

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**PARKS COMMITTEE MEETING AGENDA
CITY OF ONTARIO OREGON
THURSDAY, OCTOBER 21, 2021, 6:30 PM, MT
[Zoom Link](#)**

1) CALL TO ORDER

Roll Call: Lynn Johnson ____ Michael Miller ____ David Goldthorpe ____ Blu Fortner ____
Samuel Castonguay ____ Andrew Maeda ____ Eddie Melendrez ____

Ex-Officio City Manager ____

Ex-Officio Economic Development Director ____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on October 20, 2021. Copies of the Agenda are available at City Hall and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) APPROVAL OF MINUTES

A) August 19, 2021

B) September 16, 2021

5) PUBLIC COMMENTS Citizens may address the Parks Committee; however, the Parks Committee may not be able to provide an immediate answer or response. Out of respect to the members and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

6) OLD BUSINESS

A) Gazebo Landscape Design

7) NEW BUSINESS

A) Turf Management Plan

8) HAND-OUTS/DISCUSSION ITEMS

A) Tree Ordinance Implementation

B) August 19, 2021 Minutes

C) September 16, 2021 Minutes

D) Upcoming Sports Field Maintenance Webinar

9) COMMENTS FROM COMMITTEE MEMBERS

10) ADJOURN



Park's Committee Meeting Minutes

Thursday, August 19th, 2021, 5:30 p.m. MT

This scheduled meeting of the Park's Committee was called to order by Commissioner Lynn Johnson at approximately 6:30 p.m. on Thursday, August 19, 2021 in the Council Chambers of City Hall. Park's Committee members present in person were Lynn Johnson, Michael Miller, Samuel Castonguay, Andrew Maeda,

City Council Representative-Eddie Melendrez

Ex-Officio City Manager-Adam Brown

Ed-Officio Economic Development Director-Dan Cummings

Guests-Public Works Operations Manager-Casey Mordhorst, Public Works Facilities Supervisor-Jay Hysell.

Pledge of Allegiance was led by Lynn Johnson

No public comments

Lynn Johnson: Old business: Moore Park, updates, and plans. **Adam Brown**: Need to reach out to Aaron and Laura, who donated the Gazebo and I had received some communication from Nick at the Garden Gallery about them offering trees and shrubs from their shop. We have done most of our business through Andrews Seed, I want to call them to make sure they don't have any feeling about us doing business with Nick, I'm trying to share the business locally. When I talked to Nick, he said he reached out to Mike Miller, they're friends and he can get his thoughts on it too. They gave us a proposal to Public Works; I think they're going to sit down with them when our Director gets back.

Michael Miller: The revision, I haven't seen a concise of what was supposed to occur there, so I think there is room for some other things to happen with what Jacobs has accomplished there. I talked with Councilor Melendrez about this and some other friends about doing a mural on the wall of the south side, that would incorporate our vision, and try to "dovetail" the "bump outs" we're doing and all of the downtown improvements but also an opportunity to display the area on this wall. Eddy could do the job, to come up with a dream of what that might look like. And I think we all can agree that it would be around this area somehow, the design, nothing is etched in stone, but at least the opportunity is there for that to happen. I don't know who the owner is of the heating and cooling shop is and the building has been painted recently, looks better than it did. Since this is headed towards a public space, downtown Ontario, and the City, it should have some unique qualities to it that reflect where we live, not just Home Depot and Walmart. The plan is there, Sammy and I have talked about incorporating some live stone that represent the geological properties of the area but also the act as a decorative thing and be tied into the bump outs that are already kind of stone. I think Sammy's vision is five or six different varieties of indigenous stone to this area that would represent us in a geologic way and define our place in the area. So that's where we're headed, we will be making haste slowly I hope, to

accomplish this. I think this may fall to this committee to make these kinds of decisions; we can come up with some kind of proposal to the City Council.

Adam Brown: Last year, well it may have been this year actually, we talked to you about the acquisition of some property there and that was budgeted in we were near a deal on that. For two years, The City has had a budget for what is called “The Downtown Attraction” and we went through that last year, and with the changeover in Council there wasn’t a continuity with the concept and so I asked for a Council Member to sit in on this group with us, so we had that transfer of knowledge, we have a designer that we’re working with and I have another councilman to transfer that over to the council, not just myself. We have money in the budget to acquire the property and we have some money for design too. This has been on the council’s radar or accouple years, I think that they would look to put more additional resources past the acquisition of the property and maybe try to private donations for it too. We are really trying to engage downtown, we’ve put over a million dollars into downtowns infrastructure and we want those merchants to feel ownership for it, because ultimately this will help them.

Michael Miller: There are some repairs that need to be done on it. One of the soffits on the east side, looks like somebody punched a big hole in it, when they were putting it up or if it was already in there. It looks like when they were assembling it and putting it in place, that should be repaired. The gables are in rickety shape, just appearance wise it looks a little shabby. It needs new paint, those kinds of things to make it look more appealing like somebody cares about it.

Adam Brown: I think they added three stains to the gazebo.

