



Bend Metro Park & Recreation District

April 21, 2020

# Board of Directors

## Agenda and Reports

[www.bendparksandrec.org](http://www.bendparksandrec.org)



*play for life*



## **Our Vision**

To be a leader in building a community connected to nature, active lifestyles and one another.

## **Our Mission**

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

## **We Value**

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

*play for life*

District Office | Don Horton, Executive Director

799 SW Columbia St., Bend, Oregon 97702 | [www.bendparksandrec.org](http://www.bendparksandrec.org) | (541) 389-7275



# Board of Directors

April 21, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

## **AGENDA**



To support Governor Brown’s recommendation for social distancing, the Board of Directors will conduct this meeting by video and conference call only.

View the special meeting live stream via [Bend Park and Recreation Facebook page](#).

### **5:30 p.m. CONVENE MEETING**

#### **WORK SESSION**

1. Stillwater Crossing Tax Abatement – *Sarah Bodo and Tyson O’Connell, Wishcamper Development Partners (20 min)*
2. Core Area Urban Renewal Plan Update – *Sarah Bodo and Matt Stuart, City of Bend (30 min)*

#### **Consent Agenda**

1. Meeting Minutes – 02/18/2020
2. Meeting Minutes – 03/13/2020
3. Meeting Minutes – 03/30/2020

#### **BUSINESS SESSION**

1. Northpointe Park Award Design Contract – *Bronwen Mastro (20 min)*

#### **VISITORS**

The board welcomes input from individuals at our public meetings about district-related issues.

**Members of the community who wish to make public comment are asked to submit comments by email to [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org).** Comments received by 3 p.m. April 21, will be read at the board meeting and entered into the public record. Remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement and time.

#### **GOOD OF THE ORDER**

#### **ADJOURN**



#### Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org) or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

|                                   |
|-----------------------------------|
| <b>BOARD AGENDA COMMUNICATION</b> |
|-----------------------------------|

|                               |  |
|-------------------------------|--|
| <b>AGENDA DATE:</b>           | April 21, 2020   |
| <b>SUBJECT:</b>               | Stillwater Crossing Affordable Housing Development – Tax Abatement Request |
| <b>STAFF RESOURCE:</b>        | Sarah Bodo, Park Planner   |
| <b>GUEST PRESENTER:</b>       | Tyson O’Connell, Wishcamper Development Partners                           |
| <b>PREVIOUS BOARD ACTION:</b> | None   |
| <b>ACTION PROPOSED:</b>       | None   |
| <b>STRATEGIC PLAN:</b>        |  |
| <b>Pillar:</b>                | Operations and Management Practices  |
| <b>Outcome:</b>               | A balance between caring for existing infrastructure and new development   |
| <b>Strategy:</b>              | Ensure the district is maintaining its adopted level of service targets    |

**BACKGROUND**

Wishcamper Development Partners (WDP) requests support for a 20-year property tax exemption on an affordable housing project. The project, Stillwater Crossing, includes 240 rental units serving households earning 60% or less of the area median income. For 2019, a 2-person household would earn under \$36,720 to qualify. The rents are about 20% less than market rate. The project will be rent restricted for 30 years.

The City of Bend adopted a real estate tax exemption program in 2003 to incentivize affordable housing development. The local statute requires approval of the exemption by the agencies that make up 51% or more of the total tax rate. WDP is also submitting requests to Bend-LaPine School District, Deschutes County and the City of Bend. WDP could receive approval for the exemption even without the district’s support.

The project is located on 8.5 acres in southwest Bend, near the intersection of Hwy 97 and Ponderosa Street (see attachment for the location). It is also included in the Murphy Crossing Urban Renewal Area. The urban renewal plan identifies a park project in this area, which corresponds with the park need shown in the district’s comprehensive plan (park search area 26). While the Stillwater Crossing project does not meet the larger park need in the area, the development does include open space and recreation facilities for its residents, including dog walking areas, a playground and a splash pad. The developer is also responsible for creating a trail connection to the Hwy 97 frontage trail from Ponderosa Street to Romaine Village Way. The trail connection will be in the public right-of-way, and therefore available for use by the general public.

WDP also hopes to take advantage of waived park system development charges (SDCs) for affordable housing and will be applying through the city's affordable housing committee for approval from the district. To date, the district (through the affordable housing committee) has approved 88 of the total 400 SDC waivers allotted by the board.

