

CITY OF McMinnville
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held at Kent Taylor Civic Hall and online via Zoom,
McMinnville, Oregon

Thursday, June 8, 2023, at 4:30 p.m.

Presiding: Committee Co-Chair Larry Miller & Committee Co-Chair Abby Thomas

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present

Christine Bader
Caitlin Nemeth
Katherine Martin
Karina Alcantara
Efrain Arredondo
Myrna

Absence

Larry Miller
Abby Thomas
Zack Geary
Tony Lai
Dianne Rhee

Others in attendance: Jody Christensen, Special Projects Coordinator; Jennifer Cuellar, Finance Director

- 1) CALL TO ORDER: Committee Member Christine Bader called the meeting to order at 4:38 p.m.
- 2) APPROVAL OF MINUTES: Correction to the minutes was emailed to the Staff Liaison. Katherine Martin MOVED to approve the May 11th, 2023 minutes. Efrain Arredondo SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) ARPA: Christine introduces the topic of ARPA and asks the group to appreciate the logistical and administrative challenges that lie ahead of us. Christine explains the draft work plan for DEI for the ARPA spend and the group goal to uphold the values listed in MacTown 2032.

Jody asks for Christine to read aloud the MacTown 2032 priorities related to DEI – Christine reads them aloud. Jody asks whether or not the committee has adopted those goals as their own.

Christine says not officially but implicitly. Noelle states why she invited Jody to the meeting – to explain her experience with third party grants. Jody explains the business-related projects (8212) that were borne out of their partnership with Representative Ron Noble who wanted to create systems that would help businesses recover from Covid. Ron Noble secured 750k for

McMinnville. They created four concepts. Business mentoring, a 60/40 loan forgiveness program, a traditional grant program, bi-lingual training. The question they asked themselves was “how do we get better about understanding what the needs are around workforce development.” They’ve contracted with MEDP to build the foundation that will help them better understand data driven workforce programs. They want to help companies describe what they need beyond the statement “I need people.” Those are the four programs CDC has stood up with their ARPA dollars. It took a lot of ingredients to get that “cake baked.”

Jody – this is why Noelle asked me to join the meeting today, to help peel the onion on what it’s like to set up a program like this – she wants to help the group talk through what they want to achieve and think about how this money could be used to make lasting change. She hopes between Jennifer and herself, they can provide the elements they need to get started in making change in a valuable way. Jody adds that she had the opportunity to help in a previous role on the racial justice committee when working for the State of Oregon. It’s so important to understand that little steps lead to big steps and she would like folks to understand what racism looks like in a process, when you can help people understand that – its profound.

Marin is a consultant that is working with the Community Development Department – from Advanced Economic Systems – he’s helping the City understand how to reach people who’ve never been able to access business education and grants. He’s helping business community members apply for a grants and learn how to make themselves competitive. Through his leadership there have been so many ah-ha moments. Marin helped them see the application system and process and how it may be intimidating. He asked them to think about how we make our spaces more accessible and navigable. He helped them think about translation – he helped them think about word choices. They worked together to think about how the City can be a better partner to their community members and build “thoughtfulness” into their systems.

Caitlin asks if we can talk more about how we’re doing that? Jody explains they created a separate more approachable space for people to come and get help in accessing the grant application with bi-lingual training sessions etc. Caitlin asks if there is a way to shorten an application process or simplify it altogether. Make it feel more like a conversation and less like a process, because the process is what is intimidating.

Jody explains that the City is required to track their decision making process. You can’t and nor should you create a system that can’t be duplicated and tracked for government transparency and auditing requirements. Jody believes that the ARPA funds have a one-time meaningful impact – she believes the assessment should go first to unearth investment opportunities. If the assessment does what it’s designed to do, it will a be a ‘treasure trove’ of opportunity to help us understand how to build or support different systems within the city. An assessment will be a valuable tool that will help us understand where that money goes.

Christine asks if we should find partners that have similar programs that we can infuse with money. Jody asks if any one of the programs she talked about might be one of the programs this committee could infuse. The money that Jody manages is ARPA – but state ARPA, the DEI’s project is City/Federal ARPA. These programs do have an administration level that requires that the City document and keep records, you have to secure applications, and there is a level of tracking that would be required. This is why they hired a consultant to help navigate that process and help them reduce barriers.

Jody will share the reports that come out of Marin's work, and she'd ask the same for the DEIAC to share the results of the assessment work. She directs the committee to the Business Resiliency page.

Jennifer is excited about this programming and their work with MESO – which is focused on communities who don't have access to traditional streams of funding. She encourages the group work in tandem with Community Development on some of these already established programs. If the timing works out and we can keep their work going after they've learned something from their initial efforts, that would be a great idea for these funds to keep good work going.

Christine says they like this idea. The only caveat is that the work is focused only on businesses instead of including some of the community groups who might also want to do good work.

Jody explains that businesses need “capacity building grants” – which is the form of usually staff help or a person. Consider faith-based organizations that do a lot of community work and that have been good partners for folks experiencing homelessness. Jody feels like community events is how you build relationships, but CBO's need operational help – because they need *people* to put on community celebrations to build those relationships.

Katherine states that having face to face contact with people to get them comfortable is super important, because people won't often explore more options without first having the opportunity to chat with someone and get comfortable with the idea first.

Jennifer goes into answering the questions that the group had provided previously including challenges with administration costs. She states that she does not have the city resources to staff the backend of a program like this, but she would need a specific proposal of what that looks like.

Jennifer – “We simply can't pass out greenbacks to people – there has to be a paper trail, a tax ID number, a social security number, and if individuals are receiving grant funds, unless they are a non-profit the transaction would be a taxable event.” The rules are that if we pay a person more than \$650 in a calendar year than that is reportable to the IRS as a transaction. Money flowing through a nonprofit organization would be the only real way to do that. She agrees that Jody's assertion about a replicable process and having a system in place to demonstrate the impact of our work is how you get things to last – this is important for sustainability etc.