Casey Mordhorst: We treated the cedar shakes with three coats, and replaced a bunch of shakes, if there is a hole in the soffit, it was done after it was installed.

Michael Miller: That’s kind of what I thought, it’s on the east side of the roof line, about a basketball size.

Casey Mordhorst: that’s been done since it was placed there.

Michael Miller: and the windows, the screens are in and out, it doesn’t look like it’s been cared for enough, the presentation is everything for these kinds of things. If people see that there are holes in the soffit and the windows are bad, they begin to wonder how serious we really are about that. So those need to be addressed, they’re cheap fixes really. I think the City should put some effort into that.

Casey Mordhorst: We’ll follow up on that, we’re not done with it right now, we still have it barricaded off. We are going to put borders in and fill the area between the sidewalk and new pad, it will all be filled in with sugar rock and white fractured rock. That way it’s just easier for maintenance, it looks cleaner and we’re not having little tufts of grass that are tuff to irrigate. We will address that, and I think the new posts will be stained the same color. In our department we’ve had a Covid outbreak, seven staff currently tested positive out. So, we’re down to me and two other guys at the shop, we will get to it.

Lynn Johnson: Is there anything else on Moore Park? Moving on to item “B” under Old Business, Park Rules & Signage (Andrew Maeda, Adam Brown)

Andrew Maeda: I invited Jay here tonight to give a little testament to some of what he sees, I think it's really helpful on a Parks Committee to hear from someone who is in the parks every single day here in Ontario, and what happens in the parks. The reason for having the park rules and signs, like I have explained before it's just trying to get some of the small things taken care of such as smoking and drinking cleaned up on the parks, which is very simple to do as far as signs so far people who have been smoking or drinking on the parks, it's been a simple conversation, they are more than willing to stop doing that in a moment's notice. But its more or less some of the difficulties that come up with people sleeping, setting up camps or it could be stealing utilities. At the splash park, with things like needles being found within like twenty feet of our splash park and things like that. Having additional rules on there was my proposal that outline the restriction of certain, whether that is sleeping in a sleeping bag, having a tent set up, any of that on the parks for certain hours of the day. I'm sure Adam can speak on it; he probably knows a little more about this. But looking into what we can do in that area, I know there are certain hours that we cannot restrict it, just so long as its reasonable time frame like 10 p.m. to 7 a.m. they are allowed sleep on the parks or they are allowed to set up a tent, they are allowed to do that, so be it, and if it is restricted from 7 a.m. to 10 p.m., in my opinion, that would help out tremendously. It would be somewhat easier for us or my staff to enforce when it comes to some of those rules. The rest of them are not difficult, I think that area is a grey area, and so it tends to get overlooked and it can be abused by some people in the parks. I just want to make sure that's put out there. I just want Jay to give a general explanation of what he sees on parks daily, and what his thoughts are with his rules and having some of these signs up and how they may or may not help in the future.

Jay Hysell: We have a lot of camping, especially up around Beck Park by the tennis courts. We have a couple really bad ones at Lions Park. He's using the power and the internet, he set up a cardboard house yesterday, He finally took that down. It's just ongoing, I understand your rules, not letting them in the park except for certain times. I would hate to see them camp in there, because they're just going to tear thing up. The sprinklers run at night, and they're not going to out on their own, you're going to have to go in at that certain time and run them out. That would be my concern about setting times that they can camp, that they are just going to destroy things while they are there. It seems as though if a transient stay in spot for more than two hours, there's a pile of trash there. Wherever they hold up for a little bit, it's just a nightmare to clean up after them.

Adam Brown: It is a community problem that need a community solution and it's something we've been working on for a couple years now. We don't have a solution yet, but we are working on a community plan to address the whole issue of homelessness. In both of those cases, which were upheld by the ninth circuit court of appeals and denied to be heard by the U.S. Supreme court, the ruling by the Grants Pass case was that we cannot stop people from interfering from doing life essential functions, which were included the sleeping, eating, resting, things like that. You can put some restraints on there, on time, I don't think that nighttime would be considered reasonable restraints, But during the day, probably. The interesting thing is that it only applies to persons experiencing homelessness. If you don't have a house you can stay there, but if you have a house you can't, that's kind of the irony. It is what it is, both of those cases are what is driving public policy across this state and the North West. The un-simple answer to it is that you have to have a place for them to go if you want to keep them out of places that you want to preserve for the general public and youth, The plan includes that, we just have to get the support for that. In fact we have some money from the American Rescue Plan Act that could be dedicated, I spoke with the City Council, last meeting about using a portion of that money to get a site where

we could possibly address the homeless, provide them a space for them to sleep, to camp. They've been able to do these, not only creative, but organized and clean ways. So, we are looking at those models across the state and trying to figure out how to write something up that would fit our community.

Lynn Johnson: Thanks for the summary, what can we do as this committee to make recommendations to try and move something forward on the signage.

Adam Brown: I talked to City Council last week about the signage also, and they were fine with putting the signage up that had the existing rules, I don't recall whether we have closures listed by ordinance or not. So, that would have to be a step taken if we don't have "parks closed after dark" or "after 10 p.m." something like that.

