

**Philomath Park Advisory Board
MINUTES**

Thursday January 9, 2020
City Hall, 980 Applegate St., Philomath

The Parks Advisory Board meeting was called to order at 5:05 pm

1. ROLL CALL

Members Present: Dale Collins, Mal Miner, Carol Leach, Caleb Unema
Others Present: Michael Sprouse, Mayor Niemann

2. APPROVAL OF MINUTES

2.1 Minutes of Nov. 14, 2019 were approved as printed.

3. BUSINESS

3.1 Music in the Park – discussion about verifying the May date with the schools due to Memorial Day being a week earlier. Can they Play on Thursday May 21st or May 28th after Memorial Day? Dale will check with the schools.

3.2 Skate Park repair update – tabled at this time.

3.3 Mayor Neimann presentation – a review of the background behind the donation of property for use as a park and memorial for Paul J. Cochran who passed in service to his country during the Viet Nam era. Members reviewed the presentation that the Mayor made at the Middle School on Veteran's Day. Several possible scenarios of design and use were discussed. An application for grant funding has been prepared to be submitted to the State Parks and Recreation department - specific to Veteran and War Memorials and includes support from the local American Legion Post which is required.

Caleb Unema moved that the Priority 2 Capital Project Park item - N. 16th St. Park - be moved from category 2 up to Priority I Capital Projects. This motion was seconded and passed. The grant will move forward to completion and be submitted to the State.

NEXT MEETING SCHEDULED FOR: Thursday February 13, 2020 at 5pm

4. ADJOURNMENT

Meeting adjourned at 6:00 pm

Minutes recorded by Carol Leach

Park Advisory Board
MINUTES
May 14, 2020

The Thursday, May 14, 2020 Park Advisory Board meeting was called to order 5:08 p.m. by Chair Dale Collins. Due to the state of emergency because of the COVID-19 virus pandemic, members of the Board attended by videoconference. The public was also provided with log-in instructions to listen and observe the meeting electronically.

ROLL CALL:

Board Members Present: Dale Collins, Sandy Heath, Carol Leach, Spencer Irwin, Izzie Elliott, and Lindy Young.

Staff Present: City Manager Chris Workman.

Guests Present: Mayor Eric Niemann.

Media Present: Brad Fuqua, Philomath Express

MINUTES APPROVAL:

There were no minutes to be approved. March and April 2020 meetings were canceled.

BUSINESS:

Nature Park: Chris reported that the Flossie Overman Nature Park on 11th Street is getting landscaped. If you follow Facebook you will see that his family assisted with planting of trees. There will be meadowgrass and clover mix that will be on the outskirts.

Public works agreed to take on planting. Chris received one bid for plants. We are looking for more native plants. Dale will ask the Master Gardner Group if they have plants to sell. Chris will send plant list to the Parks Board members and we can see what we can find. The strategy for planting the various plants has changed a bit, social distancing will need to be observed.

Music in the Park: Certainly we will not have music this month. After discussion, the group decided to cancel Music in the Park for this year 2020. Chris will let the Chamber and City Hall know. Dale will inform the bands. Lindy suggested that we could focus on the Photo Contest as an alternative summer activity.

Dale asked Chris if the parks are open yet. Chris reported that restrooms and playgrounds are still shut down and will remain so.

Mayor Niemann reported that the house at 15th and College donated by Bev Durham to honor her son for a memorial park has been boarded up since there were squatters in the house. Asbestos has been removed and Mid Valley gravel will perform the demolition for \$900. Republic Services has offered dumpsters for removal. A letter of support for 100 cadets from ROTC has also been received. Park construction will probably not happen this year.

Izzie reported she has followed up on Daryl from the Lincoln City Skate park with three emails, but so far she has not responded.

Dale reported that the City will hang the flower baskets on Tuesday.

Meeting adjourned at 6:36 p.m.

Minutes recorded by Izzie Elliott.

Parks Advisory Meeting
July 9, 2020
via ZOOM

1. ROLL CALL

Committee Chair: Dale Collins

Committee Secretary: Izzie Elliott

Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach

Staff: Chris Workman

Guest: Mayor Niemann

Dale opened the meeting at 5:14

No corrections or additions to minutes of May meeting. All approved.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Minutes of May 14, 2020

3. BUSINESS 3.1 Flossie Overman Park ribbon cutting

It was decided that the ribbon cutting would be in the evening, August 19, 2020. 7:00 pm

Mayor Niemann suggested we add a trash can.

Short discussion about the ceremony and Dale suggested maybe Steve Boggs would like to say a few words about Flossie Overman.

3.2 Millpond Crossing Park Planning

This residential development (166 new homes) will include a park created between phase 3 and phase 4. Chris suggested that the Park Advisory Board have input as well as community members. This will be a City Park.