Christine acknowledges that we wouldn't be able to throw a “Cinco De Mayo” party without it being a taxable event to that individual. Noelle states that this is correct, except for if we funded a non-profit organization to put on that cultural celebration.

Jody recommends that we have an application for every process and include an interview as a part of our review process. The committee can embed the systems needed for government work but also address the accessibility component.

Jennifer – isn't 100% sure of the expectation of the committee, but processes or payment requests would have to go through the finance department and that includes a W-9 which contains personal sensitive information. It takes two weeks to turn a check once they get a

request.

Because of Washington's debt ceiling and new rules coming out from the federal government, we must budget out dollars or 'spend' them so that there is no risk that the government will take it back. Jennifer believes that this will allow us a little more flexibility in how we spend but we're still bound by the City's rules. We have more flexibility overall.

Christine states that it sounds like the committee has some options one of those being to piggy back on an already established grant program. Jody suggests that we can also look into working with Micro Enterprise Services of Oregon.

Katherine would like someone from MESO to come and chat with the group about the option. Efrain states that it sounds like we have to go through a non-profit who can administer the process for us and it's best if we act as a partner.

Jennifer states that there has to be a business purpose for any expenditure that comes through because if we have any auditing activity, there has to be a business purpose tied to our choices.

Jody suggests that the art alliance would be a great program for the cultural aspect of this work.

Christine asks the group to wrap this up and move on to the assessment conversation. Karina asks what happens after the assessment and if there are departments that aren't working with the a DEI lens, how do we get them to make changes or use the lens? Christine asks to hold that question for now.

Jody suggests coming back in August to tell the group what they've learned, they'll have a report from their focus group and will have recommendations – how their grant program is going and see if we can supplement their programming. Jody will send some program information from MESO in the meantime.

Christine provides an overview of the Assessment conversation. Noelle explains that there has been some confusion about the RFP process overall because of lack of a legal staffing. Noelle shares the assessment draft and asks the group to look over the five bullet points that should be included in the scope of work.

Noelle explains how that the group should have more detail in general. The part that the committee needs to weigh on is the "why" behind the assessment. This is important to be as specific as possible so that when we have a final product, we may use the results to direct City Council so that they can direct City staff to do the work.

Group discussion on the "needs assessment" aspect, the idea behind the tool itself, and how to include the priorities from MacTown 2032. Group discussion on the process for City Council to adopt recommendations and advise City Staff. Noelle will send the cleaned-up draft to the group for comment. Comments will need to come back to me individually via email. Christine asks about how we will advertise. Noelle explains that we will collect a list of the potential parties who might be interested in doing this type of work and score them according to our own metrics.

5) ADJOURNMENT at 6:19 pm.

s/s Noelle Amaya
Noelle Amaya,
Communications & Engagement Manager

DRAFT



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MEMO

DATE: September 14, 2023

TO: Diversity, Equity and Inclusion Advisory Committee Members

FROM: Susan Muir, Parks & Recreation Director

SUBJECT: Parks Plan Update

Hello DEIAC members! This meeting is one of the major project milestones and a big part of why we approached you over a year ago to be the project advisory committee for this project. With the information in this packet, and that will be presented to you at the meeting, you will see a draft vision and framework for McMinnville's future parks and recreation. This project started over a year ago and has had gaps of time while the project team was busy gathering input, getting data together and framing things for this step, I thought I'd summarize the DEIAC process to date as a reminder.

April 2022: First discussion on the DEIAC potential involvement in the PROS Plan Update. The decision is made for the DEIAC to serve as the project advisory committee.

August 2022: Review of the planning process, and an overview of the DEIAC's roles and responsibilities as the project advisory committee. The consultant then facilitated a conversation with the committee to identify key challenges in the current parks system, including a lack of funding, vandalism, maintenance backlogs, and a lack of data. The committee then identified opportunities in the existing parks system such as the potential for more cultural opportunities, free programs for the community, the importance of parks to our community, how we spread the word about our services, improving public health, reducing maintenance costs, climate action planning, and community involvement. The DEIAC then went on a staff guided bus tour of the parks with members of the Planning Commission and City Council.

October 2022: The DEIAC heard an overview and update on the public engagement strategy for this project and previewed the online survey tool. Outside of the meeting, two DEIAC members were interviewed by the outreach consultant to help frame the engagement plan.

May 2023: An overview of the existing park system and assessment was given to the DEIAC by the staff and consultant team. A report out on the community feedback gathered to date was discussed. The committee began work on updating the vision and goals for the plan.

The project web page @ mcminnvilleparksplan.com has the background and information processed to date:

- Information about our existing park system
- Community survey results
- The community needs assessment, and;
- a place to sign up for additional information.

Anyone that signs up through that web page will be contacted when we send the next community survey out, tentatively planned for September and will include much of the information you will review at your meeting.

We look forward to the discussion!

2 attachments



City of McMinnville Parks, Recreation, and Open Space Plan:

Draft Strategic Framework

The City of McMinnville is updating its long-term plan for parks and recreation. This strategic framework builds off the 1999 Parks, Recreation, and Open Space Plan and presents the envisioned future direction of the parks and recreation system for the next 20 years. Existing goals and policies from the City of McMinnville’s Comprehensive Plan, MAC-TOWN 2032, and other plans and studies, as well as community needs identified from the planning process, informed the strategic framework.

This document is the third summary brief that will be used to develop the City’s Parks, Recreation, and Open Space Plan (PROS Plan). After the City’s review and refinement of this framework, the planning team will develop capital improvement project recommendations, as well as priorities and phasing for systemwide improvements.

There are four main sections included in this strategic framework:

1. Vision
2. Goals
3. Objectives
4. Framework Compatibility

WHAT IS THE STRATEGIC FRAMEWORK?