Committee Member: More short term, as far as signage goes, what would you like to see, would that be something more of a proof put together or does it need to be anything on our end, what can I do as far as getting that sign put together or rules printed up. (Adam Brown) Jay, do we have any templates for the signs we have? (Jay) No, I can't remember who put those signs together (Adam Brown) Street staff, if you want to work with our staff to come up with that template, I'm sure they would appreciate that.

Committee Member: Would anyone have opposition to having an additional smaller "No Smoking" or "Alcohol Prohibited" signs on some of our structures on the parks. (Adam Brown) The council was ok with that. For the alcohol, they can get a special event permit to have, within the shelters.

Lynn Johnson: It doesn't sound like we can take much action at this time, but we're going to look for a template next time and make some recommendations. Jay, I really appreciate your comments, thank you for that.

Lynn Johnson: We'll have to move on to items "C" Floating Docks at Beck-Kiwanis. Adam?

Adam Brown: I took this too the council also last time, I did tell them that this was my favorite committee, because you guys are doing a lot. I told them about the floating docks and wanting to get those into the next five-year Capital Improvement Plan, and they said, "Go for it". We'll try to work it into the budget next year, I'm not sure if we get it funded in that first year, but in the five-year plan. **Lynn Johnson:** That's great news.

Casey Mordhorst: So, we do have two sets of docks that Fish and Game brought over from burns. **Adam Brown:** Yeah that's what we're talking about, it would be, organizing something that is accessible getting a (Inaudible) plank to those floating docks, and rails everything that are the right height, so you can have an urban fishery. **Casey Mordhorst:** I know we met with Fish and Game when they were delivering them and they kind of looked at the high bank area, down by the tennis courts where you have the parking lot, it's a lot easier to put a floating ramp onto. That would be a great location, and its already sandy. **Jay Hysell:** there's already sidewalk going down there, so it's already handicaps accessible.

(Lynn Johnson) Anything else on that? Okay, so, we will hear more on that from Adam down the road. I Have (7, A) City and Partner Agreements, I have in the handout here. **Adam Brown:** That is just an example of something that is long overdue, Something the Mayor has been pushing, and again is long overdue that we get some agreements, not only from the recreation district but other partners. I'll give you an example, the first one that has been drafted, we kicked it over to the recreation district and the school, the first year the rec district was

there, and Four Rivers Community School was using our soccer field at optimist, they came over and asked “who is going to stripe it”? Well that use to be our rec department, and the rec district uses the fields also. The rec department said they will stripe it. So, everyone is getting something out of the arrangement. We want to formalize some of those handshake deals that we have used over a lot of the years, that recognizes everyone’s contributions.

Lynn Johnson: Will you be bringing each of those updates to us for our perusal, or does that go straight to City Council?

Adam Brown: I think it would make sense for them to come to you for comments.

Lynn Johnson: The beck park recommendations were Approved by the council? **Adam:** They were, I wrote a staff report and shared the letters from the Kiwanis Club, and the council approved the disk golf course and the dog run at Beck Park, the same with the Kiwanis Club Sand Volleyball court. **Lynn Johnson:** was there any discussion with the location of the Volleyball court with Jacobs? **Eddy Melendrez:** I would like to respond to that, the first step was our overall approval, and then getting council. Kiwanis’ next step is too make sure that between Public Works and others involved, that our Vision is brought forward, Our plan is to let Public Works slow down in the summer and get through fall, we may not break ground in fall on as much as we would like too. Mr. Cablay has let us know that it may be late September, or early October will be the target date for us to start.

Adam Brown: To add t item **B, (2)** also on the request to approve the Sand Volleyball court, was to approve the Matching Dollars from the Park Match program, they approved that also.

Andrew Maeda: We want to try to get Jay and staff more support on all of the parks, for basic maintenance. We did a trial run this year with the OIC Youth Core, it starts with five individuals, but it will fluctuate. The City approved that group to work with Jacobs, for their Parks and more specifically the Cemeteries (weed eating and edging). They got firsthand experience on how to operate that equipment. I want to propose one to two additional crews, OIC and Community in Action has funding for an additional five-person crew.

Motions:

Maeda moved, Miller seconded, to adopt the agenda. Approval of minutes will be tabled for next meeting (9/16/2021).

Motion to appoint liaisons for committee of downtown attractions, Nominated Samuel Castonguay and Michael Miller, Both moved and seconded.

Motion for adjournment, and confirmation of our next meeting. Miller moved, Maeda second. Meeting adjourned at 7:55 p.m.

Next meeting date is September 16th, 2021 starting time at 6:30 p.m.

City of Ontario
Parks Committee Minutes

444 SW 4th St
Ontario, OR. 97914

Approved:

Signature

Date

(David Goldthorpe, Chairman /Lynn Johnson, Vice-Chairman)

DRAFT



**PARK'S
COMMITTEE MEETING MINUTES
Thursday September 16th, 2021 6:30 p.m. MT**

Jacobs

The scheduled meeting of the Park's Committee was called to order by Commissioner Lynn Johnson at approximately 6:30 p.m. on Thursday, September 16th, 2021 in the Council Chambers of City Hall. Committee members present in person or attended via Teams were Lynn Johnson, Michael Miller, Blu Fortner, Samuel Castonguay; Andrew Maeda and David Goldthorpe were excused.

