the budget table below.

Budget category	Local Share Funds Requested	Leveraged funds
Construction (directly related to physical construction)		
Soft costs (design, technical studies, Staffing		
Materials and supplies		
Contingency		
Land costs (if applicable)		

29. Provide a budget narrative. Include how the budget was estimated, and whether it is high, medium or low confidence. Include how local share funding is leveraging other sources and if not, why. (up to one page, 4,000 characters)

30. If you have prepared a full project budget, please attach.

**Scope of work**

(See section 9 in Handbook)

31. Please complete the scope of work table below.

Schedule	Specific tasks	Responsible party

**Tracking outcomes**

***Metro is developing a structure and guidance for tracking outcomes and reporting impact across the six bond-funded programs. It is hoped this will help Metro and our partners identify and assess both local and regional impact of our work. More direction will be provided to local share partners in fall 2021.***

32. In the meantime, please provide the following in a narrative (up to two pages, 8,000 characters):
- a) How do you plan to track, measure and evaluate this project’s success overall?
  - b) How you plan to track, measure and evaluate this project’s success at meeting selected local share criteria?
  - c) How you will evaluate whether the project satisfies the meaningful engagement requirements of the bond? How will you report this to your community?
  - d) How you will evaluate whether the project is supporting your community’s climate resiliency?
  - e) How do you plan to evaluate success in COBID contract utilization and workforce diversity?

33. Please fill in the chart below to indicate how you will measure outcomes.

Goals	Outcomes	Data collection method





# Public Works

## Staff Report for October 2023

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Report Date : October 31, 2023  
To : Jacque M. Betz, City Administrator  
Copy : Mayor and City Council  
From : Darren Caniparoli, Public Works Director

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### PARKS:

- Trash pick-up in all parks two days a week.
- Mowing parks weekly: Irrigated fields are mowed weekly; non-irrigated fields are mowed bi-weekly.
- Detail work within our parks has been a priority. Edging and trimming of flowerbeds, trimming and cutting back plants, which need attention. Crews are using weed eaters to cut back areas that are unable to be mowed.
- Leaf clean-up has begun in all parks.



Before and after: Leaf clean-up & mowing that is ongoing in our City parks

Crew replaced a door on flush toilets at Meldrum Bar Park; the door was damaged beyond repair including the need for all new door hardware and locks. Replacement of steel doors and hardware are costly!

Crews also continue to find our bathrooms in a very unpleasant state. Unsightly damage such as graffiti is a daily issue, drug paraphernalia or fecal matter left on floors, walls or both is also a regular occurrence. This ongoing problem not only adds to the time it takes crews to clean the bathrooms but it also adds to the overall cost of maintaining our parks.



Portion of the bathrooms that we could show, human waste was spread throughout the restrooms as well as a purposely clogged toilet.



## STREETS:

- Skin patching continues around the rainy weather that has now arrived
- Trimming branches that are blocking signs and cleaning and removing graffiti off the signs
- With heavier rains this month, the street crew were also clearing catch basins around town to help the Utility Dept.

Crews have been working with the Gladstone School District to remove and install curb painting for no-parking areas at John Wetten and Gladstone High School. The Public Works Dept. and the School District maintain a gracious working relationship with each other, which is a benefit to both organizations in our small town.



## FACILITIES:

- Twice a month facility inspections
- Ongoing repairs at all facilities
- Completed multiple work orders at City facility's for small repairs and hanging art, bulletin boards, etc.

The Facilities Dept. has been dealing with an ongoing matter at the Community Center since spring that involves a toilet overflowing regularly. Non-flushable items being flushed are the main source of the problem; unfortunately, Community Center staff has no ability to manage that situation.



Recently after another round of regular toilet overflow crews snaked the entire Community Center line to the sewer main on Ipswich followed by CCTV'ing the line to confirm it was clear. Crews then installed a new pressure assist toilet, which has an additional pressure tank inside and provides compressed air to provide additional force when removing waste within the line. The Facilities' crew and staff at the community center are very hopeful that this will help to resolve the matter!