The Strategic Framework addresses the following questions:

What is the role of the City?

Based on MAC-TOWN 2032 (the city-wide strategic plan) the Mission identifies the purpose of the City government, its business, and essential services.

How do we imagine our future park and recreation system?

Our Vision summarizes our City’s aspirations for future parks and recreation services.

What do we want to achieve?

Goals describe general approaches to achieve the vision, and objectives provide more specific direction to advance goals and for long-range change.

1. Vision

This vision conveys the desired future of the park and recreation system over the next 20 years, based on the values identified from community input. The renewed vision builds on community aspirations from the 1999 Plan that focused on a high quality of life, a strong community, environment, and economy.

Parks, Recreation, and Open Space Vision:

In McMinnville, parks and recreation define our incredible city by bringing the community together through an inclusive and interconnected system. From natural areas, vibrant public spaces, and variety of parks, events, and programs, our community enjoys a high quality of life that is safe and welcoming for everyone.

Together, these opportunities provide for lifelong learning and fun for all ages, healthy lifestyles and natural habitats, and community cohesion, while also supporting our local economy, and unique heritage and culture. McMinnville’s parks and recreation system is equitable for everyone in every neighborhood, and we are committed to stewarding these places and opportunities for future generations.

CITY-WIDE MISSION: MAC-TOWN STRATEGIC PLAN 2032

In 2019, the City created a long-term strategic plan for city-wide services (MAC-TOWN 2032). Built on community outreach, MAC-TOWN 2032 addresses the full range of city services and provides goals, objectives, and priority actions. Included in the strategic plan is the city-wide mission: “The City of McMinnville delivers high-quality services in collaboration with partners for prosperous, safe, and livable community.”

2. Goals

Goals provide general direction to decision-makers and staff for implementing the vision and to ensure a consistent long-term direction. These goals have been developed based on DEIAC and community input, the Needs Assessment, and the 1999 PROS Plan. The City Parks and Recreation Department strives to achieve the following goals:

GOAL 1: ENSURE EQUITABLE PARK ACCESS

Ensure equitable park access by striving for universal design in parks and facilities, enabling year-round outdoor recreation, and providing parks within a 10-minute walking distance of all residents.

GOAL 2: SUPPORT COMMUNITY COHESION

Provide opportunities and events for social gatherings, empower residents in decision-making, and build long-term support for the system by strengthening partnerships.

GOAL 3: PROVIDE A WELCOMING SYSTEM

Support projects, policies, and programs that reflect McMinnville's different cultures and ethnicities, age groups, incomes, and backgrounds.

GOAL 4: PROVIDE SAFE AND CLEAN PARKS

Provide safe and clean parks through regular maintenance of public spaces and amenities, replacement or repair of aging facilities, and a collaborative approach to addressing unsafe activities and behavior.

GOAL 5: SUPPORT DIVERSE RECREATION OPPORTUNITIES

Provide a diverse range of opportunities at different scales and in different locations throughout the park system.

GOAL 6: CELEBRATE AND PRESERVE NATURE

Protect natural resources, wildlife habitats, and tree canopy while fostering environmental stewardship and expanded water access, educational opportunities, and ways to experience nature.

GOAL 7: INCREASE OFF-STREET TRAIL CONNECTIONS

Integrate off-street trail connections for non-motorized transportation and recreation, while creating better linkages between parks, neighborhoods, and community destinations.

3. Objectives

Objectives guide system-wide administration and management of programs, activities, and actions to achieve the long-term goals. The objectives also clarify what the City expects for future improvements to the park system. Like the vision and goals, objectives are expected to be achieved over the next 20 years. However, there are several recommended objectives that are already ongoing and should continue as noted. These objectives also directly

support the City of McMinnville Comprehensive Plan. Objectives are organized into five categories:

- A. Parks and Facilities
- B. Open Spaces, Greenways and Trails
- C. Recreation Programs and Services
- D. Maintenance and Stewardship
- E. Management and Collaborative Partnerships

A. PARKS AND FACILITIES

- A.1 **Equitably distribute park and recreation facilities.** Strive to ensure that all neighborhoods are within a 10-minute walk/bike distance (1/4-mile to 1/2-mile) to a park and recreation area through the recommended level of services, and recommendations in the Plan. Prioritize future parks and recreation facilities in underserved areas with the greatest need. Use outcomes of the park equity and access mapping analysis to prioritize improvements in underserved areas of McMinnville.
- A.2 **Continue to apply parkland level of service standards.** Strive to provide a total of 8.0 acres per 1,000 residents for developed parks, and 6.0 acres per 1,000 residents for linear parks, open space, and natural areas. These standards continue to place an emphasis on neighborhood and community parks, while supporting a combined system of linear parks, open spaces, and natural areas. Recommended level of service standards for specific park types are as follows:
- a. Neighborhood parks (2.0 acres per 1,000 residents)
 - b. Community parks (6.0 acres per 1,000 residents)
 - c. Linear parks, open space, and natural areas (6.0 acres per 1,000 residents)
- A.3 **Apply updated facility guidelines.** Continue to provide a variety of recreation facilities based on national benchmarks (National Recreation and Park Association metrics) of comparable park systems as a guideline. As guidelines, these ratios should continue to be monitored and adjusted to account for changing recreation trends and community growth.
- a. Basketball courts – full court (1 per 7,117 residents)
 - b. Rectangular fields (1 per 4,947 residents)
 - c. Tennis courts – outdoor (1 per 5,815 residents)
 - d. Pickleball courts – outdoor (1 per 9,257 residents)
 - e. Diamond (baseball/softball) fields (1 per 5,033 residents)
 - f. Multiuse (tennis, pickleball, and basketball) courts (1 per 14,800 residents)
- A.4 **Design parks and facilities for safety.** Apply a range of design and management strategies to create safer and more welcoming parks and recreation facilities. This includes designing to ensure surveillance and clear sight lines into the site from

surrounding uses to help reduce vandalism, inappropriate activities, and overall safety, and lighting (where appropriate) to enhance visibility and safety.