Others present in person were Eddie Melendrez, Adam Brown, Dan Cummings, and John Kirby.

Lynn Johnson led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on September 15th, 2021; copies of the agenda and minutes are available at the Public Works Headquarters and on the city's website at www.ontariooregon.org.

DISCUSSION ITEMS

Review the Budget Process with the Parks Commission

GENERAL DISCUSSION

- **LJ** – I asked Adam to give us something [information] because it became apparent in some of our meetings that the budgeting process and how that is affecting Public Works and specific the Park's areas. I felt like we needed to gain a better understanding of that, as we move forward.
- **AB** – Good timing because the budget process is not far away. We will start putting together documents and collecting data. What will happen this year is Park's Projects will come to the Park's Committee; it is different because the Public Works Department handles the Park's by contract with Jacobs. There is a Public Works Committee, however they don't see the Park's Projects, they will come through you, the Park's Committee.
- **AB** - The annual process is where we will look at those projects coming up through a five-year capital plan. But sometimes priorities can change and it's ok for us as an Advisory Committee to recommend to the City Council to maybe flip a project to this year from next year. The budget process starts before the holidays, and what we do in terms of the Council is a three-part process. We first talk about forecast with revenue and expenditures; we try to get an idea of what the "pocketbook" looks like. How much revenues we get is going to base our decisions on expenditures. On the next part, and those don't necessarily have to come in first or second order, but they both have to come before the end is the strategic plan review. We go before the City Council and say, "are these still your priorities"? (continued discussion)

Turf Management

GENERAL DISCUSSION

- **LJ** - I signed up for that continued education class on Turf Management, turns out I was the only one able to attend, none of the Jacobs people were able to attend, I got a ton of information that is

data based. It's not about Park maintenance, it's about asset management. In keeping with Mikes comments last time, I'm an absolute believer now that this Park's Assessment Management, and we have to get rid of maintenance. Parks are the "drive by" "Curbside appeal" of this City. I summarized those notes and Al has been trying to find the time where I can sit down with him, Casey, and Jay and kind of go through that.

- **AB** – Building on what Lynn said, the Municipal Golf Course; "Top-dressing". I don't think they have a top-dressing machine. That may be something that they, if you would adopt that Turf management program, then we would have to put a top-dressing machine in the budget, that I think is fair game. (Continued Discussion)
- **EM** – Help me understand, a data plan. The data you are looking for, who usually has that? The Public Works should have something like that? Please explain to me a little bit better.
- **LJ** –Data plan, i.e., starting with soil PH, you have to know what your soil is if you're going to grow the crop properly. We have to understand the soil, what kind of grass and trees we currently have, and what the manpower cost is to maintain things the way they are. What are equipment availability is in order to do that type of thing. (Continued Discussion)
- **SC** – I wanted to acknowledge the Lanterman improvement project. From our interactions with Jacobs in trying to implement these things, I think it's really important that in our next year's letter we state really clearly and actually have a standard that say the Rotary or Kiwanis have shown and met with Public Works, and sort of have a stamp of approval that they are ready to take this on. I'm afraid that what we are going to implement is very small, but I think that they're worried that "we're going to bite off more than they can chew", because they are the asset management team.
- **DC** – I have a couple comments. Jacobs is worried about every time we add something, that they have to maintain because they're having a tough time doing it now. As you all know I've been around a long time, Mike brought up the swimming pool; when that was first put in, I spoke against that being putting in the indoor pool because I knew we didn't have the money to maintain it. A lot of people blame the staff at the time, but I'm telling you it wasn't staff. Staff came to the council and begged for money to keep that thing maintained, and they didn't have the money to give to them. I think this committee needs to be careful, I think it's great that we add all of these amenities, but at the same time we have to know that the council doesn't have a ton of money to put towards these things. Everyone starts to blame the staff and 90% of the problem is funding.
- **EM** – When there is a concern, what is the process?
- **AB** – It comes through me, but also it will go directly to them (Jacobs)and they will let me know. It doesn't have to go through me, they know to keep me in the loop on certain things. That's one of their strengths is project management, they have a system that their company uses to track things, it's almost like a ticket system.
- **SC** – I do only have one comment, Adam mentioned something that maybe this is in our purview, or at least you were asking about asset management to weeds and these kinds of things, and I wanted to go back to some of the things that we agreed on in that conversation: #1 to read and approve projects, #2 to solicit projects from the civic engagement groups.

RESOLUTION, ACTION &/OR MOTION

No Resolution, Action &/or Motion was made.

