



# City of Umatilla

700 6<sup>th</sup> Street, PO Box 130, Umatilla, OR 97882  
City Hall (541) 922-3226 Fax (541) 922-5758

## **CITY OF UMATILLA PARKS & RECREATION COMMITTEE MEETING AGENDA**

**March 13, 2018**

**6:30 P.M.**

**Umatilla City Hall, Council Chambers**

### **I. CALL TO ORDER and ROLL CALL of members and City Council liaisons.**

- a. Introduction of guests

### **II. APPROVAL OF MINUTES:** February 13, 2018 meeting

### **III. OLD BUSINESS:**

- A. Tree City – Status report by Staff  
Report/update by Esmeralda Horn.
- B. Update on Trail clearing and Russian Olive removal along Umatilla River –
  - 1. Jason Barron, Public Works Director – clean up along city property
  - 2. Kelly Nobles work on private property
- C. Trail Plan Update
  - 1. City Trail Map and Plan Outline – Matt (see attached Map)
  - 2. Regional Trail Plan Status – Tamra
- D. Park Signage, Benches and Garbage Cans – Jason
- E. Master Parks Plan
  - a. Umatilla High School Student Survey – report by Students  
Committee Discussion
  - b. Park Naming – ready for action or postpone?
  - c. Prioritize Capital Improvements - group

- d. Timeline and next steps for draft #2

**IV. NEW BUSINESS:**

- A. Good Shepherd Health Foundation Grant (See attached)  
Discuss timing of construction and ribbon cutting
- B. Budget – funds remaining this fiscal year; funds for next year, priority projects
- C. Public Comment

**V. DATE, TIME and PLACE for NEXT MEETINGS**

April 10, 2018, 6:30 pm

May 8, 2019; 6:30 pm

**VI. ADJOURNMENT – (specify time)**

**MEETING MINUTES DRAFT**  
**CITY OF UMATILLA**  
**PARKS & RECREATION COMMITTEE**  
**FEBRUARY 13, 2018**  
**6:30 PM**  
Umatilla City Hall, Council Chambers

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- I. CALL TO ORDER AND ROLL CALL** – Meeting called to order by Chair Fink.  
*Committee Members Present:* Shane Fink, Kristle Wyant, Natasha Ugarte, and Kassie Williams.  
*Committee Members Absent:* Shelly Parmelee and Tina Ridings.  
*City staff in attendance:* City Planner Brandon Seitz, Community Development Director Tamra Mabbott, RARE Volunteer/GIS Matt Tsui.  
*Council Members in Attendance:* Mark Ribich
- II. APPROVAL OF MINUTES:** January 9, 2018 meeting.
- III. OLD BUSINESS:**
- A. Council member liaison for committee – Mark Keith and Mark Ribich.**  
No discussion
- B. Tree City – Status report by Staff**  
Tamra Mabbott reported city is currently working with and partnering with the Umatilla School District to observe Arbor Day. There are many requirements that need to be met and Esmeralda is working diligently to achieve the necessary requirements.
- Kristle Wyant, inquired about Tree City USA and also if city could have the planters on main street addressed.
- Tamra Mabbott stated that this is all part of the downtown revitalization. The City probably does not want to invest in the planters this year if they will be phased out. However she will inquire if possibly students or Kiwanis or Garden Club will continue to maintain them.
- Councilman Ribich, stated he would like updated planters rather than use the current planters. He understands this is part of the updated downtown look to revitalize.
- Matt Tsui, stated he would like the boxes removed as they are mainly used for garbage and are falling apart.
- C. Status of Russian Olive and invasive species plant removal along Umatilla River – Staff update**  
Jason Barron was not present but committee wanted to thank and compliment the public works department for their hard work. The clearing along the river looks great!

#### **D. Trail Plan Update -Report by Staff**

Matt Tsui, has been doing research on how others are dealing with Russian Olives and their solutions. He has concluded that there is not one way to do it and they all have varying results. Matt talked about his memo on the Lewis & Clark Trail.

Tamra mentioned the Lewis and Clark Trail was part of a larger effort to commemorate the bicentennial of Lewis and Clark “Corps of Discovery” in 2001. With Matt’s memo there is enough research on who owns it and where it was intended to be constructed. Next step is to inventory where the signs are located for the existing trails and identify gaps.

Matt stated he will eventually have a map with all the inventory of trails and signage.

Councilman Ribich would like to know a time frame for when that map could be completed.

Tamra stated that Matt is here until July and he will focus on the Master Plan.

Tamra reported that she has spoken with Bob Walder, Umatilla County Planning Director and the County is still working on the regional trail plan but not much has happened in the past several months.

