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, DECEMBER 16, 2021, 6:30 PM, MT
Zoom Link

1) CALL TO ORDER

Roll Call: Lynn Johnson _____ Michael Miller _____ David Goldthorpe _____Blu Fortner _____
Efren Garza _____ Andrew Maeda _____ Eddie Melendrez _____

Ex-Officio City Manager _____
Ex-Officio Economic Development Director _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on December 9, 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) October 21, 2021 Draft Meeting Minutes

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) NEW BUSINESS

A) Parks Committee Capital Improvement Plan Review for FY 22-23

7) HAND-OUTS/DISCUSSION ITEMS

A) Downtown Attraction Project - Update

B) Turf Management Plan - Soils Test - Update

C) Moore Park Gazebo Landscaping Plan - Update

D) East Idaho Tree Removal and Replanting - Update

8) COMMENTS FROM COMMITTEE MEMBERS

9) ADJOURN

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PARK'S
COMMITTEE MEETING MINUTES
Thursday October 21st, 2021 6:30 p.m. MT

Call to Order

The scheduled meeting of the Park's Committee was called to order by Chair David Goldthorpe at approximately 6:30 p.m. on Thursday, October 21st, 2021 in the Council Chambers of City Hall. Committee members present in person or attended via Teams were David Goldthorpe, Lynn Johnson, Michael Miller, and Eddie Melendrez.

Samuel Castonguay, Andrew Maeda, and Blu Fortner were excused.

Others present in person were Adam Brown, Dan Cummings, Al Cablay, and Aaron LeBoutillier.

Lynn Johnson led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on October 20th, 2021; copies of the agenda and minutes are available at the Public Works Headquarters and on the city's website at www.ontariooregon.org.

Motion to Adopt the Agenda

RESOLUTION, ACTION &/OR MOTION

THE MOTION WAS MADE BY MR. JOHNSON, SECONDED BY MR. MILLER TO ADOPT THE AGENDA.

Approval of Minutes

August 19, 2021
September 16, 2021

RESOLUTION, ACTION &/OR MOTION

THE MOTION WAS MADE BY MR. MILLER, SECONDED BY MR. MELENDREZ FOR APROVAL OF AUGUST AND SEPTEMBER MINUTES.

OLD BUSINESS

Gazebo Landscape Design

AC – I have drafted a brief staff report that brings the committee up to date. The Gazebo has been in place, has been accepted into the City system. Jacobs/Public Works is currently maintaining the structure as it is. The only remaining item that is brough before you tonight for consideration. The background on that, the landscaping was never a part of the Gazebo relocation, just to be clear on that effort. The funding that was approved, was primarily for the relocation efforts. To which all of those funds have been spent, the City Manager may correct me, I believe there are a few dollars left from the Visitors Convention Grant, which have donated five thousand dollars. There is no plan, and so brining this before the committee was both to receive direction, and also to solicit any ideas you may have.

MM – (Mr. Miller discussed options for landscape layout. Mr. Miller also provided comments and rough drawing concepts)
AC – As a part of the Gazebo relocation, we have adequate irrigation and power to the Gazebo. It is plumbed to the Gazebo but there is no power, it was pulled up to the point to allow for future expansion. That concludes the input from Public Works.

RESOLUTION, ACTION &/OR MOTION
No Resolution, Action &/or Motion was made.

Additional Topics not on Agenda
Lynn Johnson – Brought up the subject of park signage.

RESOLUTION, ACTION &/OR MOTION
THE MOTION WAS MADE BY MR. MELENDREZ, SECONDED BY MR. MILLER TO ADOPT THE NEW PARK SIGNS, AND HAVE LEGAL SEEK LEGAL COUNCIL TO FOLLOW STATE PARK GUIDELINES.

New Business

Turf Management Plan
LJ – The main point in having healthy green parks is to have healthy soil. We need to do a soil analysis, which may not have been done for quite some time. Al Cablay has arranged with Western Laboratories in Parma, ID. to help us conduct this soil analysis. The next step would be to analyze the water that is being used to water the parks. *(Further discussion on steps to take with turf management)*
AC – I will just build on the information that has been conveyed. Introducing this turf management plan is just a draft at this point and can be molded to fit in with the City's expectations. We think the logical place to start is finding out what kind of soil there is. This could be in place in more areas other than the parks, in sports fields, in the medians and in any area that may be within the public's eye. (Further discussion on turf management plan and starting small).