Moore Park Agreement**GENERAL DISCUSSION**

- **AB** - The lease goes from January to the end of November. The reason it is there is because the Mayor wanted to do some holiday items that though maybe prohibited if it were to be under public control. In speaking with the Mayor, I think he is open to different arrangements. We've talked about several different formats and definitely as we put this downtown attraction there, I think we do want to do something more formal to document that relationship.
- **LJ** – My concern in trying to understand the lease process, we are putting a lot of time and taxpayers' dollars into some assets down there, where it's the Gazebo or buying the property next door or potentially putting murals on the wall of the business, which could ultimately help that business. I'm just concerned that we do this stuff for the right reasons. I would feel a lot more comfortable if we had a more permanent arrangement, even ownership of that ground to continue to put dollars into it.
- **JK** – The Mayor's whole thought process was government, or "big brother" does not let you have religious celebrations on it during the month of December. Where this is a small community, we have a lot of churches that want to possibly have a get together in the street and sing Christmas carols, maybe have a nativity, that it could best be done by keeping it "right of hands" for that one month. If we do a mural at Moore Park, it will probably be a wall constructed that the mural would go on. It would not go on the existing buildings.
- **AB** - The end goal is economic development and livability, and it's to bring people downtown so that they can shop and bring more people into the town.
- **JK** – Ultimately, we came back to our origins, and trying to incorporate other elements in such as our building history and our cultural history; Part of that needs to be the Cultural Center. We have the second largest Japanese Gardens in the state of Oregon here. If we have a recreation trail, it might lead them to the Lions Park, Splash Park and other attractions that are just added to that trail. [Tater Tot Trail].
- **EM** – I think the stronger argument is for the City to own it, so if we put any money into that, then there's no question. I see the end goal as the City owns the park. I can ask Adam, has there been any talk of us buying it?
- **AB** – One of the options you have to do, is make a recommendation to the City Council. There really isn't much more to it with Mr. Hill. He has told me "I would sell it to the City, but I really want to be able to do something that month" and I really think that is his only intent, he holds the cards as long as he owns the property.

RESOLUTION, ACTION &/OR MOTION

No Resolution, Action &/or Motion was made.

Additional Topics Not on The Agenda

- **Adam Brown** commented on a subject that was brought up by Mike Miller, the gas station adjacent of Moore Park, and its purchase. The City Council will decide on that purchase by the end of the month.

- **AB** - I don't want you guys to lose an opportunity to say, "we don't want to see the gas station go away, we want it to be saved", to be able to make that recommendation now.

RESOLUTION, ACTION &/OR MOTION:

THE MOTION WAS MADE BY MR. MILLER, SECONDED BY (COMMITTEE MEMBER) TO TABLE THE SALES AGREEMENT OF THE ADJACENT GAS STATION. NO FURTHER DISCUSSION. FOUR IN FAVOR, ONE OPPOSES. THE MOTION CARRIES.

Park Use Non-Profit versus Commercial Use

GENERAL DISCUSSION

- **AB** – Cars in the park started about four years ago, the Auto Ranch use to do it before that. Helen Dickenson reached out and started it back up, she is very involved in the community. Usually there is a park rental fee, what we agreed though was, one it was a good activity that brought people out into the community, and two they would donate money fifty dollars for every car they sold. What they have done has been for generous than that, they have given us two thousand dollars for every time they rented it, we put the first two years on Lions Park. The year the pandemic happened, it was canceled, we were going to give it to Kiwanis. This year is still going to Kiwanis club, and you don't have to match that money. That is the reason we did that with the cars in the park was for the donation.
- **SC** – Is there an open door for commercial or non-commercial entities to come to the City and say, "I would like to rent the park and make money off of it". What does that look like?
- **AB** – We can do special event permits and there are fees associated with using those parks. Somebody renting a shelter just for a Quinceanera party, I'm not sure of the exact numbers but if they rent the whole park and they expect five hundred people it's a lot more. With non-profits we often waive the fees. Like hands in the park tomorrow, and Laxson Park, I'm quite sure we waived the fees for them. Whether is a fundraiser or some type of non-profit, celebration or memorial, something like that we generally waive fees for it.

RESOLUTION, ACTION &/OR MOTION:

No Resolution, Action &/or Motion was made.

Committee Comments:

Mr. Miller—No

Mr. Castonguay—Yes, I want to give an update on Lanterman Park. We are moving forward with phase one after being approved by this committee and approved by Council. We are holding off on sand until next year. (further discussion on moving forward with phase one, and when they will start on phase two).

Mr. Cummings—No

Mr. Melendrez—Yes, I want to second what Sammy was saying, bringing more people around. I saw them out there [Lanterman Park] building the volleyball set up. (further discussion on bringing up a subject for next meeting).

Mr. Brown—Yes, it's nice to have a council member back on the committee again, Eddie has been assigned just a couple days ago. (mentioned Malheur Nature Trail, as brought up by Mr. Castonguay earlier).

Mr. Fortner—No, but I do want to say that I appreciate all of the time and effort that everyone is putting into this.

Mr. Johnson—No, I want to thank John Kirby for attending.

Next meeting scheduled for October 21, 2021 at 6:30 PM.

Adjourn 8:37 pm

The motion was made by Mr. Johnson at 8:37PM.