**BUDGETARY IMPACT**

The project is located within the Murphy Crossing Urban Renewal Area, which means that the district receives property taxes only for the amount of the "frozen base" which was established in 2008. This amount of taxes the district receives for the project area is approximately \$400 per year. Approval of this tax exemption would result in foregoing a total of about \$8,000 over the 20-year period. The final year of the Murphy Crossing Urban Renewal Area is expected to be 2041. If the project proceeds as planned, the final year of the Stillwater Crossing 20-year exemption would be 2040.

**STAFF RECOMMENDATION**

None, staff is requesting the board's feedback on this proposal to determine whether to put this on a future business meeting agenda for consideration.

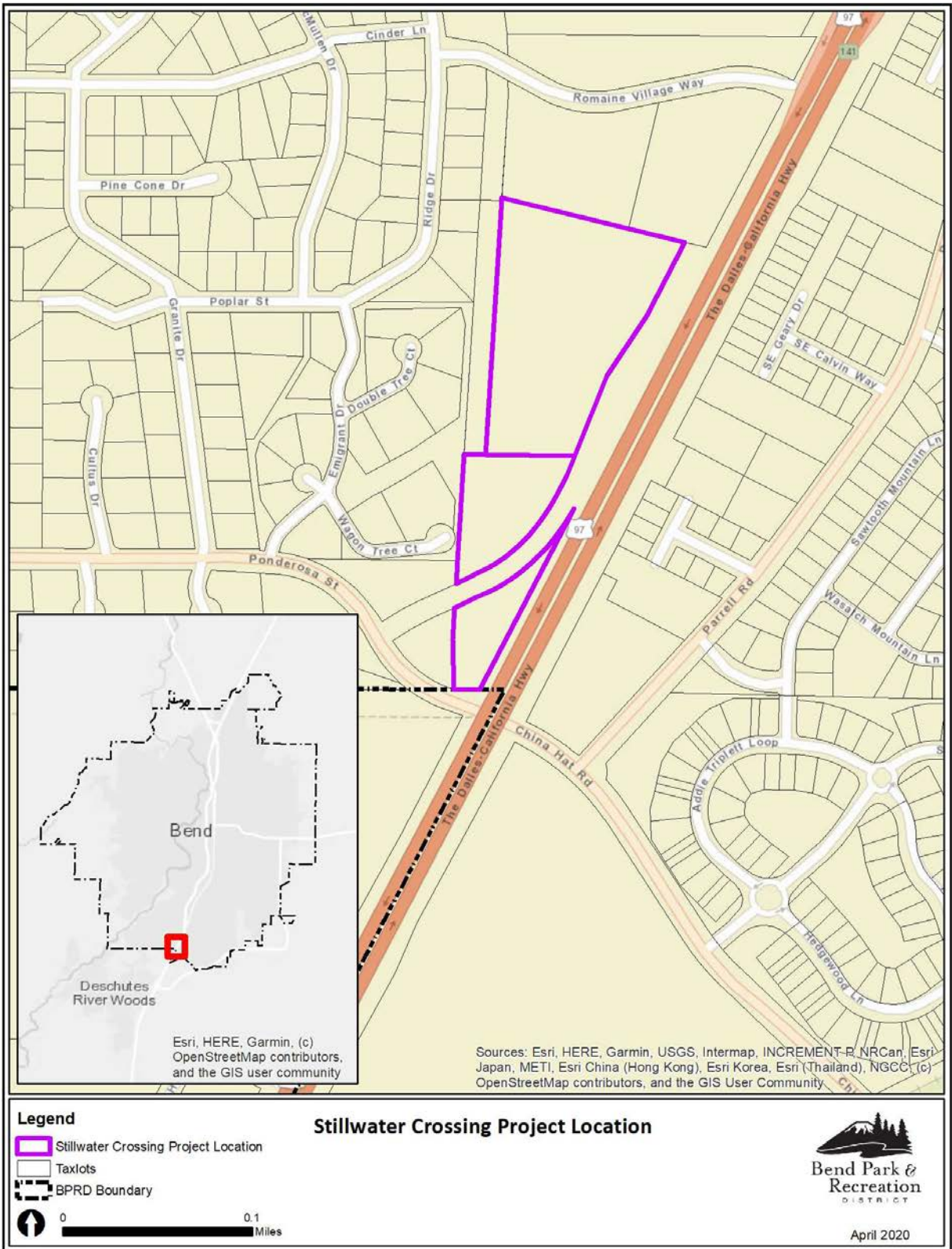
**MOTION**

*None*

**ATTACHMENT**

1. Stillwater Crossing project location

# Attachment 1: Stillwater Crossing Project Location



**BOARD AGENDA COMMUNICATION**

|                               |  |
|-------------------------------|--|
| <b>AGENDA DATE:</b>           | April 21, 2020   |
| <b>SUBJECT:</b>               | Bend Core Area Urban Renewal/TIF Project                                 |
| <b>STAFF RESOURCE:</b>        | Sarah Bodo, Park Planner   |
| <b>GUEST PRESENTER:</b>       | Matt Stuart, Urban Renewal Manager, City of Bend                         |
| <b>PREVIOUS BOARD ACTION:</b> | Project Update on November 5, 2019                                       |
| <b>ACTION PROPOSED:</b>       | None   |
| <b>STRATEGIC PLAN:</b>        |  |
| <b>Pillar:</b>                | Operations and Management Practices                                      |
| <b>Outcome:</b>               | A balance between caring for existing infrastructure and new development |
| <b>Strategy:</b>              | Ensure the district is maintaining its adopted level of service targets  |

**BACKGROUND**

The City of Bend is nearing completion of a project to determine whether the core area of Bend should include the formation of an urban renewal/tax increment finance (TIF) area. The core area includes the areas surrounding 3<sup>rd</sup> Street, east Highway 20, Division Street, east downtown and KorPine. The park district's comprehensive plan calls for a park or urban plaza to be developed in the core area, as well as a neighborhood park in the KorPine area. District staff participate on the urban renewal advisory board, and will formally review and comment on the Core Area TIF Plan and Report plan in May.

A few key details of the TIF Plan and Report:

- Creates a 30-year TIF area
- Expected foregone property tax revenues from the Core Area TIF for BPRD: \$26,718,204
- FY 2051 will be the last year of the frozen base, and tax revenues would resume for districts in FY 2052