#### **E. Draft Master Parks Plan**

Tamra reported that she spoke with students at the high school to get their feedback on the draft list of projects in the Master Parks Plan. Students would like to see a second basketball court and or lights. Students indicated this is more important than playground equipment. High school students will draft a survey on the names of the parks and what type of improvements are higher priority.

Council approved the signage rules they will be ordered and put up this year.

#### **F. Status of Trail Plan – Report by Staff**

### **IV. NEW BUSINESS:**

#### **A. Park Rules and Signage – Jason Barron and Tamra Mabbott**

Kristle stated she thought the wording was too negative and she used to be a teacher and the way to encourage positive behavior is to state the positive.

Councilmember Ribich wanted to make sure that the amplified sound did reference ordinance that regulated noise.

Kassie stated that people are not really looking at the signs and saying there are 15 NO’s on the sign.

Tamra reported that city is also setting up a reservation system for parks.

Councilman Ribich wanted to know if city has reservation system for the soccer field. Staff was not sure but would find out.

Tamra reported she would revise the rules and email out to group.

**B. Review Names of Park**

There was a consensus to wait for results from the high school student survey before deciding on names.

Kristle recommended utilizing Mary Ellen Tracy and her family for history regarding Umatilla. She also indicated she would be up to the task to do more research.

**C. Army Corps of Engineers Open House**

Matt stated the Army Corp of Engineers were really interested in what the city is doing with the Russian Olive. Including the harm, it is causing for allergies, crime, and not being able to see the river.

