

Draft Minutes for January 24, 2017 WCDC/Parks and Recreation Committee Meeting

Members present: Tom Delph, Tim Crampton, Jim Davis, Loy Knudzen, Chuck Price

Guest present: Jennifer Spurgeon

Our group had an extensive discussion with Jennifer Spurgeon regarding our Senior Housing Project. She was very interested in getting an update on the current status of this project. Most of the discussion centered on possible locations in Weston and possible future housing management arrangements. Both Jennifer and Sheldon requested that the community have a citizen-wide goals setting meeting in the near future. They have many ideas but we need to establish current community goals based on citizenry input.

Sheldon discussed his plans for submitting a grant request to the AWERES committee. He will request \$12,500 to fund the Reader-Board and Veterans Board at the Mini-Park and funds to complete the landscaping at the new south end freight wagon site. The AWERES committee will meet February 8 to make decisions concerning funds dispersal.

Sheldon also reported that the Parks and Recreation Committee will be submitting a grant request to the Oregon State Parks Dept for a \$400,000 grant to repair Pine Creek adjoining Elliott Memorial Park with new riprap gravel for stream bank stabilization, updates in the park kitchen and picnic facilities, along with new ADA accessibility.

Chuck read the minutes for our November 2016 meeting and gave a current financial report. Both passed unanimously. We have \$3830.85 in the Oregon Community Foundation line item for the north end covered wagon site, \$1155.41 in the City budget line item, \$440 in the Hodaka Club line item and \$2229.95 in the Brick Fund.

Sheldon presented a typed report of all current grant writing and funding updates that he is pursuing for Weston. The largest is the Bridges grant totaling \$1,000,000 for the north Franklin Street bridge. He is completing ongoing reports for this project as requested.

Chuck reported that the new appraisal had been completed for the Jackson property at the north end covered wagon site. As the property is zoned for minimum of one acre housing and the parcel measures .22 acres the property was appraised at \$3500.

A motion was made to authorize Sheldon to write a request to the County Tax Dept to transfer the McIntosh property north of the covered wagon site to the WCDC costing \$50 as a transfer fee. Motion passed unanimously. A motion was made and passed to authorize Sheldon to apply for three grants totaling approximately \$145,000 to SHPO under CLG and Preserving Oregon to restore the brick "pointing" at the LongBranch. These grants are renewable at \$100,000/year to possibly rework the brick pointing at our other brick structures on Main Street.

Sheldon commented that we must complete an archeological survey for the north end covered wagon site by June 1, 2017. This could be completed by the Umatilla Tribes for approximately \$3000. Chuck stated that we should offer to buy the Jackson property for the appraised value of \$3500 as we have \$3830.85 in the Oregon Community Foundation line item. Sheldon stated that he will contact the Oregon Community Foundation to determine if the \$3830.85 could be utilized to purchase the property. Then we could request \$3000 from the Wildhorse Foundation to complete the archeological survey.

We asked Loy about the resolution of installing the new parking bumpers at the Mini-Park. He will check with Scott to bring this project to resolution this spring.

Chuck requested that we reimburse Greg Phillips \$19.95 for his purchase of a new rechargeable battery for the solar-powered light for the flag at the covered wagon site. Unfortunately, Chuck failed to ask Mr.

Phillips for his receipt of this purchase and Greg has since misplaced this receipt. Chuck has typed a letter of request which both he and Tim have signed and Chuck will turn into to City Hall for reimbursement to Mr. Phillips.

Chuck asked Tim about his efforts to obtain contact information for Tom Clemons to pursue a community grant from PPL. Tim is still working on getting this information.

Chuck requested and the motion was passed to purchase a new U.S. flag for the north end covered wagon as the recent wind storms have badly frayed the current flag. The new flag would cost \$56.90 plus shipping from Elmer's Flags in Portland. He also requested and a motion was passed to buy a motion detector for the covered wagon site for approximately \$30.00-\$40.00. This detector will trigger a light to illuminate the area and a siren to sound if an intruder is detected.

Our next meeting is scheduled for February 28, 2017 at 7 pm.

Cordially submitted,
Chuck Price, WCDC Secretary-Treasurer

Minutes for February 28, 2017 WCDC/Parks and Recreation Meeting

Members Present: Tim Crampton, Linda Crampton, Loy Knudzen, Tom Delph, Rick Stephens, Peggy Reichert, Sheldon Delph, Chuck Price

Chuck read the minutes for the January 2017 meeting and gave a current financial report. Both the January minutes and financial report were passed unanimously. We have \$3765.45 in the Oregon Community Foundation line item for the covered wagon site, \$1155.41 in the City budget line item, \$440 in the Hodaka Club line item and \$2229.95 in the Brick Fund.