Park will include a pond, and will be 3 acres. Carol raised questions about liability. Chris reassured us that if we don't charge for admission then the city is not responsible. Chris will send out more information and we will set a meeting (preliminary discussions) with the developers to ask questions or give input. Thursday, 5:00 July 23rd is a possible meeting date.

3.3 Cochran Memorial Park planning

Mayor Nieman reported Habitat for Humanity will come by to pick out items that that could use for their re-store.

Demolition by Mid Valley Gravel. Design is complete.

New Business

Izzie asked about Skatepark renovation/repair.

Carol asked about neighborhood parking at Skirvin park.

4. ADJOURNMENT at 5:49

PARK ADVISORY BOARD

Minutes

July 23, 2020

Chair Dale Collins called the meeting to order at 5:00 p.m. on Thursday, July 23, 2020 in the City Hall Council Chambers, 980 Applegate Street, Philomath. The meeting was also available to the public via Zoom video conferencing.

1. ROLL CALL

Committee Chair: Dale Collins

Committee Secretary: Izzie Elliott

Committee Members: Lindy Young, Sandy Heath (via Zoom), and Carol Leach

City Staff: Chris Workman

Guests: Levi Miller, Brad Fuqua (Philomath Express), Mayor Eric Niemann (via Zoom)

2. APPROVAL OF MINUTES

2.1 Minutes of July 9, 2020 - Mayor Niemann corrected the section 3.3 to read demolition is not complete.

3. BUSINESS

3.1 Millpond Crossing Park Planning - Discussion was held with the Board, the Mayor, City Manager and the developer of Millpond Crossing in Philomath, Levi Miller. Phase I and II of the development are being completed. The next step is to address the park and pond that is to be developed before Phase III begins. Chris gave background about this particular development and construction of the park. This will be a city park, open from 6 am to 6 pm, maintained by the city and available to all residents. As such, recreational immunity keeps the city from being sued over accidents, including in the pond area. The existing pond, which is a detention pond left over from a lumber mill, will be drained, excavated, refilled, and possibly stocked with fish. Carol suggested that Fish and Wildlife professionals could advise us. A discussion was held on whether a rubber liner will be used and the slope of the edge of the pond with regard to safety. Levi suggested reaching out to Bend to ask about their Pioneer Street Pond, which is an irrigation pond.

Landscaping will include up to 80 trees, lawn and a pathway around the pond. Space will be provided for playground equipment for different age groups. The Board will explore different ideas of playground equipment and also the residents in the area will be asked for input. Dale suggested asking the potential buyers what they would like to see. Further discussion was held for lighting, drinking fountains, benches and picnic tables. Pipes have been installed under the road to take care of storm water runoff. It was strongly suggested that a fence be erected on the Chapel Drive side of the park, to prevent children from running into the road.

Mayor Nieman asked about a timeline for the park and Levi said hopefully this Fall. A couple of ideas were suggested including the following: <https://www.playlsi.com/en/commercial-playground-equipment/playgrounds/central-park-of-maple-grove/#playgroundstory>

Submit all suggestions to Chris Workman by August 10, 2020.

Meeting adjourned at 6:30 p.m.

Minutes collected by Izzie Elliott and summary created by Lindy Young

PARK ADVISORY BOARD

Minutes

Thursday, August 13, 2020

City Hall, 980 Applegate St., Philomath

5:00 pm

Committee Chair: Dale Collins

Committee Secretary: Izzie Elliott

Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach

City Staff: Chris Workman

1. ROLL CALL

- 1.1 Via Zoom: Dale Collins, Izzie Elliott, Lindy Young, Sandy Heath
Staff: Chris Workman
Guests: Jessica Andrade

2. APPROVAL OF MINUTES

- 2.1 Minutes of July 23, 2020 – Approved.

Mayor Niemann reported on the gathering at 1545 College Street for the ground breaking ceremony and demolition of the old house to make way for the Paul Cochran Veterans Memorial Park. We'd like to put in the notes thanks to: Mid Valley Gravel, Republic Services, and Oregon State Army ROTC.

3. BUSINESS

- 3.1 Millpond Crossing Park planning

Spencer commented positively about a fishing aspect at the mill pond. Jessica Andrade recommended native plants, fruit trees and bushes, ADA compliant features as well as additional features for people with special needs. She expressed her concerns about fishing in the mill pond such as invasive species, reproducible stock, outflow area. Chris commented that it is a concern and we are looking into it. Sandy commented that Starker Park had a liner in the pond that created a problem with algae and wildlife. It had to be removed. Dale said to check with Levi regarding these concerns.

- 3.2 Flossie Overman Park ribbon cutting

Wednesday, August 19, at 7:00 p.m., Popsicles will be provided. Chris will print programs on Wednesday and will ask for our input on Monday.