However, it is a good reminder that...



## WATER:

- Utility billing service orders.
- Utility locates and GIS map updates.
- Routine coliform sampling, system chlorine residual monitoring
- Routine pumpstation/reservoir inspections
- Utility billing door hangers and shut-offs for nonpayment.
- Call in the cities Master Meter read to the treatment plant every Monday.
- Change the recording charts at the Webster Reservoir Pump Station every Monday.
- Continually monitoring, trouble shoot, and adjust the Control valves at the Webster Reservoir Pump Station to improve operation

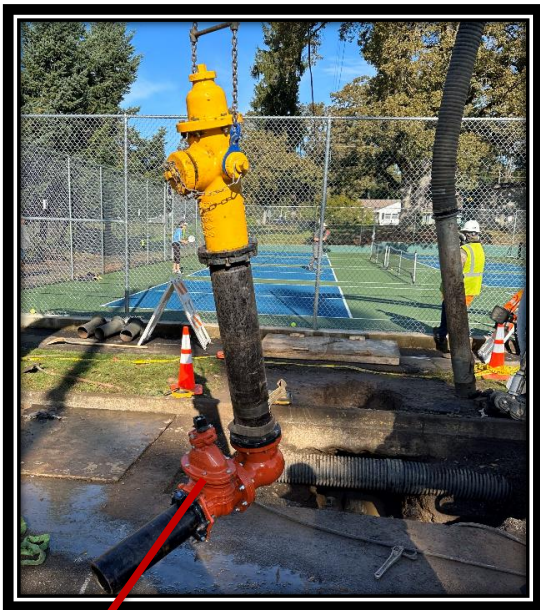
On Friday October 6<sup>th</sup> after crews had left, the Public Works office fielded several call from concerned residents driving on Oatfield Rd. who reported water pouring out of the sidewalk at the intersection of Ridgeway Dr. and Oatfield. On-call personnel were dispatched to the site to access the situation. Crews repaired a service line and restored service to the resident.





Crews recently replaced the fire hydrant on E. Exeter at Yale Ave. near the courts at Max Patterson Park. This fire hydrant was installed in 1954.

This hydrant replacement project was identified due to the hydrant containing large amount of lead as well as the hydrant not having isolation gate valves.

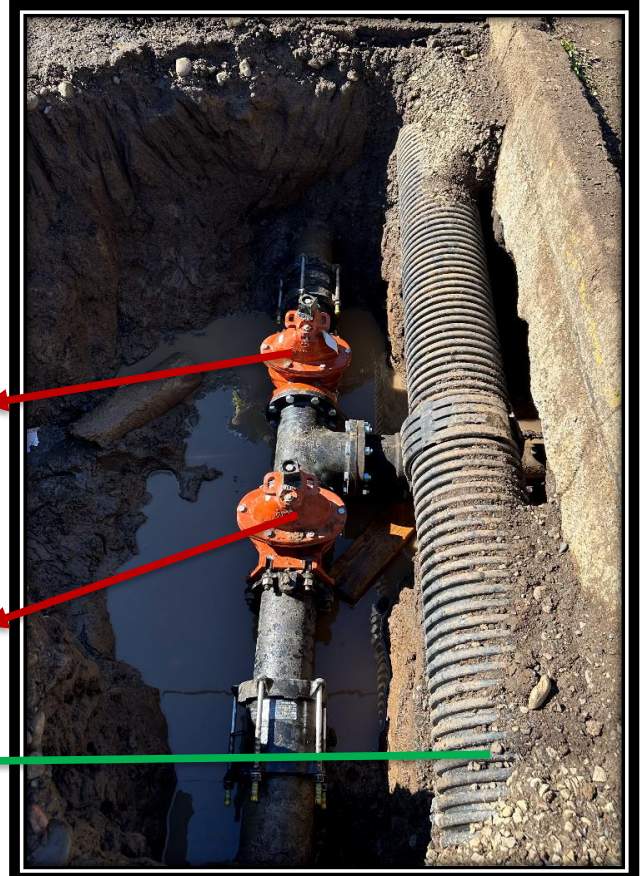


Hydrant valve

Isolation valve that will allow water flow to be isolated from from this valve, west to Harvard Ave. on E. Exeter

