

**CITY OF NORTH PLAINS PARKS BOARD
REGULAR SESSION AGENDA**
Wednesday, May 27, 2015, 6:00 P.M.
North Plains City Hall 31360 NW Commercial Street

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **REGULAR SESSION AGENDA**
 - A. Approval of Regular Session Agenda
5. **REGULAR SESSION MINUTES**
 - A. Approval of April 22, 2015 Regular Session Minutes
6. **PUBLIC COMMENT:** *(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" prior to the meeting. You are not required to give your address when speaking to the Parks Board, only your name. Presentations are limited to five minutes.)*
7. **NEW BUSINESS**
 - A. Review Woofter conceptual design of Jessie Mays Community Hall for clarification of details.
8. **UNFINISHED BUSINESS**
 - A. Continue the discussion and revision of the North Plains Parks and Open Space Master Plan. The Parks and Open Space Master Plan working document was distributed at the 01/28/2015 Parks Board meeting as a part of the Board Packet.
9. **ADDITIONAL BUSINESS**
 - A. Review of the Parks Capital Fund (131) budget report.
 - B. Any old, unfinished or additional issues the Board would like to address before the meeting is closed.
10. **ADJOURNMENT**

If you require special accommodations to permit your attendance at a meeting, please contact the City Recorder by calling (503) 647-5555 or e-mailing margaret@northplains.org before 4:00 p.m., five calendar days prior to the meeting.

City Parks Board Meetings are tentatively scheduled to be at the North Plains City Hall, 31360 NW Commercial Street, North Plains, Oregon, on the 4th Wednesday of the month.

The next three meetings are scheduled to be held on the following dates at 6:00 pm:

June 24, 2015

July 22, 2015

August 26, 2015

CITY OF NORTH PLAINS PARKS BOARD
REGULAR SESSION MINUTES
April 22, 2015, 6:00 P.M.
North Plains City Hall
31360 NW Commercial Street

1. **CALL TO ORDER:** Chair Nunnenkamp called the meeting to order at 6:00 p.m.
2. **FLAG SALUTE:** Nunnenkamp led the flag salute.
3. **ROLL CALL:**
Board Members: Chair Doug Nunnenkamp; Joanna Orgill; Heather LaBonte
Excused: Patti Burns; Teri Lenahan
Staff: Public Works Director Blake Boyles; City Recorder Margaret Reh
4. **REGULAR SESSION AGENDA**
 - A. Approval of Regular Session Agenda

Motion by LaBonte. Seconded by Orgill to approve the Regular Session Agenda for April 22, 2015. Motion was approved unanimously.

5. **REGULAR SESSION MINUTES**
 - A. Approval of March 25, 2015 Regular Session Minutes

Motion by LaBonte. Seconded by Orgill to approve the Regular Session Minutes for March 25, 2015. Motion was approved unanimously.

6. **PUBLIC COMMENT**

Joanna Orgill inquired of the Parks Board if public park space could be used by groups to organize a garage sale during the North Plains Citywide Garage Sale that would be a fundraiser for a local youth group. Discussion ensued regarding some options. Boyles said he would check on the options and get back to Orgill.

7. **NEW BUSINESS**
None Scheduled

8. **UNFINISHED BUSINESS**
 - A. Continued discussion and revision of the North Plains Parks and Open Space Master Plan

The Parks Board continued discussing and revising the Parks and Open Space Master Plan. The suggested revisions and changes will be applied to this document as it is being worked on. The Board will review and will bring all the edits back upon completion of the

review. Discussion ensued regarding pocket parks and descriptions of parks. Blake will color code the map per the discussion. When this Master Plan is completed it can be used for grant applications.