Approved:

Signature

Date

(David Goldthorpe, Chairman /Lynn Johnson, Vice-Chairman)



**AGENDA REPORT
OLD BUSINESS
October 21, 2021**

To: Mayor and City Council
FROM: Al Cablay
THROUGH: Adam J. Brown, City Manager
SUBJECT: GAZEBO LANDSCAPE DESIGN
DATE: October 19, 2021

PROPOSED MOTION:

I MOVE THE PARKS COMMITTEE RECEIVE AND FILE THE GAZEBO LANDSCAPE CONCEPT PLAN.

SUMMARY:

Moore Park Gazebo Landscape concepts have been developed for Parks Committee input and consideration. Upon final Landscape Design approval by the Parks Committee funding will need to be requested from the City Council due to it being currently unbudgeted.

BACKGROUND:

The relocation efforts for the Gazebo did not include the cost of landscaping.

CURRENT SITUATION:

The existing landscaping features consist of a concrete sidewalk that connects the structure to the existing concrete sidewalk on South Oregon Street. The portion of sidewalk has white decorative rocks (AKA 'Sugar Rock') placed on both sides of the sidewalk (see photo).

ANALYSIS:

- A. **STRATEGIC PLAN** Irrigation lines and electrical service are available for use.
- B. **FINANCIAL** Upon completion of the final Landscape Design a detailed cost estimate will be provided to the Parks Committee for a recommendation to the City Council for funding.
- C. **TIMING** The landscaping phase of the Gazebo Relocation Project is projected to be Spring 2022.

D. **POLICY/LEGAL** N/A

ALTERNATIVES:

- No Action - No Landscaping to be installed.

RECOMMENDATION:

Staff requests input and direction on the following:

A. Landscape Concept

B. Concurrence on projected installation schedule for the current fiscal year (FY 2021-2022) Spring 2022.

ATTACHMENTS:

1. Gazebo Rock Landscape photo





**AGENDA REPORT
NEW BUSINESS
October 21, 2021**

To: Mayor and City Council
FROM: Al Cablay
THROUGH: Adam J. Brown, City Manager
SUBJECT: TURF MANAGEMENT PLAN
DATE: October 19, 2021

PROPOSED MOTION:

I MOVE THE PARKS COMMITTEE RECEIVE AND FILE THE CURRENT DRAFT 'TURF MANAGEMENT PLAN'

SUMMARY:

This proposed document is the first draft of a grass maintenance effort proposed by the Public Works Department. This version is intended to be a foundation document providing best maintenance practices for the Parks Committee to review and help Public Works Department in its implementation.

BACKGROUND:

Past turf maintenance practices have varied. The use of contract labor (Snake River Correctional Institute/SRCI and Part-time/Seasonal staff). Due to COVID outbreaks the SRCI Crews have not been able to be used. To help with that drop in service Ontario Youth organizations have been contracted with to assist during the summer season.

CURRENT SITUATION:

Current maintenance practices need to be considered at this time due to the impacts of deferred maintenance efforts.

ANALYSIS:

- A. **STRATEGIC PLAN** N/A
- B. **FINANCIAL** No initial costs presently. Future costs will be dependent upon which program elements are recommended and the amount of funding approved.
- C. **TIMING** Critical Park Infrastructure such as irrigation and turf are in need of

replacement and/or upgrade.

D. **POLICY/LEGAL** N/A

ALTERNATIVES:

No Action - Await next fiscal year budget cycle (FY2022-2023).

RECOMMENDATION:

To receive *Draft* Turf Management Plan and provide comments and direction to Staff at a future (To Be Determined) date.

ATTACHMENTS:

1. Turf Management Plan 2021_DRAFT.ac

TURF MANAGEMENT PLAN



City of Ontario, Oregon Public Works Department

INTRODUCTION

One of the missions of the Parks Division is to help sustain Public Works Maintenance policies. Maintenance concerns that address matters such as turf grass management

within its jurisdiction is the purpose. In order to consistently carry out its mission and serve the needs of the Community, the City of Ontario has developed this "Turf Management Plan" to provide overall direction to the management of turf grasses. This Plan strives to balance the duality of providing for all park areas while responsibly managing natural resources such as vegetation, soil, and water. The "Turf Management Plan" will provide sound direction in the maintenance of parks and public turf areas to ensure optimum benefits to the environment and the community.

Turf grass provides a forgiving and resilient surface for many recreational activities and is the traditional "green carpet" visitor's associate with Parks. It is Public Works Staff experience that turf grass varies substantially in use and so do turf management practices. Appropriate management ensures high quality turf grass where it is needed such as on those park athletic fields and that the designed use of a site is met.

Level of visibility and site use dictate maintenance standards for turf grass areas. Even within the same park, maintenance techniques can differ in particular for high use/traffic areas as opposed to remote areas that may remain informal and natural. For that reason, turf management Best Maintenance Practices (BMP's) are tailored to the specific requirements of the City's Park areas and site goals.