- A.5 **Prioritize park accessibility improvements and design.** Complete an ADA assessment and/or transition plan to identify required upgrades in accordance with the Americans with Disabilities Act. Apply accessible design best practices that at a minimum meet and/or strive to exceed ADA standards to new parks and facilities.
- A.6 **Develop interactive, unique play areas across the park system.** Incorporate barrier-free and universal play areas, water play and nature play. When a park is located near another play area, consider further investments in existing play infrastructure at the adjacent site rather than duplicating the same style and design.
- A.7 **Create unique parks and memorable and engaging spaces.** Emphasize park design, site character, identity, and sense of place through the use of art, colors, plantings, natural elements and topography. Incorporate natural, cultural, and historical elements and interpretive/ educational features to convey the regional, local, or site-specific context.
- A.8 **Design parks with consideration for sustainability, water quality, water conservation, and flood impact mitigation.** All new recreation facilities should be designed and constructed using green design and development practices. New facilities should be designed for energy efficiency, water conservation and to minimize impacts to the natural environment.
- A.9 **Add a greater variety of facilities within existing parks.** Community gardens, natural play areas and all-abilities playgrounds, off-leash dog areas, a new skate park with accessible features, and other recreational facilities are all needed in McMinnville. Several existing parks have capacity to either replace or add these facility types.
- A.10 **Provide comprehensive signage to direct users to parks and provide information and interpretation within parks and facilities.** Convey history and culture through art and interpretive installations. Include interpretive elements about local history, fish, wildlife, native plants, conservation, and indigenous people. The signage and wayfinding system should adhere to a common design and branding theme that is consistent across all park and recreation providers (City, State, Federal).
- A.11 **Continue pursuing a new community recreation and aquatic center.** As recommended in the Parks, Recreation & Library Buildings Master Plan (2021), determine the possible role of any partners in the operations of the aquatic/recreation center or the provision of programs and services in the facility. Determine possible reuse options (or demolition) for the existing Aquatic Center and Community Center buildings. Due to the Aquatic Center's current location within a park, intentionally redesign the area as the gateway to 3rd street and along the main highway through town. Plan to take these structures off-line as recreation

facilities as soon as the new aquatic/recreation center opens and remove them from the Parks and Recreation budget.

- A.12 **Evaluate senior center expansion feasibility.** As recommended in the Parks, Recreation & Library Buildings Master Plan (2021), complete a planning study for the expansion of the Senior Center. Confirm amenities and their sizing for the facility to develop a concept plan for the expansion.

B. OPEN SPACES, GREENWAYS AND TRAILS

- B.1 **Acquire new natural areas and protected open space.** Using level of service standards, acquire open space lands with the goal of protecting unique environments and providing low impact recreation opportunities such as hiking, picnicking, and wildlife viewing.
- B.2 **Connect to the South Yamhill River.** Prioritize Transportation System Plan projects that connect McMinnville's trail network to the South Yamhill River and its tributaries such as Cozine Creek to increase access to water, nature, and wildlife viewing opportunities. Acquire and/or develop strategic areas along the river and creeks within existing parks or as part of future park or natural area opportunities to provide community water access.
- B.3 **Prioritize access to nature and preservation of natural resources.** Provide opportunities for residents and visitors to connect with nature via new or improved access to natural areas. Create meadow habitat in natural areas or transition spaces between developed and natural areas (habitat friendly native grasses and herbaceous perennials/annuals/bulbs that require minimal mowing/pruning and weed management). Reveal and enhance nature and natural processes using native plants and by using stormwater management as a functional and aesthetic park feature.
- B.4 **Incorporate habitat and nature in McMinnville's developed parks.** Promote habitat and nature in parks by planting more large canopy trees and clusters of trees, adding more understory plantings and richer planting palettes, replacing of turf with ecolawn, and adding rain gardens and green stormwater infrastructure. Also focus on creating year-round pollinator friendly environments with clustered native flowering plants such as Vine Maple, Lupine, and the Tall Oregon Grape (the Oregon state flower). Attracting bees, butterflies, hummingbirds, and other pollinators is essential for local food production and overall ecosystem health.
- B.5 **Integrate flood mitigation into site design.** Parks in flood zones such as Joe Dancer Park should be designed to control floodwater during rainy seasons, while also designed for passive recreation and non-motorized connections. These sites should be wide enough to maximize mitigation potential and be designed to include

changes in topography to slow water. Impervious surfaces should be minimized to reduce additional runoff, while choosing landscaping that will help absorb runoff and associated pollutants.

- B.6 **Improve community walkability and bikeability.** Continue to provide and expand an interconnected pedestrian and bicycle system that links McMinnville's parks and open spaces to other parts of the city including neighborhoods, commercial areas, downtown and schools. Develop attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations.
- B.7 **Pursue natural surface trails in parks and natural areas.** A system of natural surface trails should be provided to offer single and multi-use trail access in parks and natural areas. New trails should be considered on a case-by-case basis where there is public access.
- B.8 **Implement the City's Transportation System Plan to provide safe and direct connections for pedestrians and bicyclists.** Acquire and develop segments of off-street trails as envisioned in this Plan and continue to prioritize completion of the pedestrian and bicycle network identified in the City's current Transportation System Plan (TSP) and future TSP updates. Develop safe crossings and attractive trail entries and trailheads at connecting parks, with signage marking trail distance to community destinations. Continue collaborating with other agencies and the public to prioritize user safety of the trail system through planning, design, maintenance, and enforcement.