4. SKATE PARK

4.1 Izzie mentioned that she would like to go forward and raise funds for future park renovations. She voiced her opinion that \$20,000 is not a wise way to spend money to ask opinions. Izzie suggested that \$20,000 on repairs rather than a survey. Chris argued that a new (updated) Master Plan is needed to justify the idea of improving/renovating the skate park. Lindy asked about maintenance of skate parks. Graffiti and litter pick up were the answers. Chris commented that the current master plan does not recognize the deficiencies of the current skate park.

Next meeting: September 10, 2020, Zoom.

5. ADJOURNMENT

- 5.1 Chair Collins adjourned the meeting at 5:36 p.m.

Philomath Park Advisory Board
Meeting Agenda
Thursday, September 10, 2020
City Hall, 980 Applegate St., Philomath
5:00 PM

Parks Advisory Board

Committee Chair: Dale Collins Committee Secretary: Izzie Elliott Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach City Staff: Chris Workman

1. ROLL CALL : via ZOOM: Carol Leach, Dale Collins, Lindy Young, Sandy Heath, Izzie Elliott, Spencer Irwin, Chris Workman
Mayor Niemann

APPROVAL OF MINUTES

2.1 Minutes of August 13, 2020

One correction: Carol Leach was not listed as attending the meeting. She was present on her phone. This correction will be made.

3. BUSINESS 3.1 Park Master Plan request for proposals (RFP)

Request for draft proposals for Park Master Plan Update to hire professionals presented by Chris Workman. Discussion ensued. All present approved to move ahead with this. Izzie refrained.

3.2 City Park bathroom remodel : Chris announced a payment of \$60,000 (Newton Creek Estates) in lieu of an open space in that park division in that section.

City collected \$60,000 toward improvements in the City Park. The City decided the bathroom would receive an update. Izzie asked when this was decided and was told the decision was made 4 years ago.

Chris says they will look at the option of leveling the building and look to the professionals to make this answer.

Carol asked about bathroom across from creek. That bathroom is being used for storage. Bathrooms at the Kugler Shelter are added bathrooms for larger events.

3.3 Skate Park- Izzie announced Kim Maness will ask board for their support in creating a Fundraiser for future Skateboard renovations/New Project. Izzie announced that Philomath has shown their support (almost 200 signatures collected online and at the Farmers Market showing support for Skatepark)

Chris mentioned the next step would be for the community to identify this need (New Skatepark) in the new and upcoming Master Park Plan.

Kim reported petition was created on i-petition (129 signatures) her son collected 150 from fellow students.

Kim showed top state parks Lincoln City, Brookings, Lebanon, Toledo, Florence, Sisters, and Newport. Some of these are designed and created by DREAMLAND. Kim commented that although the Philomath City Skatepark was built with great intentions it was not completed by professionals. Kim gave other reasons to build a functioning skatepark: kids need outdoor activity, skate will be part of the 2021 Olympics, not everyone likes competitive sports, all ages, no longer just an "outlier" activity. She reported why the current park does not work for most skaters.

Suggestions for grant writing sources were given. Skateparks are for the kids seemed to be the focus.

Lindy suggested that Skateparks should be on the Master plan. Sandy agreed that young people need things to do.

3.4 Millpond Crossing Park planning- According to Levi, the developer, a professional will be hired to design park.

3.5 Flossie Overman Park dedication recap

Dale said things went well. Spencer agreed it went well and lots of people were there.

Dale closed the meeting. 1:12minutes

**Philomath Park Advisory Board
MINUTES**

Thursday October 8, 2020
City Hall, 980 Applegate St., Philomath

The Parks Advisory Board meeting was called to order at 5:00 pm

1. ROLL CALL

Members Present: Dale Collins, Lindy Young, Carol Leach, Caleb Unema, Spencer Irwin, Sandy Heath
Others Present: Chris Workman

2. APPROVAL OF MINUTES

2.1 Minutes of September 10, 2020 were requested to be tabled for further revision and clarifications.

3. BUSINESS

3.1 Review Park Master Plan proposals.

The board reviewed three submitted proposals – scoring each on experience, expertise, and creativity. The three proposals were Conservation Technix, Green Play, MIG. It was moved by Caleb Unema and seconded by Spencer Irwin to recommend that the City Council select MIG first and Conservation Technix second. based on the scoring completed by the Park Advisory Board. This motion passed.

3.2 Skirvin Park display boards. This item will be scheduled for a special meeting - to be announced after the City calendar is reviewed.

NEXT MEETING SCHEDULED FOR: Thursday November 12th at 5pm

4. ADJOURNMENT

Meeting adjourned at 6:34 pm

Minutes recorded by Carol Leach

**Philomath Park Advisory Board
MINUTES**

Thursday November 12, 2020
City Hall, 980 Applegate St., Philomath

The Parks Advisory Board meeting was called to order at 5:05 pm.

