

PARKS & RECREATION ADVISORY BOARD—Canby Fire

Department

APPROVED MINUTES

MARCH 15, 2022 Meeting

Chairman Johnson called the meeting to order at 6:58 pm.

1. WELCOME/INTRODUCTIONS:

Member Attendance: Barry Johnson, Jim Davis, Lisa Potter, Terri Jones, Scott Sasse, Mark Triebwasser, Barbara Karmel, Ryan Oliver, David Biskar

Guests in Attendance: Brian Hodson, Ryan Potter, Jerry Nelzen, Jeff Snyder, Bruce Parker, Eric Laitinen, Richard via Zoom, Jason from Canby Rod & Gun Club, Teresa Sparks, Mindy Montecucco

2. APPROVE MINUTES:

Barbara Karmel moved to approve the February 2022 meeting minutes, Jim Davis seconded; motion passed, and minutes of the February 15, 2022 meeting were approved.

3. OLD BUSINESS—PARKS UPDATE:

Jeff presented a Parks and Recreation Projects update.

- a. Community Park update—Jeff is obtaining a quote for phase 2 of the pond clarification.
- b. Locust Street Park—Jeff reported he is obtaining permits for the picnic shelter. Engineering needs to be completed before the structure is built. Completion date is unknown at this time.
- c. Maple Street Park—Chris Wright prepared a draft of the court rules sign which was approved by the City Attorney. Four signs will be placed at each court entrance. Playtime scheduler was left off the signs to alleviate any confusion; however, it's possible a separate sign will be added later explaining the Playtime Scheduler. Lisa reported she is working with Jamie Stickel to develop a large "Welcome to the Canby Pickleball Courts" horizontal sign which will be placed on the side facing the parking lot. The sign will include those that contributed monetarily to the project. Lisa will bring a draft for the Board's review at the April meeting. Field netting needed on the Noble Court side of the field. Jeff said it needs to be addressed and he'll look into it. Pickleball surfacing tentatively scheduled for April. The motion detectors for lighting aren't working properly but the contractor will correct it. **ACTION:** Lisa will bring a draft of the 'Welcome to' sign to the April meeting. Jeff to follow up on the field netting needed for the Noble Court side of the baseball fields.
- d. FEMA tree removal—Jeff reported tree removal will begin the week of March 21. The City will do a press release. Work needs to be done by May 4 to receive funds from FEMA (to avoid submitting an extension). Twelve trees will be removed from Wait Park.
- e. Process to name/rename City Parks—Terri presented a draft policy/procedure/application to name/rename City parks. After discussion, Terri will revise the naming procedure in 1e: The Parks & Rec Advisory Board is permitted to propose a name using the criteria and process in this policy. History should be considered before naming, delving into the background. **ACTION:** Terri will make the changes and distribute to the Board at the April meeting. If approved for recommendation the policy will be referred to the City Attorney for approval followed by request for approval from the City Council.

4. NEW BUSINESS:

- a. Jerry and Jeff are working on the 2022-23 Parks budget. Among the potential projects to be included: 1. Replace playground equipment at Maple Street Park which will include a base like Legacy Park; 2) Tennis court at Maple Street

Park, replacing one of the basketball courts. The goal is to bring Maple Street Park to completion and will be the crown jewel of our parks. **ACTION:** Jerry and Jeff will give the Board an update on the proposed Parks budget at the April meeting.

- b. Logging Road trail—Mark Triebwasser requested gravel be added to the potty pot at the disc golf area to alleviate going into the hole and the mud that collects there. Jeff said that could be accomplished. Mark also requested a garbage can be placed between Territorial and Knights Bridge Road as there are none currently. **ACTION:** Jeff to follow up on the gravel and garbage can requests.
- c. Canby Beautification Committee and Public Works will be planting trees along Willow Creek behind the wastewater treatment plant. This is being done to maintain the wet area. All are welcome to participate.

5. CANBY SWIM CENTER PRESENTATION

Eric Laitinen shared drawings prepared by Scott Edwards Architecture which offered three options for the proposed upgrades to the Swim Center. Improvements include: 1) addition of a family changing room; 2) addition of a walkway to the pool that doesn't go through the locker rooms; 3) replace electrical, plumbing and drains; 4) replace piping under pool; 5) an event room for meetings, classes, birthday parties; 6) Three additional restrooms eliminating the need for porta potties during tournaments; 7) significant improvements to the locker rooms; and 8) two deck showers at the entrance to each locker room. Initially, a larger building was desired but became cost prohibitive when it was discovered the piping under the pool needed to be replaced which wasn't in the initial budget. The improvements are a result of 20 years of savings with no funds coming from the Levy. Total cost of the project is estimated at \$1.5 million.

6. BIKE & PEDESTRIAN COMMITTEE UPDATE—BRUCE PARKER

Bruce Parker reported the Bike & Ped Committee received a grant from National Parks to provide technical support and expertise regarding the Traverso visioning plan. Bike & Ped plans a kickoff at their April 12 meeting; the Parks Board is invited to attend. Bruce presented a draft Canby Logging Road Trail Courtesy Guide sign. Their committee looked at other parks and rec districts with N Clackamas providing the best examples of appropriate verbiage. Barbara mentioned that bicyclists should be reminded to call out to walkers and say "on your left" to avoid serious accidents. Concerns were raised that the proposed courtesy sign was too lengthy and users might not read it. The Mayor suggested creating two signs—an etiquette guide and safety precautions. Signs are planned at Eco Park, south of Eco Park, and on 13th Avenue near Timber Park. Jason with the Gun Club asked if community outreach has been done and Bruce said it was done a year ago. Jason suggested taking the top 3-5 top concerns from the community outreach and reduce the number of bullet points on the sign. Barbara mentioned there is a yellow bollard that is splashed with red paint. Jeff said Parks will repaint it. Jim suggested adding "in case of emergency call 911" to the signs. **ACTION:** Bruce Parker and Barbara Karmel will work together on a proposed sign(s) and present it to the Parks Board at its April meeting.

7. CAPRD UPDATE—no report.

8. ADJOURNMENT

Jim Davis moved to adjourn, Scott seconded, motion passed. The meeting adjourned at 8:08 pm.

The next regular meeting of the Parks & Rec Advisory Board is scheduled for 6:30 pm April 19, 2022 at the Fire Department.

Respectfully submitted, Lisa Potter, Board Secretary