RESOLUTION, ACTION &/OR MOTION
THE MOTION WAS MADE BY MR. MILLER, SECONDED BY MR. MELENDREZ TO ADOPT A NEW TURF MANAGEMENT PLAN.

Hand-Outs/Discussion Items

Tree Ordinance Implementation:
AC – This item brought before you, in part with a project that Jacobs/Public Works has been struggling with in trying to get our trees on East Idaho replaced. There are Thirty-Two of those, just to let you know the exact inventory. There are twenty new trees that are needed, and we will be removing a dozen of them so that's quite an impact. Moving forward I think the best vehicle to do that would be through the tree ordinance and introducing this to the committee. I think this is an opportunity to put our best foot forward and put the best trees there. I will lean on committee member Miller to provide his expertise and his input.
MM – (Miller spoke on the best way to plan for trees to be planted (100 Trees) and which locations would be best).
AL – I do want to reiterate, the way we can make this work is, we make YouTube videos (Gardenanswer). If we can make a video about donating the trees, that helps us pay for it essentially. Hopefully these trees will be here in thirty (30) to fifty (50) years down the road and make a really big impact for the City.

RESOLUTION, ACTION &/OR MOTION
No Resolution, Action &/or Motion was made.

Upcoming Sports Field Maintenance Webinar

AC - I was pleasantly surprised when vise-chair took that, I highly recommend that you view this class. I really believe you get the most "bang for your buck" for that webinar.
LJ – Just in the manual alone, the information he presents, about how to go about the analysis and how to begin to implement things.

RESOLUTION, ACTION &/OR MOTION
No Resolution, Action &/or Motion was made.

Comments from Committee Members

- **Mr. Miller** – Dan, is there any way to reach out to ODOT, and get them involved?

DC – We have a very good working relationship with them, we have had a lot of meetings with them about the landscaping. They are under Governor's orders (Mandate) to not put water on State property. Governor does not want any wasted water during these drought times.

- **Mr. Melendrez** – I glad that was brought up, I wasn't aware of that. I afraid of adding trees in the future because they died.

AB – Some died, some survived. We decided to replace them in phases, swap out twenty trees for ten trees each year, with the dry escape around, but they're all drip irrigated.

- **Mr. Brown** – (Discussed the Tater-tot Trail)

Next meeting scheduled for November 18, 2021 at 6:30PM.

The motion to adjourn was made my Mr. Johnson

Approved:

_____ _____
Signature Date

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

DRAFT

Parks Committee Summary Sheet
December 16, 2021

	Project Budget	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Notes
Park Amenities							
Turf Management	$ 250,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	
Beck Park							
Bathroom(s)	$ -						Being completed this year
Pathways & Sidewalks (includes pedestrian bridges)	$ 325,000	$ 45,000	$ 15,000	$ 15,000	$ 250,000		The walking path that is around the pond will need new red rock; ADA sidewalk work; bridge replacement in 25-26
Playground Equipment	$ 50,000			$ 50,000			The playground is in good shape so I dont know when you want to replace them.
Shelters	$ 12,000		$ 12,000				There are 2 sheltes that need the roof replaced
Roadways	$ 50,000		$ 50,000				
Floating Dock Installation	$ 50,000	$ 50,000					Costs are for installation of donated dock and ADA access sidewalk
Security Cameras	$ 10,000	$ 10,000					The cameras lines have been cut and need to be repaired.
Irrigation Main Lines, Valves and Controls	$ -						The automatic sprinkler system is in good working order.
Laxson							
Bathroom(s)	$ 200,000		$ 200,000				Needs to be updated
Pathways & Sidewalks	$ -						The walking path is 2 years old so I dont know when it will need replaced.
Playground Equipment	$ -						The playground is in good shape so I dont know when you want to replace them.
Shelters	$ -						There is 2 shelters that are in good shape so I dont know when they will need replaced.
Basketball Court	$ 25,000		$ 25,000				Need to resurface the court
Security Cameras	$ -						The cameras are 2 years old
Irrigation Main Lines, Valves and Controls	$ 50,000				$ 50,000		The automatic sprinkler system is in good working order.
Lion's Park							
Bathroom(s)	$ -				$ -		The restroom need to be remodeled.
Pathways & Sidewalks (includes pedestrian bridges)	$ 60,000	$ 60,000					Install 300 feet to close gap on N side of park
Playground Equipment	$ -						There is some new playground equipment and some old in this park.
Shelters	$ 100,000	$ 100,000					Replace Shelter 1
Roadways	$ -						
Splash Pad	$ -						By others