Trails, Pathways and Bikeways: Discussion ensued regarding trails, pathways and bikeways on page 20 of the Parks and Open Space Master Plan. It was suggested to have an extra 25 foot easement in the riparian corridor and having no impervious surface along the creek. This could be a means of designating that extra 25 foot buffer to be a part of our trail system. It was suggested that the option of this easement should be defined in the code for future development. It could remain an easement and not be owned by the City to prevent the City from being liable for the area. An easement to the area is measured from the center of the creek and usually has a three foot cyclone fence required. We need to tighten the Comprehensive Plan where it addresses how the riparian area is to be designated and reserved. After discussion it was suggested to change the verbiage in the second paragraph of this section to say, "New development is required to dedicate riparian areas outside the CWS 50 feet and dedicate 25 feet on McKay Creek and 15 feet on Ghost Creek beyond CWS requirement of 50 ft. and a high priority should be placed to acquire access to adjacent corridor areas within the City through the use of land conservation trusts, easements, donations and other mechanisms."

Motion by LaBonte. Second by Orgill that the Parks Board approved sending a recommendation to the Planning Commission to consider amending the Comprehensive Plan to reflect a 25' riparian easement along McKay Creek and a 15' riparian easement along Ghost Creek outside the existing CWS buffer for the parks and trail system. Motion was approved unanimously.

It was decided that the Board will incorporate Appendix A into the final version of the Parks and Open Space Master Plan. The Board would then update the Master Plan as new parks are developed.

9. ADDITIONAL PARKS BOARD BUSINESS.

A. Review of the Parks Capital Fund (131) budget report.

The Parks Capital Fund (131) budget report that was included in the Agenda Packet was the same report the Board viewed at the March 25 Parks Board meeting as the new report was not yet generated. The most recent report will start to be included in the Agenda Packets on a monthly basis.

B. Parks Equipment Update

Boyles presented samples of some park equipment that could possibly be used in the pocket parks. Discussion ensued. It was decided that you don't get much for the amount of money they are charging for this equipment. It was suggested to share the information with the HOA in the neighborhood around LaMordden Park. Boyles will forward the

information to Trista Papen.

C. Other Updates and Additional Business

Boyles presented an update on the Turtle Park/Habitat. Discussion ensued. (01:36:00 on the audio recording)

Boyles stated there was no further information regarding an update with Woofter. DeBry is working up the contract with Woofter. The scope of work was distributed to the Parks Board.

Boyles provided an update regarding the Vern Galloway walking path and that it will be overlaid with wood chips that will be provided by Asplundh. The boy scouts will be spreading the wood chips. Discussion ensued.

Boyles provided an update on the Sunset Ridge and a pathway that is under discussion to connect that development with a walking path all the way to Glencoe. The County is willing to assist with the bridge just west of McKay Fields. Boyles has met with a Washington County Bridge Inspector. The various parties are looking at options. Discussion ensued.

10. ADJOURNMENT:

The next meeting is scheduled to be held on Wednesday, May 27, 2015 at 6:00 p.m. at the North Plains City Hall. The meeting was adjourned at 8:00 p.m.

Submitted by:

Margaret L. Reh, City Recorder

Date Minutes Approved: _____

PARKS CAPITAL FUND 131

Acct	Description	Revised Budget	Actuals 4/24/15	Remaining Budget	Year End Estimate	Budget to Estimate Variance Over/(Under)	
						\$	%
OPENING FUND BALANCE		442,729	442,729	-	442,729	-	
REVENUES							
445000	SDCs	195,500	62,560	132,940	101,660	(93,840)	52%
461000	Interest	2,580	1,506	1,074	2,166	(414)	84%
TOTAL REVENUES		198,080	64,066	134,014	103,826	(94,254)	52%
EXPENDITURES							
Parks Capital Department							
770001	PW Projects - trails/skatepark	-	1,358	(1,358)	1,358	1,358	
770000	PW Projects - Jessie Mays	100,000	12,827	87,173	50,000	(50,000)	50%
Capital Outlay		100,000	14,185	85,815	51,358	(48,642)	51%
PARKS CAPITAL DEPT TOTAL		100,000	14,185	85,815	51,358	(48,642)	51%
810110	Transfers Out - Gen Fund	8,000	1,022	6,978	4,109	(3,891)	51%
TRANSFERS		8,000	1,022	6,978	4,109	(3,891)	51%
CONTINGENCY		532,809	-	532,809	-	(532,809)	0%
TOTAL EXPENDITURES		640,809	15,207	625,602	55,467	(585,342)	9%
CHANGE IN FUND BALANCE		(442,729)	48,859		48,360	491,089	
UNAPPROPRIATED							
ENDING FUND BALANCE		-	491,588		491,089	491,089	