Tim reported that we had not received notification regarding our grant request to the AWERES Committee for the Mini-Park reader-board and Veterans memorial board. Sheldon stated that the AWERES committee had met and made allocations but due to several new members had not yet published their results.

Tim stated that the \$350 billing from ODOT for the Weston community signs on Highway 11 had been received. A motion was made to pay our share of \$175 of this billing with the monies to be taken from the City budget line item. This motion was passed unanimously. We will request that the remaining \$175 of this ODOT billing be paid by the City as has been done in the past.

We discussed the Safety Letter regarding WCDC Commission activities and accident notifications which the City had requested that all members sign. As the City's letter addressed safety meetings Tim had a question regarding required frequency and content of our safety meetings. He will contact the City clerk for further clarification.

Sheldon reported on several grants that he is currently working. Parks and Recreation is pursuing a \$250,000 grant for riprap stabilization of the Pine Creek bank area adjacent to Elliott Memorial Park, ADA accessibility within the park and kitchen upgrades. He is currently submitting an updated request for this grant. Regarding using the Oregon Community Foundation line item funds to purchase the covered wagon site from the Jacksons, we have received verbal approval to proceed further. It was decided to wait for written confirmation before proceeding with the purchase of this property. The original plan was to also request that funding for the required archeological survey be requested to the Wildhorse Foundation. Regarding the McIntosh property directly north of the covered wagon site Sheldon reported that the County Commissioners will finalize our request to transfer this property to the WCDC next week. We are optimistic that our request will be approved costing the WCDC only a \$50 deed transfer fee. The motion was made and passed to authorize Sheldon to proceed on the Main Street Revitalization grant from the Participating to Exploring Track phase. This project encompasses three grant requests totaling \$132,000 to "repoint" the brick exterior structure of the LongBranch Restaurant.

Rick made the motion to authorize Sheldon the review and pursue the Rural Manufactured Housing grant from the Meyer Memorial Trust. This grant provides funds for low-income families to upgrade their manufactured homes.

After much discussion of installing the parking bumpers at the Mini-Park Chuck made a motion which passed to bring up the correct location of the bumpers at the next City Council meeting. He also stated that the new flag and motion detector with light and siren will be installed at the covered wagon site as soon as the weather improves. He requested that Loy and Tom help him with these upgrades which they volunteered to complete.

Sheldon reported that he had located a used open glass cooler refrigerator from the Pendleton Pepsi Co. to purchase for \$250 for the Elliott Park kitchen. He stated that installation may require updated electrical

wiring. The motion was made and passed to authorize Sheldon to purchase this refrigerator-cooler for up to \$250. Loy will check on the current electrical wiring in the kitchen.

Rick reported that City Hall had produced a new form to reimburse individuals for purchasing supplies or items from out-of-pocket personal funds. The Committee Chairperson must ensure that the receipt is attached to this form and that they have signed it authorizing this expense.

Loy recommended that we check into remodeling the light bulb source for our decorative street lights on Main Street. It was discussed that the newer LED lights for the street lights in College Place produced much better lighting on the street.

Our next meeting is scheduled for March 28, 2017 at 7 pm.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

March 28, 2017 WCDC/Parks and Recreation Committee Meeting Minutes

Members Present: Tim Crampton, Linda Crampton, Rick Stephens, Peggy Reichert, Tom Delph, Loy Knudzen, Jim Davis, Chuck Price

Chuck read the February meeting minutes and gave a current financial report, both passed unanimously. We have \$3765.45 in the Oregon Community Foundation line item for the north end covered wagon site, \$977.41 in the City budget line item, \$440 in the Hodaka Club line item and \$2183.08 in the Brick Fund.

Tim reported that the paid invoice for the two ODOT Weston signs on Hwy 11 was \$56 more than estimated totaling \$356 of which the WCDC paid one-half for \$178. He also stated that we did not receive an AWERES grant for the Mini-Park reader board project. Sheldon is working on two other grants for this project.

He also reported that Bill Clemons is not currently working for PPL in this area. The new PPL contact for Weston is Larry Wyam at 541-278-6650 and the next PPL grant cycle ends June 15. We can obtain more PPL grant information at www.pacificpower.net

and Sheldon has contacted Larry Wyam. Bill Clemons was sure that Wyams had no retrofit LED light kits for our Main Street lights. Sheldon's plan was to get taller light posts for Main Street and move the present Main Street light posts to the Elliott Park area. It was noted that Juan had stated that possibly we could get a PPL grant to purchase new light posts and lamps for Main Street which PPL would install according to another grant request previously completed by Sheldon. It was also noted that the current Main Street lamp posts were purchased from a company named Main Street Ornamental Lamp Posts and Tim has their current catalog.