BACKGROUND

Ontario's Parks offer visitors a wide variety of turf grasses, including lawns (both formal and informal), athletic fields, meadows and other kinds of turf. Each type of turf grass require a separate set of BMPs, the intensity of management range from very highly maintained turf grass to meadow and slope bank areas.

Existing Site/Environmental Conditions

Site microclimate considerations are taken into account when planning a new planting or renovating an existing one. The following factors must be weighed:

- **Current Landscape Condition.** The condition of current turf grass is a good indicator of existing cultural conditions. Compaction, low nutrients, and types of pest populations determine renovation and turf grass selection options. This is particularly true of soil-borne pathogens. Selecting resistant turf grass is a must. It is also recommended to select turf grasses that do not require large amounts of fertilizers or highly specialized care.
- **Soil Type and Condition.** Soil may require amendments to improve drainage or water-holding capacity. Heavy clay or very sandy soils may be improved if desired, but appropriate turf grass selection is vital to the success of the planting.

- **Drainage.** Irrigation and drainage conditions must be assessed and any improvements included in the design process. Run-off should be eliminated as much as possible.
- **Cultural Conditions.** Cultural conditions such as exposure to sunlight and reflected light and heat, wind, and rainfall apply to turf grass selection and irrigation installation.
- **Species Diversity.** Species diversity offers a longer season of interest. Monocultures can be more susceptible to total failure in case of insect or disease problems.

Construction Issues

- Turf grass areas should be constructed with a minimum slope of 1% to promote surface drainage and a maximum of 15% to allow riding mowers to safely access areas.
- Whenever possible, the existing soil should be amended with sand and 6" of topsoil to provide a drier surface area. Dry areas allow easier and earlier (in the mowing season) maintenance.
- Trees, signposts, benches and other park amenities should be carefully placed in turf areas to reduce the need for hand trimming. If possible, these amenities should have the turf immediately surrounding them removed (such as a tree ring) to protect the amenity and to facilitate more efficient turf care.
- Whenever possible, seeding should occur during the spring or fall months for Cool Season Grasses when temperatures are generally between 50-70 degrees, and spring to summer months for Warm Season Grasses when temperatures are generally between 70-80 degrees, to insure maximum germination.
- Design a natural buffer area between turf grass and water bodies or drainage systems. If possible, buffer should be at least 25-50 feet.

BEST MANAGEMENT PRACTICES (BMP's)

The best management practices described in this chapter is applicable to Parks, city-owned buildings, athletic fields, meadows, etc. Site standards for turf grass vary by landscape classification. Landscape classifications include; prominent, general, and non-irrigated lawns, steep slopes, meadows, soil and sand-based athletic fields.

Mowing

- **Frequency.** The importance of regular mowing to promote healthy turf cannot be over-emphasized. Growth should be monitored and frequency increased to avoid removing more than 1/3 of the leaf blades.

The following is the basic standard for mowing frequency for Warm Season Grasses:

May- June	Bi-Weekly
July- August	Weekly

The following is the basic standard for mowing frequency for Warm Season Grasses:

	May – June	2-3 times per week	September –
October	As Needed		

- Cutting Height. Mowing height may vary from park to park and for Cool Season Grasses and Warm Season Grasses. Generally, Cool Season Grasses should be mowed between 3" to 5", with Warm Season Grasses being between '1/2" to 2".
- Mulch Mowing. Grass clippings should rarely be removed from mowed turf areas. The plant nutrients and organic material they contain play an important role in developing a healthy, productive environment for root growth.
 - Mowing patterns should be alternated to avoid ruts and compaction from the wheels.
 - Avoid driving on frozen turf. ◦ Avoid driving on wet ground where ruts will remain. Walk the site during wet conditions to do a visual inspection.
 - Mowing equipment must be maintained regularly, especially sharpening and adjusting of cutting edges. ◦ Ensure that grass clippings do not have the potential to be washed into stream or drainage systems, which can degrade water quality.

Trimming

- Trimming shall be performed by walk behind mowers and line trimmers in areas that cannot be accessed by riding mowers.
- Trimming shall be coordinated to coincide with other mowing activities on the site.

Edging

- Edging shall be performed a minimum of 2 to 4 times per year, depending on the maintenance standard for the site. Turf grass edging is done to give a finished look to lawn areas that border paved surfaces or planting areas.
- At high visibility locations, edging shall be performed more frequently.

- Edging should be performed with metal-bladed equipment, whenever possible, to prevent damaging turf edges.