C. RECREATION PROGRAMS AND SERVICES

- C.1 **Increase recreational programs and events in parks.** Continue to provide a full range of fundamental recreation programs provided by the City and other partners. Seek opportunities to expand and diversify existing programs and emphasize new programs. Focus recreation options in the following program areas: aquatics, adult fitness, sports, and wellness classes, community events, arts and culture, and opportunities and programs for youth, children, and young adults and teens. Consider the following:
 - a. Recruit non-profits, partners, or individual recreation providers to offer free or fee-based activities in parks. Establish a user agreement with guidelines on park or facility costs and use.
 - b. Establish a competitive recreation grant fund and process to fund programs and community events provided by other partner providers and non-profits or individuals in City parks and facilities. Develop criteria for award selection and distribution identifying

target programs (e.g., community, neighborhood and family activities, teen and adult programs, multi-cultural and Latino activities, events, or programs) and target audiences (youth, teens, seniors, low-income persons, people with disabilities and/or underserved populations).

C.2 Program parks and facilities to encourage use, activity, and safer spaces.

Program parks to generate activity at different times of the day, during the evening, and on weekends:

- a. Offer programming at underused parks or spaces that will encourage more widespread use of parks and increase use.
- b. Locate programmed activities along site edges, entrances or along a main pedestrian path to promote community access and visibility.
- c. Ensure that programmed activities take place from early morning to evening all times of day, and days of the week to ensure working families and individuals can have access to activities.
- d. Increase outreach and marketing to expand community awareness of park programming opportunities and events. Market programs through a variety of platforms and methods to encourage community-wide visibility.

C.3 Explore pilot programs to encourage recreation participation. Provide pilot programs to attract people to parks, create a volunteer program, and test viability of new and emerging classes, recreation programs and events. This experimental approach may not always result in viable programs but will allow the system to evolve over time and respond to changing community preferences and needs. Continue to track trends on a regional and national basis to determine possible pilot programs.

C.4 Explore a variety of parks and open streets events at different scales.

Continue to partner with the McMinnville Downtown Association and others to create a pop-up park and host additional open street events with food, music, games, and other activities like the Alien Days event. Include interactive outreach activities at community events to learn more about needs in the area and perceived barriers to recreation options and park use.

C.5 Recruit local businesses, entrepreneurs, and private industry partners to increase variety and expand program offerings.

Partner with the non-profit groups such as Unidos, or higher education providers such as Chemeketa Community College to offer culinary arts courses, business management and operations programs, and other similar opportunities while supporting small businesses and job and entrepreneurial recruitment.

- C.6 **Promote events to increase community cohesion and inclusion.** Continue to sponsor or facilitate community-wide activities and events that promote interaction among people of different generations, cultures, and abilities like the citywide Summer Fun event. Coordinate community partners to provide and facilitate opportunities for recreation programs and sites. Enhance programs, activities and events for multigenerational families, teens/young people, and multi-cultural residents. Provide recreation materials in both English and Spanish. Consider establishing an annual marketing plan and hiring a Marketing Coordinator.
- C.7 **Identify opportunities for arts and culture programming.** Support local arts and culture in McMinnville by teaming with area partners including Visit McMinnville, Yamhill Valley Heritage Center, and others, as well as local galleries and artists. Include interpretation of the local and regional heritage, tribal traditions, and natural, cultural, and historical resources.
- C.8 **Facilitate events to promote regional tourism.** Work with partners to provide community and regional-scale events and revenue-generating activities in public spaces in and around downtown, such as in City Park, to support tourism and associated benefits for local restaurants, galleries, and businesses. Avoid larger-scale events and tournaments that are not supported by sufficient infrastructure, maintenance and staffing to address site impacts and direct needed resources to core park and recreation services.
- C.9 **Add games (temporary or permanent) to increase activity at parks and encourage social interaction.** This could include bocce ball, futsal, shuffleboard, 9 square, ga-ga ball, bocce ball or similar activity. Invest in more mobile recreation equipment and pop-up activities and games that can be used in different parks, then stored and secured when not in use.
- C.10 **Establish an adequate programming operations budget.** As recommended in the Parks, Recreation & Library Buildings Master Plan (2021), establish an adequate operations budget for one facility and the indoor programming there, to support growth in programs and services. Apply this same model to youth and team sports, the Senior Center programming as well as new/free community programs. This is estimated to be an additional \$25,000 to \$35,000 per year across most program accounts with an additional \$25,000 to \$30,000 in revenue.

D. MAINTENANCE AND STEWARDSHIP

- D.1 **Maintain park and facility maintenance staffing ratios.** Reduce the ratio of maintained acres to 32.5 acres per FTE. Maintenance staff are responsible for

carrying out routine and ongoing maintenance across the park system and to care for groundskeeping, as well as responding to unplanned requests or special projects. Maintenance is a top priority and will provide needed resources to respond to increasing park impacts related to trash pick-up, mowing, vandalism, and other needs.

- D.2 **Budget at least \$5,000 per acre per year for the maintenance of developed park acreage.** The City should establish a minimum threshold for park maintenance services at \$5,000 for each developed acre; an increase of approximately 21% from the current average. After several years, the actual cost can be re-evaluated. This figure is exclusive of major capital renovation and repairs.
- D.3 **Design parks to create transitional zones between manicured areas and natural areas such as forests and wetlands.** Create transition areas between developed and natural areas to promote parks and open spaces as an extension of natural systems. Use transition plantings such as habitat friendly native plants and understory vegetation to soften edge zones, reduce maintenance demand, promote natural processes, and enhance habitat value.
- D.4 **Continue to maintain a capital improvement program, which specifies a six-year schedule for acquisition and development of park and recreation lands.** Create and update a formal capital improvement plan that is adopted as part of the city's budget process. This will increase transparency on project priorities with the public and ensure alignment with financial resources.
- D.5 **Employ a tiered maintenance system based on park type.** Develop a tiered maintenance system based on the needs and characteristics of specific parks. The three-tiered system should be applied to existing parks and facilities to determine maintenance level of service and to ensure adequate resources and future budgeting.
 - a. **Basic:** Most natural areas and underdeveloped parks should receive a basic level of maintenance. The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas, and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection.
 - b. **Standard:** More heavily or frequently- used sites require a higher standard of maintenance. These sites receive the types of maintenance provided at “basic” maintenance sites on a more frequent basis.
 - c. **Enhanced:** Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites

are maintained at the highest level and receive priority during peak use times.