1. ROLL CALL

Members Present: Dale Collins, Lindy Young, Carol Leach, Spencer Irwin, Sandy Heath
Others Present: Chris Workman, Marlyn Weaver and his wife.

2. APPROVAL OF MINUTES

2.1 Minutes of October 8, 2020 were approved as printed.

3. BUSINESS

3.1 Skirvin Park Display Boards – It was requested by most of the committee that the digital presentation of the proposed boards be enlarged for easier review. Those enlarged copies were created by Public Works staff and placed in the council chambers room for review by as many as could come in to see them before this meeting. Mr. Weaver who represents the Skirvin Estate took comments and clarified comments for the committee.

MOTION: Spencer Irwin moved and Sandy Heath seconded for the project to move forward with their approval. The motion passed.

3.2 Park Master Plan update – City Council has approved a contract with MIG to be the provider of the new Park Master Plan. Park Advisory Board will go forward as the main stake holder with others added as we go forward. The Board suggested other possible stake holders to be included. Chris Workman encouraged the Board to email him with other suggested stake holders.

3.3 State Grant for Trails and Paths – (Addition to the agenda) Chris Workman briefly presented a possible grant from the State of Oregon for trails and paths which Philomath qualifies for. The deadlines were imminent so Chris moved forward and sent letters of intent on two paths. He received notice that both proposed sites would qualify. He went over both locations briefly for the Board. He was asking for the board's approval to take a proposal to the City Council at their December meeting.

MOTION: Spencer Irwin moved and Lindy Young seconded that the City Manager recommends to City Council proceeding with a Grant proposal package for the two possible sites to be developed. The motion passed.

NEXT MEETING SCHEDULED FOR:

December to be announced as a work session on the new Park Master Plan with a representative from MIG.

4. ADJOURNMENT

Meeting adjourned at 6:03 pm

Minutes recorded by Carol Leach.

1 **Philomath Park Advisory Board**
2 **Thursday, December 10, 2020**
3 **City Hall, 980 Applegate St., Philomath**
4 **5:00 PM**

5
6 Committee Chair: Dale Collins
7 Committee Secretary: Izzie Elliott
8 Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach
9 City Staff: Chris Workman

10
11 The meeting was called to order on Thursday, December 10, 2020 at 5:00 p.m. by Chair Dale Collins.
12 The meeting was held via Zoom virtual technology due to the Oregon Governor's Executive Order
13 restricting in-person meetings during the COVID-19 pandemic. The meeting was live-streamed on the
14 City's Facebook page to provide public access.

15
16 **1. ROLL CALL:**

17 Board: Lindy Young, Spencer Irwin, Caleb Unema, Sandy Heath, Carol Leach, Izzie Elliott, and Dale
18 Collins.
19 Staff: City Manager Chris Workman
20 Others: Brad Fuqua, Philomath News and John Pheanis, MIG Consultant

21
22 **2. APPROVAL OF MINUTES:**

23 **2.1 Minutes of November 12, 2020** – No minutes available at this time. Carol will follow up.
24

25 **3. BUSINESS:**

26 **3.1 Park Master Plan** – SWOT Analysis with MIG Consultant –

27 John Pheanis introduced himself as the project coordinator and began tonight's "kick off". John
28 collected our opinions regarding four areas of the upcoming Park Master Plan: Strengths,
29 Weaknesses, Opportunities, Challenges (SWOT). All ideas were written on a digital white board.
30 Reference was made to the December 3 email from Chris Workman regarding the process for the
31 Master Plan update (email included in meeting agenda packet).

32
33 **3.2 Request for disc golf tee improvements** – Resident Steve Sackman has offered to upgrade the
34 pads beneath the Disc Golf at Mary's River Park (email included in meeting agenda packet). The
35 resident says this improvement will be completed with no cost to the City of Philomath. The Board
36 was generally in favor. Dale suggested that Steve provide specifics for their plans and come back to
37 the Board for a definite answer.

38
39 **3.3 Request for Mary River Park dog park** – Resident Rose Bricker requested consideration of
40 construction of a fenced in dog park with agility equipment (letter included in meeting agenda packet).
41 Lindy noted the original expectation that Mary's River Park would remain "open" and not be
42 segmented into smaller sections. Sandy reminded us that this area floods and might not necessarily
43 be the best place for a dog park. It was suggested that the area near Newton Creek in City Park
44 might be a better location. This idea will be added to Master Plan Ideas for Park enhancement.

45
46 **4. ADJOURNMENT:**

47 Meeting adjourned at 6:28 p.m. Happy Holidays everyone.

48
49 Minutes recorded by Izzie Elliott, Committee Secretary.