	Project Budget	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Notes
Security Cameras	$ 10,000	$ 10,000					The cameras are not hooked up this the internet like the rest of them, So they need replaced as soon as possible
Irrigation Main Lines, Valves and Controls	$ -						The automatic sprinkler system is in good working order.
Moore Park							
Pathways & Sidewalks (includes pedestrian bridges)	$ -						Not sure how long sidewals last.
Gazebo	$ 10,000	$ 5,000			$ 5,000		
Security Cameras	$ -						
Irrigation Main Lines, Valves and Controls	$ -						The automatic sprinkler system is in good working order.
Lanternman Park							
Playground Equipment	$ 100,000	$ 100,000					The playgoud equipment needs to be replaced.
Shelters	$ -						There is 1 shelter and it is in good shape.
Security Cameras	$ -						There is 1 camera and it is not working right now.
Aiken Park (Optimist)							
Roadways	$ 7,500			$ 7,500			There is a parking lot and it is in good shape
Security Cameras	$ -						
Irrigation Main Lines, Valves and Controls	$ -						The automatic sprinkler system is in good working order.
Subtotal	**$ 1,059,500**	**$ 380,000**	**$ 302,000**	**$ 72,500**	**$ 305,000**	**$ -**	
Park Match Program							
None	$ 250,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	
Subtotal	**$ 250,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 50,000**	
Vehicles and Equipment							
Riding Mower	$ 40,000		$ 20,000		$ 20,000		
Utility Cart	$ 15,000	$ 15,000					
Pickup Truck		$ 27,500					
Subtotal	**$ 55,000**	**$ 15,000**	**$ 20,000**	**$ -**	**$ 20,000**		
Total	**$ 1,614,500**	**$ 495,000**	**$ 422,000**	**$ 172,500**	**$ 425,000**	**$ 100,000**	
Cemetery							
Cemetery Building and Grounds Improvement							
Master Plan	$ 50,000	$ 50,000					
Cemetery Shed	$ 47,500	$ 47,500					
Columbarium	$ 10,000				$ 10,000		
Subtotal	**$ 57,500**	**$ 97,500**	**$ -**	**$ -**	**$ 10,000**		
Cemetery Irrigation Systems							
Evergreen Cemetery Irrigation	$ 40,000	$ 40,000					Being partially completed this year
Subtotal	**$ 40,000**	**$ 40,000**	**$ -**	**$ -**	**$ -**		
Vehicles and Equipment							
Ford F250	$ 35,000	$ 35,000					
Riding Mower	$ 25,000		$ 25,000				
Subtotal	**$ 60,000**	**$ 35,000**	**$ 25,000**		**$ -**		
Total	**$ 157,500**	**$ 172,500**	**$ 25,000**	**$ 35,000**	**$ 10,000**	**$ -**	

AGENDA REPORT
HAND-OUTS/DISCUSSION ITEMS
December 16, 2021

TO: Public Works Committee

FROM: Al Cablay, Public Works Director

SUBJECT: TURF MANAGEMENT PLAN - SOILS TEST - UPDATE

DATE: December 9, 2021

PROPOSED MOTION:

RECEIVE AND FILE PUBLIC WPORKS DEPARTMENT UPDATE

SUMMARY:

Soil Testing to be conducted at the existing Dog Parks located at Lions and Lanterman Parks. Samples to be collected by Public Works Staff with assistance provided by Parks Committee member Johnson.

BACKGROUND:

At the previous Parks Committee, the proposed Turf Management Plan was presented for review and consideration. Direction was given to Staff to look into soil sampling of the two- (2) current Dog Parks and the proposed Volleyball Court and Walking Track areas of Lanterman Park.

CURRENT SITUATION:

The proposed Turf Management Plan is intended to provide guidance for the maintenance of all turf areas that primarily encompass City Parks and Cemeteries. After receiving final approval the document will provide Staff with a document that will assist in the City's efforts to be more effective in the planning, design, installation and maintenance of turfed areas.