- D.6 **Provide periodic updates to the maintenance asset management tool.** The City should provide periodic updates to the asset management tool to re-evaluate costs, track the lifecycle of park assets and implement an annual replacement schedule. This should include a range of routine and ongoing maintenance responsibilities including mowing, trash/recycling pick-up, turf and irrigation repair, as well as longer-term or periodic tasks such as trail/pathway resurfacing and equipment replacement. Dedicate a capital repair and replacement reserve fund to reinvest in aging facilities over their lifespan.
- D.7 **Apply best practices in sustainable maintenance and operations.** Incorporate sustainable park and facility maintenance practices to reduce waste, conserve water, promote energy efficiency, and mitigate potential environmental issues. Examples include performing regular energy audits, promoting recycling, and regular training of maintenance staff on current best practices in sustainable management.

E. MANAGEMENT AND COLLABORATIVE PARTNERSHIPS

- E.1 **Create a parks and recreation advisory committee.** Form a city-wide advisory committee to provide guidance on proposals and topics related to the park and recreation system to the City Council.
- E.2 **Promote diversity, equity and inclusion in McMinnville parks and recreation.** Continue to collaborate with other departments and organizations to improve diversity, equity and inclusion in parks and recreation. Convene regular meetings with the proposed parks and recreation advisory committee, the Diversity, Equity, Inclusion Advisory Committee (DEIAC), community leaders and community-based organizations to improve outreach efforts and organizational cultural competency.
- E.3 **Continue partnership with McMinnville School District.** Continue to maintain a cooperative agreement with the McMinnville School District regarding the development, use, and operation of school facilities and parks located adjacent or near schools. Regularly coordinate and collaborate on areas of common interest and ensure both organization's values, needs and capacity are considered through planning and decision making. Improve communications with the McMinnville School District, with the City acting as a liaison with private and non-profit recreation organizations.
- E.4 **Update and formalize facility use agreements.** Regularly revisit agreements with institutional or long-term users such as the McMinnville School District, club

sports and others for facility use. Discuss potential programming arrangements to maximize recreational options for the community.

- E.5 **Employ equitable and inclusive place naming practices.** Conduct intentional outreach to ensure the names of future parks and facilities promote community values, cultural diversity, and a sense of belonging for all community members.

- E.6 **Improve communication with all residents and highlight success.** Communicate progress made to achieve community recreation priorities and provide pathways for additional community feedback on future programming and development. Promote PROS Plan goals through a variety of media, including utility bills, events, press releases, email, and social media. Continue to reach out to the Hispanic/Latino community through contacts and processes identified in this planning process, using tools such as Facebook and culturally specific messages to increase involvement. Improving communication and demonstrating successes will help increase partner involvement and voter support for future funding measures. Establish being bilingual as an important hiring criterion and actively recruit staff that speaks fluent Spanish for front line staffing positions.

- E.7 **Continue expanding partnerships in downtown McMinnville.** Ensure that parks (especially City Park) and recreation are a central ingredient in strengthening the downtown. Continue working with the McMinnville Downtown Association, McMinnville Area Chamber of Commerce, and other groups to discuss opportunities for activating downtown through open street events, programs and events of all sizes, and renewed parks and facilities in and around downtown.

- E.8 **Expand volunteer programs.** Continue Leverage volunteer opportunities in McMinnville and expand formalize and coordinate volunteer recruitment along with new pilot recreation programs, park clean ups, events, and activities. Develop a volunteer credit program to encourage volunteerism and recreation participation. Work with Linfield University to develop a student volunteer program to support recreation programs and community events.

4. Framework Compatibility

The State of Oregon calls for all cities to adopt a comprehensive plan that implements statewide goals at a local level. Goal 8 requires local governments to plan for the recreation needs of their residents and visitors. The table below (Table 1) outlines how the proposed PROS Plan goals within this framework enhance existing policies for Comprehensive Plan Goal VII 3: “To provide parks and recreation facilities, open space, and scenic areas for the use and enjoyment of all citizens of the community.”

TABLE 1: PROS GOALS AND COMPREHENSIVE PLAN GOAL VII 3 POLICIES

COMPREHENSIVE PLAN POLICIES	PROS GOALS						
	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
159.00 The City of McMinnville’s Parks, Recreation, and Open Space Master Plan shall serve to identify future needs of the community, available resources, funding alternatives, and priority projects.	●	●	●	●	●	●	●
160.00 The City of McMinnville shall encourage the improvement of existing parks and recreation facilities as a priority consideration.	●		●	●	●	●	
161.00 The City of McMinnville shall encourage cooperation between public and private recreation agencies and groups to provide a full complement of		●	●		●		●

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
recreational and leisure time activities, to share existing facilities, and to discourage duplication of expenditures and programs.							
162.00 The City of McMinnville and School District 40 shall endeavor to jointly cooperate in the acquisition, development, and maintenance of combined park and school sites wherever desired, feasible, and mutually agreeable to both parties.		●		●			
163.00 The City of McMinnville shall continue to require land, or money in lieu of land, from new residential developments for the acquisition and/or development of parklands, natural areas, and open spaces.	●					●	
163.05 The City of McMinnville shall locate future community and neighborhood parks above the boundary of the 100-year floodplain. Linear parks,	●				●	●	●