Isolation valve that will allow water flow to be isolated from from this valve, east to Columbia Ave. on E. Exeter

Stormline



## SEWER:

- Performed a dye test to confirm rain drain connections to sanitary at homes on E. Exeter.
- Performed a sewer investigation at 1325 High St., possible sewer discharge to open ground. Utilizing the Camera truck crews were able to confirm that the sewer system was working properly and that no sewer had discharged to open ground.

## STORM:

- Locates/GIS map updates ongoing.
- Catch basin/headwall cleaning to mitigate flooding.
- Completed Citywide street sweeping.
- Crews will continue to check and to clear the catch basin grates to prevent flooding.

Crews have been cleaning stormlines with the Vactor truck, during the process crews dislodged a good sized root ball in the main storm line on Portland Ave., in front of the high school football stadium.



## Leaf season is here



Crews have been working five days a week to maintain the leaf pick up schedule. Crews will pick up any resident of Gladstones leaves which are placed curbside during their area's pick-up. We ask that residents only place leaves curbside. If we come across a pile that has other yard debris in it we will place a door hanger on the residents door advising that they need to remove the other debris and that we will come back and pick up their leaves once that has been done. City crews are not able to pick up tree limbs, tree debris and other yard debris, only leaves.





Catch basins are one of the main culprits of standing water and the beginning stages of urban flooding; they quickly become blocked by leaves and other street debris. Public Works is always keeping their eyes peeled for blocked catch basins during rainy seasons. It's a quick fix to remove the debris, most of the time we say **"A Rake Is All It Takes"**.



## PUBLIC WORKS IN THE COMMUNITY:

The Public Works Department was excited to take part in Gladstone's Goblin Gathering again this year. As a department we always like to utilize our equipment when partaking in fun events such as this! Transforming our very large front loader into a monster mouth full of candy again this year, we have to say... it was a huge hit with kids and parents alike!

The Department also helped with some logistic of the event by providing the set up and take down of traffic control.



## SAFETY TRAINING and CERTIFICATION TRAINING:

- Public Works crewmembers took part in loader and chainsaw training in preparation for leaf pick up and winter weather.
- Distracted Driving Training

## ADMINISTRATION:

- Clackamas River Basin Council conducted an invasive species treatment along the Dahl Beach Pathway.
- Working on preparing stormwater MS4 annual report to submit to DEQ.
- Working with Backflow Management Incorporated (BMI) to complete water system Lead and Copper Rule sampling. Also worked to complete the water system quarterly Fifth Unregulated Contaminant Monitoring Rule (UCMR5) sampling.
- Continued work on completing Gladstone's Clackamas County Multi-Jurisdiction Natural Hazard Mitigation Plan Addendum.
- Working with Sisul Engineering to prepare conditions of approval for several private development projects.
- Clackamas County Building Permit plan reviews, approvals and release letters.
- Maintenance of HVAC for city facilities scheduled.
- Management of the Janitorial contract; scheduling of annual floor cleanings for Community Center and Civic Center.
- Development of new ROW Licensing and ROW Registration documents.
- Reviewing the current contract for water meter reading, contract will soon be expiring.
- Working with our partners in the Regional Water Providers Consortium to develop an updated member IGA draft. The IGA was first developed and adopted by individual members in 1996; the IGA was last updated and adopted in 2005. The Consortium Board unanimously approved the updated IGA October 4, 2023 with a recommendation that Consortium members' individual board, council, or commission approve the amended and restated IGA.

*"All growth depends upon activity. There is no development physically or intellectually without effort, and effort means work."*

*~ Calvin Coolidge*