ANALYSIS:

A. **STRATEGIC PLAN** No direct impact to the strategic plan.

B. **FINANCIAL** The next fiscal year (FY 2022-2023) will be the most opportune time for the Parks Committee to propose a budget for the implementation of the Turf Management Plan. It is anticipated by Staff that a Request for Proposal (RFP) be prepared to solicit service proposals from licensed Landscape Contractors experienced in turf management to phase-in the turf management precepts contained in the plan. It may also be recommended by Staff and the Parks Committee to consider the use of a Turf Management Specialist for use in the implementation of each phase of the proposed plan.

C. **TIMING** The timing of this item fits into the City's Budget preparation schedule for the Capital Improvement Program (CIP) portion of next fiscal year's budget.

D. **POLICY/LEGAL** The costs for the soil sampling of both Dog Parks, the Volleyball Court and the Walking Path will be borne by the present operating budget. Those costs will be used to establish a baseline of costs for those same tests to be performed at the remaining Parks.

ALTERNATIVES:

No Action. Continue with current levels of maintenance activities for all turfed areas owned and maintained by the City.

RECOMMENDATION:

Staff recommends that the Parks Committee review and revise where appropriate the proposed Turf Management Plan for final recommendation to the City Council for adoption. Furthermore to use the document as a planning and budgeting tool for implementation of the practices recommended and contained in the plan.

ATTACHMENTS:

None

AGENDA REPORT
HAND-OUTS/DISCUSSION ITEMS
December 16, 2021

TO: Public Works Committee

FROM: Al Cablay, Public Works Director

SUBJECT: MOORE PARK GAZEBO LANDSCAPING PLAN - UPDATE

DATE: December 9, 2021

PROPOSED MOTION:

RECOMMEND TO THE CITY COUNCIL TO FUND THE LANDSCAPE IMPROVEMENTS AS SPECIFIED BY THE LANDSCAPE DESIGN PLANS DEVELOPED BY PARKS COMMITTEE MEMBER MILLER.

SUMMARY:

BACKGROUND:

At the previous Parks Committee meeting a brief presentation was made by Parks Committee member Miller on the landscape concepts that he would recommend for the Moore Park Gazebo. The landscaping proposed would work in concert with the future concepts currently being developed by the City Consultant providing wayfinding design services.

CURRENT SITUATION:

No landscape currently exists around the structure.

ANALYSIS:

A. **STRATEGIC PLAN**

B. **FINANCIAL** Any monies for the landscaping costs for this effort were not previously budgeted.

C. **TIMING** Dependent upon what is designed and approved for planting, the appropriate season may dictate that the project be delayed until the next planting season.

D. **POLICY/LEGAL** Any all monies recommended will need to first be approved by the City Council by a budget resolution that would specify those costs.

ALTERNATIVES:

No Action. Delay this landscape effort to be a project included as part of the City's Capital Improvement Program (CIP) for the next fiscal year budget.

RECOMMENDATION:

Staff has no firm recommendation at this time and defers to the PArks Committe for their direction input.

ATTACHMENTS:

None

AGENDA REPORT
HAND-OUTS/DISCUSSION ITEMS
December 16, 2021

TO: Public Works Committee

FROM: Al Cablay, Public Works Director

SUBJECT: EAST IDAHO TREE REMOVAL AND REPLANTING - UPDATE

DATE: December 9, 2021

PROPOSED MOTION:

RECEIVE AND FILE

SUMMARY:

This item was brought before the Parks Committee at their October meeting. The total number of trees presented at that time was thirty-two -(32). However the exact species were not mentioned or discussed at that time. The following tree species have been mentioned for consideration:
~ Iron Wood
~ Red Point Maple

Other tree species mentioned for both Parks and Street trees are; Ash, Ginko, Cherry, Oak, Linden, Magnolias and Sugar Maples.

BACKGROUND:

Parks Committee member Miller has partnered with Aaron LeBoutillier of Garden Answer to work up a list of trees that will be planted as replacements of the East Idaho Avenue trees that did not survive.

CURRENT SITUATION:

This replacement project has been stalled due to amount of effort required to accomplish this effort and the unknown specie of trees. In the meantime Public Works-Jacobs crews are providing general maintenance as required.

ANALYSIS:

A. **STRATEGIC PLAN** N/A

B. **FINANCIAL** Public Works-Jacobs are responsible for providing the labor to remove and replace the trees.

C. **TIMING** The season for planting the trees and the availability of the particular specie may be the primary causes for delaying this project yet again.

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

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff requests input from Parks Committee members on this latest effort.

ATTACHMENTS:

None