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
131 - Parks Capital REVENUE								
131-000-445000 - SDC								
System: CR								
10/27/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
10/27/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
10/27/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
10/27/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 04-10-2014	CR		4	27	0.00	3,910.00
11/30/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
11/30/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
11/30/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
11/30/2014	Parks - SDC	J.T. ROTH CONSTRUCTION INC. Cash Receipts Batch 15-11-2014	CR		5	28	0.00	3,910.00
01/14/2015	Parks - SDC	Biggi Construction, LLC Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC	VINCE BIGGI Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC	VINCE BIGGI Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC	lot 6 Biggi Construction, LLC Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
01/14/2015	Parks - SDC	lot 4 Biggi Construction, LLC Cash Receipts Batch 02-01-2015	CR		7	8	0.00	3,910.00
02/12/2015	Lot 35, 36, 96	POLYGON Cash Receipts Batch 08-02-2015	CR		8	11	0.00	11,730.00
CR System Totals:							0.00	62,560.00
131-000-445000 Totals:							0.00	62,560.00
131-000-461000 - Interest								
System: GL								
07/31/2014	LGIP Interest		GL		1	71	0.00	200.50
08/31/2014	LGIP Interest		GL		2	66	0.00	200.57
09/30/2014	LGIP Interest		GL		3	54	0.00	194.31
10/31/2014	LGIP Interest		GL		4	55	0.00	197.89
11/30/2014	LGIP Interest		GL		5	43	0.00	168.21
12/31/2014	LGIP Interest		GL		6	51	0.00	185.72
01/31/2015	LGIP Interest		GL		7	50	0.00	190.26
02/28/2015	LGIP Interest		GL		8	44	0.00	167.78
03/31/2015	LGIP Interest		GL		9	42	0.00	1.00
GL System Totals:							0.00	1,506.24
131-000-461000 Totals:							0.00	1,506.24
Dept 131-000 REVENUE Totals:							0.00	64,066.24
REVENUE Totals:							0.00	64,066.24

Date	Description	Detail Description	Sys	Vendor	Prd	JE No	DR This Period	CR This Period
EXPENSE								
131-452 - Parks								
131-452-770000 - PW Project								
System: AP								
10/27/2014	WOOFTER - Woofter Architecture	09/02/2014-09/30/2014	AP	WOOFTER	4	28	2,940.00	0.00
12/03/2014	WOOFTER - Woofter Architecture		AP	WOOFTER	6	1	6,036.04	0.00
12/03/2014	WOOFTER - Woofter Architecture		AP	WOOFTER	6	1	98.74	0.00
12/23/2014	WOOFTER - Woofter Architecture		AP	WOOFTER	6	23	3,704.06	0.00
04/02/2015	WPB - Willamette Print & Blueprint Company, INC	Jessie Mays	AP	WPB	10	1	48.00	0.00
AP System Totals:							12,826.84	0.00
131-452-770000 Totals:							12,826.84	0.00
131-452-770001 - Walking Trail Project								
System: AP								
04/02/2015	MUR050 - MURRAY, SMITH & ASSOCIATES, IN	Principal Engineer III - ODOT Bridge	AP	MUR050	10	1	1,358.00	0.00
AP System Totals:							1,358.00	0.00
131-452-770001 Totals:							1,358.00	0.00
131-452-810110 - Transfers Out - General Fund								
System: GL								
12/31/2014	Q2 overhead on capital outlay		GL		6	46	1,022.00	0.00
GL System Totals:							1,022.00	0.00
131-452-810110 Totals:							1,022.00	0.00
131-452-999000 - Contingency								
131-452-999000 Totals:							0.00	0.00
Dept 131-452 EXPENSE Totals:							15,206.84	0.00
EXPENSE Totals:							15,206.84	0.00
131 Totals:							15,206.84	64,066.24