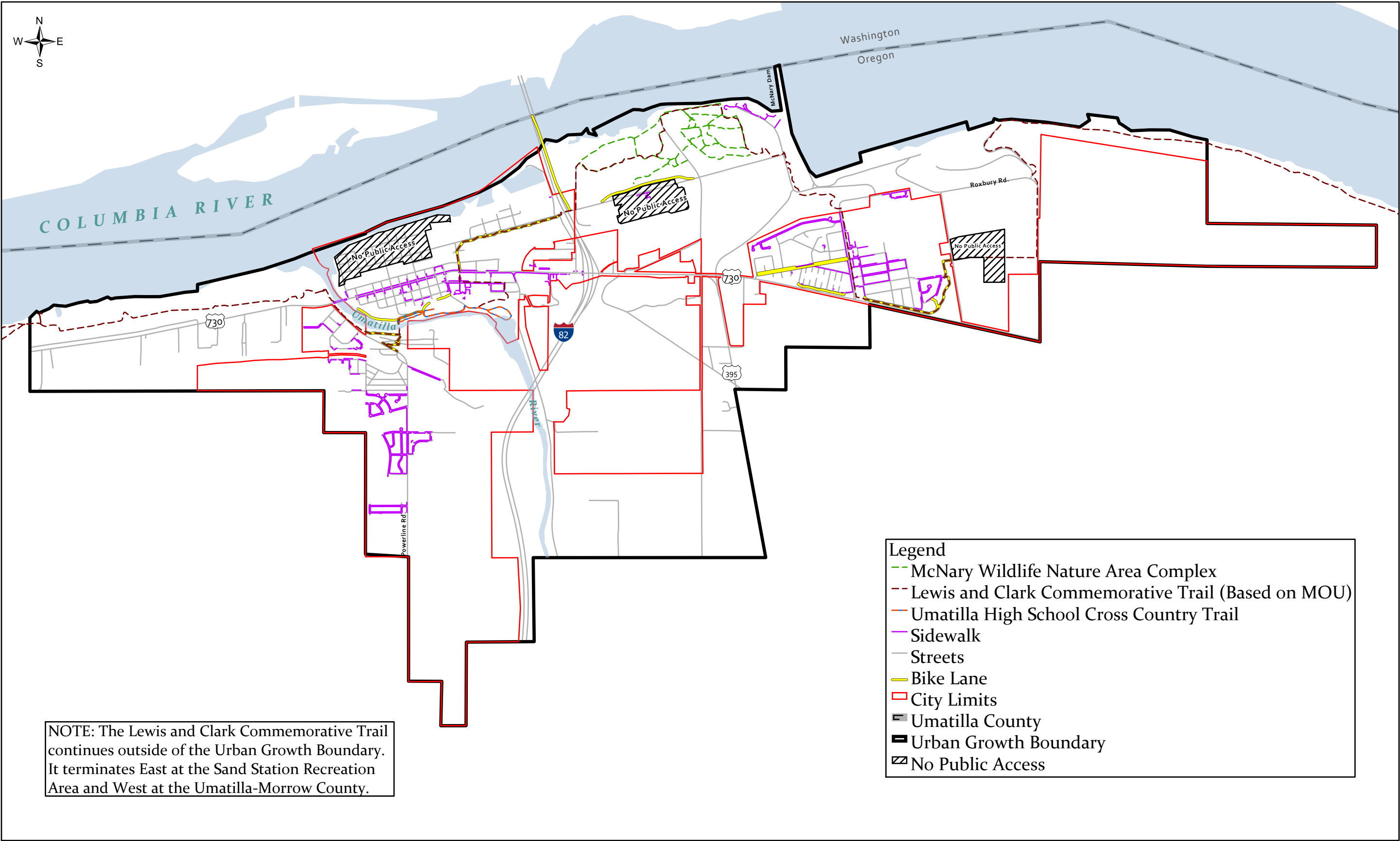
**V. DATE, TIME, AND PLACE FOR NEXT MEETING.**

March 13, 2018 @ 6:30pm.

**VI. Adjournment –**

Time unknown.

# CITY OF UMATILLA'S EXISTING TRAIL INVENTORY



FULL EXTENT



MAP DISCLAIMER: No warranty is made by the City of Umatilla as to the accuracy, reliability or completeness of this data. This map should only be used for reference purposes only. Not survey grade or for legal use. Created by Matt Tsui, on 3/8/2018



GOOD SHEPHERD  
COMMUNITY HEALTH  
FOUNDATION

February 15, 2018

Tamra Mabbott  
City of Umatilla  
P.O. Box 130  
Umatilla, OR. 97882

Dear Tamra,

Congratulations! The Good Shepherd Community Health Foundation is pleased to inform you of our decision to award the City of Umatilla an **\$18,000.00** grant. This grant will help provide funding for the purchase of ADA playground equipment for Kiwanis Park in McNary. These funds are to be restricted for that purpose and we request notification that full funding has been secured for the purchase of the equipment prior to our sending this disbursement. **Please review the terms of this agreement and return a signed copy to my attention.** Upon assurance that you are ready to move forward with this project and are in agreement with its stipulations we will disburse our grant.

The Mission of the Good Shepherd Community Health Foundation is to enhance the quality of life and general health of residents living in the West Umatilla and Morrow County. Resources are provided to worthy projects best illustrating foundation ideals and fulfilling the health needs of our region.

The Good Shepherd Community Health Foundation is a publicly supported, 501 c (3), tax-exempt organization. As part of our fiduciary role, the Internal Revenue Service requires our Awards Committee to monitor all distributed funds, confirming they are used for the purpose outlined in each corresponding application. The committee institutes appropriate remedial steps in the event a grant is not applied to its restricted purposes.

**Criteria we have taken into consideration for this award:**

- The service area of West Umatilla County and Morrow County shall receive priority.
- Community Health is defined as that which develops and promotes the quality of life and livability of our service area.
- Probability of success of the projects is considered.
- Scope of benefits of community members is also considered.

**Recipient conditions of this award require the following:**

- Please provide a written monthly summary regarding how the funds are being used until they are fully spent. Send or deliver your report to the Good Shepherd Community Health Foundation Awards Committee, 620 NW Eleventh, Ste. 101, Hermiston, OR 97838, for review, no later than the first day of each month.
- The summary should include:
  - A financial report noting the status of funds provided by Good Shepherd Community Health

620 NW 11th Street, Suite 101 • Hermiston, OR 97838 • 541-667-3419 • Fax: 541-667-3418 • [bgreen@gshealth.org](mailto:bgreen@gshealth.org)

YOUR FOUNDATION SUPPORTING COMMUNITY HEALTH

Foundation.

- Pertinent details about the use of the award for this event, taken from official meeting minutes (i.e.: funding difficulties; is the project within its budget; what are the reactions of the people being served?)
  - The name, phone number and available times for a contact person designated to answer inquiries.
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- Should your organization change its mission or decide not to complete this project or utilize all or some of these funds, you must contact the Good Shepherd Community Health Foundation immediately and/or return the full amount of the donation within 30 days of the project's dissolution.
  - Please note that these funds are restricted to only the project currently designated on page one of the agreement. Should your organization receive funding from additional sources that would complete this project without the need for all or a portion of this grant, it will be your responsibility to return **all** unused funds to the Foundation.
  - **We require that the Foundation be recognized in some permanent and memorable way at the site and in any advertising or promotion efforts for the awarding of these funds to the community.**

The Good Shepherd Community Health Foundation wishes you continued success in benefiting the physical and mental health of individuals within our communities.

Sincerely,



Robert D. Green  
Executive Director

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**APPLICANT-Please retain a copy of this letter for your files and return a signed version to:  
Good Shepherd Community Health Foundation, 620 NW 11<sup>th</sup> St., Hermiston, OR 97838**

*I understand and will comply with the conditions of this Good Shepherd Community Health Foundation Award.*

  
Applicants Signature

2-23-2018  
Date