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
greenways, open space, trails, and special use parks are appropriate recreational uses of floodplain land to connect community and other park types to each other, to neighborhoods, and services, provided that the design and location of such uses can occur with minimum impacts on such environmentally sensitive lands.							
164.00 The City of McMinnville shall continue to acquire floodplain lands through the provisions of Chapter 17.53 (Land Division Standards) of the zoning ordinance and other available means, for future use as natural areas, open spaces, and/or parks.					●	●	
165.00 The City of McMinnville shall acquire park sites in advance of needs; however, purchase of lands should be closely examined in the light of current costs of land, park maintenance, personnel services, and the existing parks development priorities.	●			●	●		

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
166.00 The City of McMinnville shall recognize open space and natural areas, in addition to developed park sites, as necessary elements of the urban area					●	●	●
167.00 The City of McMinnville shall encourage the retention of open space and scenic areas throughout the community, especially at the entrances to the City.	●		●		●	●	
168.00 Distinctive natural features and areas shall be retained, wherever possible, in future urban developments.					●	●	
169.00 Drainage ways in the City shall be preserved, where possible, for natural areas and open spaces and to provide natural storm run-offs.					●	●	
170.00 The City of McMinnville shall require the provision of lands for parks from all subdivisions on Three Mile Lane,	●				●		

PROS GOALS

COMPREHENSIVE PLAN POLICIES	EQUITABLE ACCESS	COMMUNITY COHESION	WELCOMING SYSTEM	SAFE & CLEAN PARKS	DIVERSE RECREATION OPPORTUNITIES	CELEBRATE & PRESERVE NATURE	OFF-STREET TRAIL CONNECTIONS
except when an existing park is available and reachable by safe and convenient pedestrian access. Where no land is dedicated, money in lieu of land shall be required.							
170.05 For purposes of projecting future park and open space needs, the standards as contained in the adopted McMinnville Parks, Recreation, and Open Space Master Plan shall be used.	●	●	●	●	●	●	●

Parks, Recreation, and Open Space Plan

DEIAC Meeting: Strategic Framework and Priority Project Types

Date Thursday, September 14, 2023

Time 4:30 p.m. – 6:00 p.m.

Priority Projects Activity

The PROS plan will ultimately include specific recommended near and long-term projects that respond to McMinnville’s needs while using public dollars efficiently to keep parks safe, inclusive, and enjoyable for all. Through normal wear and tear, many of our park facilities and amenities need repair or replacement. We also may consider adding new features that respond to desires and identified needs of the community.

Without an unlimited budget, it’s important that potential projects are prioritized to ensure implementation of the PROS plan is phased realistically over time. The project team would like your input to help identify these priorities. A similar activity will also be provided through a second online community survey to gain input from the broader public regarding prioritization.

Project Types

There are four categories of potential projects organized by key community need (rather than specific location or park):

- 1. Connections** such as trails or access improvements;
- 2. Play and Gathering** such as play areas, sports facilities, or community spaces;
- 3. Reinvestment** such as infrastructure repair/replacement or replacing worn or aging park assets; and
- 4. Nature** such as natural area improvements/

Cost Scale

Another part of this prioritization process includes considering cost ranges and what the City may be able to afford, prior to developing more detailed (planning-level) cost estimates for each project. Project types have an initial order of magnitude cost range associated with them including four levels:

- **\$** (Lower) = Less than \$50,000
- **\$\$** (Moderate) = Between \$50,000 - \$250,000
- **\$\$\$** (High) = Between \$250,000 - \$1,000,000
- **\$\$\$\$** (Highest) = Greater than \$1,000,000

Part 1: What Should We Prioritize?

Using the project types and cost scales, we would like to understand the DEIAC's insights regarding how the City can best phase implementation of the PROS plan over time while best serving the community.

CONNECTIONS

- **Trail Amenities and Signage (navigation/directions) - \$**
Providing signage to aid in trail navigation and amenities along a trail such as seating, trash/recycling receptacles, public art, and shade.
- **Exercise Stations - \$\$**
Providing a series of exercise stations along a trail either in a cluster or to form a linear circuit.
- **Safe Routes to Parks - \$\$**
Completing a trail or sidewalk connection between a neighborhood and a park.
- **Riverfront Trail - \$\$\$**
A trail along the South Yamhill River.
- **Loop Trail - \$\$\$**
Completing trail connections that form a loop around the City.
- **Pedestrian Bridge - \$\$\$**
New pedestrian bridge over the South Yamhill River to provide park and trail access for adjacent neighborhoods.

PLAY AND GATHERING

- **Small Bike Skills Park - \$**
Soft surface pump track or features providing a space for off-street biking.
- **Community Garden - \$**
Public community garden with leasable plots, fencing, water access, and programming.
- **Sport Court - \$\$**
Basketball court or shared multi-sport court for pickleball and tennis.
- **Dog Park - \$\$**
Additional fenced-in open space for off-leash dogs, including seating and shade for pet owners.
- **Gathering Space - \$\$**
Picnic area for 8-10 people with cooking facilities, drinking water, seating, and a shade structure.

- **Event Space - \$\$\$**
Small amphitheater or bandshell to host community or private events with power access.
- **Inclusive Play Area - \$\$\$**
New or replaced play area that is universally designed for all abilities.
- **New Park - \$\$\$\$**
Land acquisition, design, and development of a new neighborhood or community park.
- **Destination Play Area - \$\$\$\$**
Large, hallmark play area with unique play elements and multiple play settings that support imaginative, creative and active play.

