



**City of Sutherlin  
Parks Advisory Committee  
Tuesday, July 12, 2016  
7:00 p.m. – City Hall Conference Room**

## **Agenda**

---

- **Meeting called to order**
- **Introduction of Media**
- **Approval of Minutes:** February 18, 2016
- **Old Business:**
  - a. Red Rock Path (Phase 2) - Still waiting for reimbursement
- **New Business:**
  - a. OPRD Grant – Central Park Playground Rehabilitation - results
  - b. OPRD Planning Grant – Fords Pond Master Plan – Application Submitted
  - c. Other Red Rock Trail improvements
  - d. Replacement of trash cans downtown
  - e. Eagle Scout Project(s)
- **Other Business:**
- **Public Comment:**
- **Committee Comments:**
- **Adjourn**

**CITY OF SUTHERLIN  
PARKS ADVISORY COMMITTEE  
CITY HALL CONFERENCE ROOM – 7PM  
THURSDAY, FEBRUARY 18, 2016**

**Committee Members:**

Chair Tom Boggs, Zada Wright, Jake Masterfield, Tim Bradley, and Rick Murphy

**Excused:** Craig Hoobler

**Absent:** None

**City Staff:** Community Development Director, Vicki Luther, Community Development Specialist, Kristi Gilbert, Public Works Superintendent, Aaron Swan

**Introduction**

**of Media:** None

**Audience:** Beth and Jim Houseman, Frank Egbert, Wendi Stinnett and Joan Herrmann

Meeting called to order by Chair Boggs at 7:00 pm.

**Approval of Minutes**

**MOTION** made by Tim Bradley to approve the minutes from the August 4, 2015 meeting; second made by Zada Wright.

In favor: Wright, Bradley, Murphy, Masterfield and Chair Boggs.

Opposed: None

Motion carried unanimously.

**Old Business**

**Red Rock Trail (Phase 2)** – Luther stated that the Red Rock Trail Phase 2 was completed and the City was waiting on reimbursement for the Flashing Beacon on Waite Street. There was no extra money from the project. The trail turned out great and is greatly used.

**Bench/Drinking Fountain – Library**

Swan reported that there is no new information regarding the drinking fountain and bench request. Due to some loitering concerns; they have put a hold on this project so they don't give anyone a greater opportunity to hang around the library.

**Tennis Court – Grant Possibility**

Wright indicated that she still has intentions of exploring grant possibilities for the tennis courts; however, at this time she has been unable to dedicate time to the matter.

**Playground Equipment/Preschool Play Area**

Luther gave an update regarding Central Park. She indicated that the City is looking at rehabilitating the park as a whole and not just adding a toddler playground.

**New Business**

## **OPRD Grant – Central Park Playground Rehabilitation**

Luther presented the Committee with information regarding an Oregon Parks and Recreation District (OPRD) grant that she has been working on, for the rehabilitation of Central Park. The grant would be for \$300,000 with a 40% match. The match would come from Tourism.

Discussion ensued regarding tourism dollars and the budget. Luther noted that with a fountain pad added to our city park, it would have the potential to draw in additional tourism dollars.

MOTION made by Tim Bradley to recommend approval of the OPRD Grant and Resolution 2016-04 to the City Council for the OPRD grant for Central Park Playground Rehabilitation; second made by Jake Masterfield.

In favor: Wright, Masterfield, Bradley, Murphy and Chair Boggs.

Opposed: None

Motion carried unanimously.

## **OPRD Planning Grant – Ford's Pond Master Plan**

Jim Houseman, Friends of Ford's Pond (FOFP), stated that they were coming to the City, to discuss the first step of a process for Ford's Pond. It involves creating a Master Plan of Ford's Pond, which requires input from the Park's Advisory Committee and City Council. If awarded the grant, the City would put out for bid through RFP for the hiring of a contractor such as an engineering landscaper architecture firm. This process would involve multiple steps to include a liaison of city staff, liaison of the Parks Committee, and a public process to include public hearing input. The final stage would be for the City Council to adopt the proposed Ford's Pond Masterplan. Houseman noted that they cannot initiate any capital improvements on Ford's Pond until they have a master plan.

Houseman stated that OPRD and Oregon Department of Fish and Wildlife (ODF&W) receive 15% from lottery revenue for these grants. This grant is not in competition with the grant for the capital construction grant that the Committee just approved for Central Park. They are different pots of money and looked at by different review panels. The grant available for the Masterplan is a \$40,000 maximum with a required 40% match of the overall project budget, which can be staff time, volunteer time and donations for the match.