Fertilizing

Fertilizing, the use of organic or inorganic compounds, shall be tailored to specific requirements for grasses:

- **Formula.** Select a formulation that is best for the soil type and time of year. Cold weather slows the activity of soil microbes that make nutrients available to the grass. Turf grass requires nitrogen, phosphorous, potassium and other nutrients to optimize growth. Fertilizer shall be a slow release compound of Nitrogen (N), Iron (Fe), and Potassium (K), the ratio dependent upon the time of year.
- **Nutrients.** Nutrient requirements differ according to grass type and the desired performance of a grass. Too much nitrogen can cause excess growth, which will be more susceptible to insect and disease damage.
- **Application Timing.** Timing application to the biological cycle of the grass is important in maintaining optimum growth. Each application should not exceed 1 lb. of N per 1000 square feet. Applications in very hot weather shall be avoided.
- **Micronutrients.** Micronutrients are also important for turf grass health. It is best to test the soil to determine existing levels of these nutrients because an imbalance can harm plants.
- **Soil pH.** The pH of the soil will determine whether to use an acid or base formulation of fertilizer, as well as the need for lime applications. Always test for pH before applying any fertilizer or lime. Fertilized turf shall be pH tested on a 3year cycle
- **Site-specific fertilizer restrictions** must be observed. Site-specific cautions include restricting use of fertilizer on turf areas adjacent to streams and wetlands and prohibiting phosphorus within 25 ft. of lakes and waterways

Aeration

- Aeration of high visible locations shall be done 2-3 times per year using .75-inch hollow or solid tines.
 - Best periods for Cool Season Grasses: March, April, September
 - Best periods for Warm Season Grasses: June, July, August ○
 Technique: make at least 2 passes at 90-degree angles.
- Areas with drainage problems should be deep-tine aerified 1-2 times per year using 1" by 6" hollow or solid tines.

Top Dressing

- General-use-top-dressing mix shall be used. Top-dressing should be primarily sand with minimum amounts of organic matter.
- Frequency: most effective applied lightly and frequently. □ Each application should be about 1/4 inch.

Overseeding

- Heavy impacted areas should be over-seeded at least once per year.
 - Best practice for Cool Season Grasses is to over-seed in the fall and slit seed in the spring.
 - Best practice for Warm Season Grasses is to over-seed or slit-seed in the late spring to early summer (May/June).
 - Overseed rate is approximately 5 lbs/1000 sq.ft.
-

INTEGRATED PEST MANAGEMENT

The Township of Southwold's Parks & Recreation System maintains a variety of turf grass types. These include park lawn areas (both formal and informal), athletic fields, meadow areas and other turf grass types. Each of these turf grass types has different pest management challenges, and practices may vary accordingly:

1. Pest Tolerance Thresholds

- Some level of weed, insect, and disease pests are tolerated in general park lawn areas.
- Pests in highly maintained turf grass such as athletic fields and other highvisibility/high-use areas are generally controlled through good turf grass cultural practices.
- Because of the unique conditions present on athletic fields, a variety of pest control measures are used, including mechanical, cultural and chemical.

2. Pest Management Strategies

- Broadleaf Weeds — Weeds in turf grass are tolerated, to some level, with the exception of athletic field turf grass and a few high-visibility park turf grass areas. When control is necessary, the primary method is through the following cultural practices:
 - Careful monitoring of watering practices
 - Fertilization
 - Aeration
 - Top-dressing

- Over-seeding

By performing these cultural practices, park turf grass is made healthier and better able to compete with various broadleaf weeds. Chemical weed control will be used for controlling particularly difficult weeds in high-visibility turf grass areas.

- Grass Trimming Abatement — The control of grass growing along fence lines and around trees, bollards, posts and other landscape features is a regular maintenance activity that helps preserve the asset by allowing large riding lawn mowers to steer clear of objects. This is especially important around trees where impact from mower damage can easily lead to tree loss. At the same time, keeping this grass controlled allows Parks to present parks that appear clean and well kept. This grooming affects how the public uses our facilities. Well-maintained parks are subject to less vandalism and related misuse. The following are BMP's for grass trimming:
 - String trimmers or push mowers. The grass is trimmed using gaspowered string trimmers or push-type lawn mowers. This laborintensive practice is costly and produces noise and air pollution.

TRAINING

- All park maintenance field staff should have training in basic turf grass management.
- All park maintenance field staff should have specific training regarding mowing heights and patterns





**New Dates: 2-Hour Sports Field Maintenance
Webinar**



BEFORE and AFTER
AYSO National Championship Tournament

***Columbia Park, Torrance, CA
before and 4 months after
PRZ Assessment and
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Learn how to save substantial usage on your irrigation water cost!

Sports Field Maintenance November Tip

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Join LARRY MUSSER, natural sports turf consultant and president of PRZ Consulting, for a [live webinar](#) where we discuss cutting-edge solutions for sports field maintenance challenges on [November 9th](#).

Register Today

Webinar Dates

1. November 9th, 2021
7:00 AM - 9:00 AM PDT
8:00 AM - 10:00 AM MDT
9:00 AM - 11:00 AM CDT
10:00 AM - 12:00 PM EDT

The "live stream" webinars will be presented via Zoom. The webinar consists of three parts approximately one hour each

Webinar Topics

1. Sports Field Challenges
2. Best Maintenance and Management Practices
3. Best Application and Equipment

Sports Field Challenges to be Addressed Include

- Soil Health / Nutrients
- Water Quality
- Field Design
- Maintenance Practices
- Field Management
- Maintenance Equipment and Usage

This webinar is highly instructive for landscape supervisors and professionals representing municipalities, colleges/universities, and school districts.