We discussed the timeline to start on the groundwork for the south end freight wagon site. Jim stated that we could start as soon as the weather gets better and that we need to be careful where and how we put in a waterline to the site for landscaping purposes.

Tim reported that Mayor Spurgeon wants us to take a serious look into possible locations for Senior Housing. Sheldon is exploring grants for this project. Rick stated that the mayor had inquired as to know where the WCDC is with this project, ie. the possible 501c3 applications, etc.. We discussed how other communities had utilized "tiny houses" for homeless vets.

Tom stated that he had installed the new motion detector siren and light system at the covered wagon site. After the solar batteries are charged he will reposition the detector appropriately.

Rick presented the new City personal funds reimbursement form which must have the committee chairman's approval signature and receipt attached.

Chuck inquired whether we had more memorial plaques to attach to the Heritage Wall. He had received a call from Ferriba Steadman inquiring about her purchased plaque. Tim responded that we had more plaques to emplace on the wall and that we were just waiting for the required 70 degree temperatures.

Tim reported that he had not received any further updates from Sheldon on the County's transfer of the north end McIntosh property to the WCDC. Nor had Sheldon received written approval from the Oregon Community Foundation to use our grant to purchase the covered wagon site from the Jacksons. Tim also stated that due to time constraints that the City Council was not able to discuss the location of the new parking bumpers near the Weston Fountain sidewalk.

Loy reported that the 3-door refrigerator cooler that was to be purchased from Pepsi was brought to the Park kitchen but it would not start. The decision was made to purchase a 2-door cooler from Pepsi for \$450. This action was approved by the City Council and should arrive next week. Loy also stated that the kitchen wiring was ok for now with 20 amp service but that the kitchen needed to have a new updated circuit-breaker box installed. Loy inquired if Sheldon could explore new grants for the purchase of wire enclosed "gaming cages" for Pine Creek bank stabilization. He stated that there were several locations in town where Pine Creek had severely eroded the creek bends. He also reported that the north side of the old Blue Mtn. Tavern had a large hole in the brick wall and was severely deteriorated from water drainage from the roof.

Our next meeting is scheduled for April 25, 2017 at 7 pm.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

WCDC/Parks and Recreation Committee meeting minutes for April 25, 2017

Members present: Tim Crampton, Linda Crampton, Jim Davis, Tom Delph, Chuck Price, Rick Stephens, Peggy Reichert,

Chuck read the minutes for the March 2017 meeting and gave a current financial report. We have \$3765.45 in the Oregon Community Foundation line item for the north end covered wagon site, \$977.41 in the City budget line item, \$440 in the Hodaka Club line item and \$2183.08 in the Brick Fund.

Tim reported that the Weston Cleanup Days event will be held May 5-6. At the March City Council meeting Tim volunteered that the WCDC should pay 1/2 the cost of one large dumpster which would be approximately \$125. As we have previously financially supported the Cleanup Days in a likewise action after discussion we approved Tim's action at the Council Meeting.

Regarding the McIntosh property north of the covered wagon site Tim stated that Sheldon had given him a status update. The County attorney has required that Sheldon submit a new request letter to include one more smaller parcel not included in our original request letter. The Commissioners will then start actions to deed this property to the WCDC. It was noted that after obtaining this property the WCDC would have to retain total ownership for a minimum of five years.

Chuck reported that he had received an inquiry concerning newly purchased plaques for the Heritage Wall. After discussion we determined that two plaques had been bought last fall but were not yet emplaced on the Wall due to temperatures being too cold to allow adequate adherence. Chuck will confirm with Tim that we do have the plaque purchased by Ferriba Steadman for the Hunter family. Rick will review with Jennifer Spurgeon the ordering and purchasing protocols with City Hall.

Tim directed that the remainder of the meeting should be focused on determining our group's thinking regarding the location of future Senior Housing in Weston. It was determined that we want to locate the Senior Housing on level ground as close as possible to the downtown area. Jennifer had previously proposed a 17 acre and a smaller site near the new housing addition directly west of Weston. Tom will check with Kim Sams about the availability of Kim's lot behind his house. He will also check on the availability of the Bruno and McCoy properties on North Franklin Street. Peggy will check on the availability of Katy Henshaw's property next to their lot, the Bob Fox property on North Franklin Street and portions of the Sheldon Kirk property. Chuck will check on the status of the Duncan Clark house directly east of the Memorial Hall. Linda will inquire with Jennifer Spurgeon about the availability of the lot with the City's gravel pile directly north of east Main Street and the Methodist Church.