Luther clarified where the required match would come from as stated within the proposed Resolution. She stated that she was with the understanding that Ford's Pond would be donating to the City the cash portion of the match for the grant. Houseman stated that the match is not specifically stated, but is in general terms in the resolution. He further mentioned that Ford's Pond will be working with the City to identify staff and volunteer time for the match. Luther indicated that it was her understanding that FOFP would come up with entire cash portion of the match.

Joan Herrmann, grant writer for FOFP, stated that there would not be a cash match; however, there would just be a cash value such as staff and volunteer time.

Luther expressed that she is still concerned with a cash match requirement. Herrmann reassured her that it is not required. Chair Boggs felt that it should be specified within the resolution that the match can be volunteer hours and not cash. If the resolution stated that the City will provide local match, there can be room for interpretation of cash dollars.

Houseman stated that the definition of match is very broad. He stated that the grant is a retroactive reimbursement; so the resolution addresses some of the cost that would be paid up front and then reimbursed by the grant.

Luther clarified the amount of the grant. Houseman indicated the grant was for a maximum of \$40,000. Discussion ensued regarding the budget of the grant. Houseman then discussed the next potential phases of Ford's Pond, if awarded the grant for the master plan, FOFP in conjunction with the City, would continue to apply for future grants for capital improvements. The proposed grant application is due May 15, 2016, and awarded in January, 2017.

Bradley expressed concerns regarding the grant amount and the grant match. Houseman clarified the overall budget includes the grant amount and the staff time for the match. The grant monies available is \$40,000.

Masterfield asked if the grant application is available to staff to review, so they can confirm that the match can be staff time and no cash match. Houseman read the definition of project match. Discussion ensued regarding the staff labor time being enough for the match. With a rough estimate, Houseman came up with a \$17,000 match with staff time and volunteer time.

The Committee wanted to confirm there is no cash match required by the City. Houseman indicated that they would submit a one page synopsis of the match funds submitted with the resolution.

Joan asked if it would be acceptable to the Committee to say "in-kind resources" instead of matching funds. Bradley, some of it has to have cash laid out and then reimbursed by the grant, so they still have to acknowledge the cash portion within the resolution. Discussion ensued regarding the proposed language. Bradley suggested inserting the paragraph of matching funds to explain where those matching funds would come from.

MOTION made by Tim Bradley to recommend approval of the resolution for OPRD Planning Grant for Ford's Pond Masterplan to the City Council, with the amendment to the resolution to include the definition of "local matching funds" taken from the Local Government Grant Program; second made by Jake Masterfield with amendments.

In favor: Wright, Masterfield, Bradley, Murphy and Chair Boggs.

Opposed: None

Motion carried unanimously.

Houseman distributed a revised page to the Memorandum of Agreement (MOA) between the City and FOFP that was included in their packet. The revision included an addition bullet point, the second bullet that read "Identify appropriate representatives of the FOFP to collaborate with the City and contractor(s) preparing the Master Plan for park design and use". The MOA demonstrates how the City and FOFP will be working together to facilitate the grant.

MOTION made by Tim Bradley to send the MOA to the City Manager for signature; seconded by Rick Murphy.

In favor: Wright, Masterfield, Bradley, Murphy and Chair Boggs

Opposed: None

Motion carried unanimously.

## **Trash and Doggie Receptacles**

Aaron Swan reported that a trash and dog receptacle has been placed on the trail at the end of Sunny Street. They will be placing larger trash cans along the way; however, are looking into the most cost effective cans.

## **Other Red Rock Trail Improvements**

Aaron reported that they will be making a parking area at the end of Sunny to give additional places for people to park and utilize the path. They will be adding a rail fence that matches what exists fencing throughout the path.

## **Replacement of Trash Cans Downtown**

Aaron reported that they are looking into the replacement of trash cans throughout the downtown area, approximately eight of them. They would like them to match the benches. Currently, they are looking into the most cost effective ones.

Masterfield suggested talking to Wes Crawford at the High School to see if the Welding Class could make them. If the City purchased the materials and made a donation to the program, it would probably still save the City a chunk of money. Another option would be consulting with Jack Trowbridge for any connections.

## **Downtown Benches – Criteria Recommendation**

Aaron reported that they have placed 18 benches and have four more to be placed. Discussion ensued regarding the bench criteria.

Frank Egbert reported that he will only order six foot benches with the same patterns.

No additional criteria was set by the Committee.

## **Other Business**

**Public Comment** – None.

**Committee Comments** – None.

**Adjournment:** With no further business the meeting was adjourned at 8:12 pm.

Respectfully submitted by,

---

Kristi Gilbert  
Community Development Specialist

---

Vice Chair/ Secretary, Tim Bradley

**APPROVED BY COMMITTEE ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016**