REINVESTMENT

- **Lighting Improvements - \$**
Additional lighting in a park or along a trail to provide additional visibility and safety.
- **Irrigation/Landscaping - \$\$**
Beautification improvements including expanded landscaping and consistent irrigation of plantings in a park or along a trail.
- **Restroom - \$\$**
New small permanent restroom.
- **Facility Repairs - \$\$\$**
Fixing a broken element or making safety or aesthetic improvements to a facility such as a pavilion, play structure, or skate park.
- **Accessibility Improvements - \$\$\$\$**
Repaved, widened, and/or regraded park access point to exceed ADA standards and provide universal access for all.

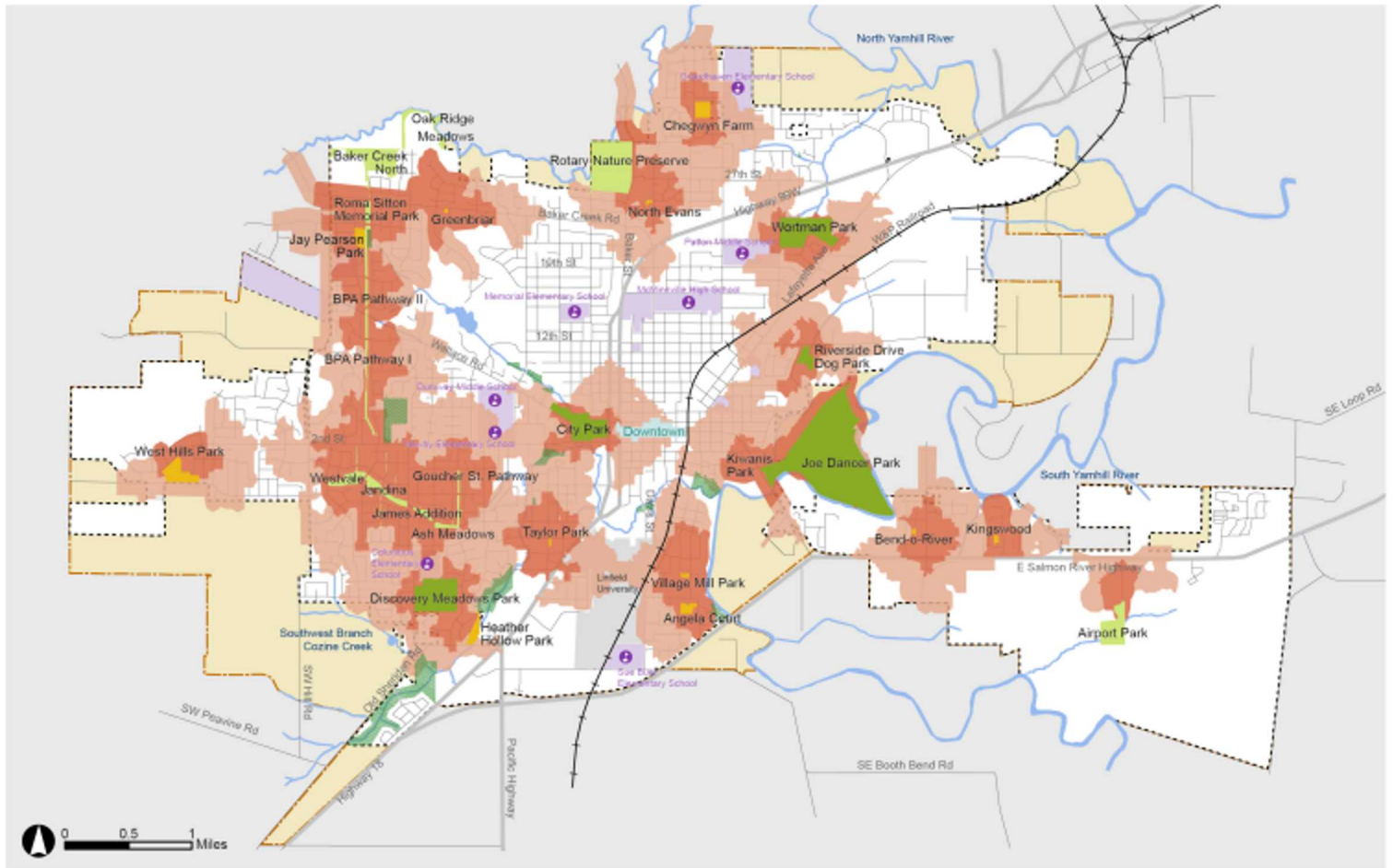
NATURE

- **Shade Trees - \$**
Cluster of shade trees to increase canopy including new trees and first year irrigation.
- **Wildfire Risk Management - \$**
Tree thinning, weed management, and enforcement of responsible recreation.
- **Interpretive Elements - \$**
Signage and other elements to provide education about nature, wildlife, and ecology along a trail or in a park.

- **Natural Resource Stewardship - \$**
Invasive species removal, native plantings, habitat enhancement, and/or preserving areas of natural vegetation in public open spaces.
- **Waterwise Landscaping - \$**
Replacing irrigated turf and landscaping in select locations with drought-tolerant groundcover and plantings to reduce water use.
- **Flood Mitigation - \$\$\$**
Berms, detention basins, and channels to minimize flood impacts from the South Yamhill River and creeks on active public spaces.
- **River Access - \$\$\$**
Formal access to the South Yamhill River to access water including a non-motorized boat launch.

Part 2: Where Should We Focus?

At the meeting, we'll review the map below of existing parks access. DEIAC members will be encouraged to discuss general areas in the City we should prioritize different categories of projects.



Park and Recreation Facilities

- Community Parks
- Mini-Parks/Playlots
- Linear/Trail Parks
- Undeveloped Parks/Open Space

M I G Source: City of McMinnville, 2022

Developed Parks Service Area

- 1/4 Mile Walk
- 1/2 Mile Walk

Base Map Features

- Streets
- +— Railroads
- Ⓧ School District Property
- Water Bodies
- City Boundary
- Urban Growth Boundary



City of McMinnville Parks, Recreation and Open Space Plan
Developed Parks Service Area