Linda discussed the formation of a separate 501c3 nonprofit organization which Sheldon thinks is a doable activity. As we also want to maintain our City budget line item Chuck reported that other similar dual "purpose" committees had signed a yearly financial service contract with the local City.

Everyone was in strong agreement that the City needed to be dramatically cleaned up soon. We will check on the City's progress towards hiring a new Codes Enforcement Officer.

Chuck discussed a letter written by Jennifer Spurgeon requesting that all bills for the current fiscal year's City budget be submitted to City Hall by June 20, 2017. He recommended that we submit all final year end bills not later than June 10, 2017. We then discussed the WCDC's year end budgeting. Jim noted that he estimated the cost to construct the necessary groundwork for the south end freight wagon site would be approximately \$700. Tim has allocated \$125 for 1/2 the cost of a large dumpster for Cleanup Days. We decided that the remaining approximately \$150 in the City budget line item would be spent on new Main Street banners or flowers at the Heritage Wall for Memorial Day.

Tom reported that the newly purchased two-door cooler had been placed in the Elliott Park kitchen.

Our next meeting is scheduled for May 23, 2017 at 7 pm.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

Draft Minutes for May 23, 2017 WCDC/Parks and Recreation Commission Meeting

Members present: Linda Crampton, Tim Crampton, Jim Davis, Rick Stephens, Tom Delph, Loy Knudzen, Peggy Reichert and Chuck Price

Chuck read the minutes for the April 2017 meeting and gave the current financial report. Both reports passed unanimously. We have \$3765.45 in the Oregon Community Foundation line item for the covered wagon site, \$977.41 in the City budget line item, \$440 in the Hodaka Club line item, and \$2233.08 in the Brick Fund.

Tim reported that our one-half cost share for one dumpster at Cleanup Days will result in a billing to us for \$53.50 yet to be invoiced by Humberts.

Regarding the south end freight wagon site, Tim and Rick have restaked the location. Jim will call Corey Thacker to level the location and to haul in two loads of gravel. Thacker had previously estimated this project at \$600 after donating his time.

Regarding possible sites for the Senior Housing project, Tim stated that it is expected that the school will sell the Christianson property of approximately seven lots. Unfortunately we considered this property to be on too steep of a hillside to be suitable for Senior Housing. Peggy reported that Katy Henshaw cannot sell her property due to contract obligations and that she had not contacted Bob Fox concerning his property on North Franklin Street. Tom stated that Dave Sams did not want to sell his property west of Kim Sam's house. It was discussed that the McCoy-Bruno property was legally tied up and a purchase would be difficult. It was also noted that Lenny Pike's house may soon come up for sale and Rick will check on that situation. Chuck has contacted Valery Alderson at Seaquist Realty and was informed that the Roff property on South Water Street was for sale for \$85,000 and that the green teacherage duplex by the old gym was for sale for \$79,000. Valery also told Chuck that the Duncan-Clark property had been sold but not through her agency and that she was unsure of the sale details. Rick inquired as to whether the Roy Key house and extended property on North Water Street might be on the market soon. Chuck will check with Jeanette Campbell who is acting as trustee for the property.

We discussed the plaque ordering protocols for the Heritage Wall. As the group was unsure how the City wanted to handle the ordering process Rick said that he would ask to put this process on the agenda at the next City Council meeting. We also discussed the strong need to cleanup the city in coordination with the new Code Enforcement Officer. As this process was confusing to our group Rick will also put clarifying this protocol on the agenda at the next Council meeting.

It was reported that Debi and Sheila had voluntarily planted new flowers at the Heritage Wall. We then discussed the completion of our City budget line item before June 10. As we have \$977.41 in this budget line item, we plan to pay Thacker Excavating \$600 for his work at the freight wagon site, \$53.50 to Humberts, \$22 to Debi Russell to reimburse her for purchasing flowers at the Heritage Wall. We also plan to purchase a \$75 gift certificate at Kelly's Restaurant for Corey and Michelle Thacker for his donated work on the wagon site, allot another \$100 for Debi Russell to purchase more flowers at the Heritage Wall and on Main Street and authorize Jim Davis to spend \$125 to purchase security cabling and concrete at the freight wagon site.

It was noted that the next City Council meeting is scheduled for June 7, 2017 at 7 p.m. The next WCDC/Parks and Recreation Commission meeting is scheduled for June 27, 2017 at 7 p.m.

Respectfully submitted,
Chuck Price, WCDC Secretary-Treasurer