- The formal taxing district review of the TIF Plan and Report will be 45 days, starting the day after the Bend Urban Renewal Agency (BURA) public hearing (anticipated to be held either May 6 or 20)
- The plan includes allocating approximately 10% of the tax increment revenue generated from the Area to go toward open space, facilities, amenities and wayfinding (this category includes support for a park/plaza among other projects)

The Core Area Report, which includes the larger implementation strategy for the Core Area, includes recommended actions that could also affect the park district:

- Create a citywide tax exemption program
- Modify the SDC financing program

- Consider synergistic projects such as combined stormwater & park facility
- Form advisory committee(s) to assist in the implementation, program and eligibility criteria development
- Consider land exchange opportunities with other City owned land (i.e., current businesses in the core area could swap with the city to move to juniper ridge.)

Matt Stuart, City of Bend Urban Renewal Manager, will present on the project’s current status and impact to the park district during the board meeting.

**BUDGETARY IMPACT**

Once formed, the urban renewal/TIF area will impact property tax collections.

**STAFF RECOMMENDATION**

None, for informational purposes only.

**MOTION**

*None*

**ATTACHMENTS**

The following web links connect to recorded presentations and an executive summary that were provided to city council for its [April 15 work session](#):

1. [Core Area Project Update \(Recorded presentation for city council's April 15 meeting\)](#) - project background, planning process, and implementation actions (25 minutes)
2. [Core Area TIF Plan \(Recorded Presentation for council's April 15 meeting\)](#) - details of the TIF, including district foregone revenues, timeline, and project categories (15 minutes)
3. [Executive Summary of Core Area Project Report](#)
4. The following web link connects to the recorded presentation provided to City Council for its [March 4 work session](#) in regard to a citywide tax exemption program





## Board of Directors

February 18, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

### **BOARD PRESENT**

Ted Schoenborn, Chair  
Nathan Hovekamp, Vice Chair  
Ariel Méndez  
Jason Kropf  
Deb Schoen

### **STAFF PRESENT**

Don Horton, Executive Director  
Michelle Healy, Deputy Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Lindsey Lombard, Administrative Services Director  
Matt Mercer, Director of Recreation  
Sheila Reed, Executive Assistant  
Brian Hudspeth, Development Manager  
Jeff Hagler, Park Stewardship Manager  
Betsy Tucker, Finance Manager  
Kristin Cunningham, Community Relations Assistant  
Alan Adams, Facilities Specialist  
Marcia Cople, Accountant  
Sarah Bodo, Trail Planner  
Sasha Sulia, Superintendent of Park Operations

### **MEDIA**

Jacob Larsen, KTVZ  
Brenna Visser, The Bulletin

### **5:30 p.m. MEETING CONVENED**

### **STAFF INTRODUCTIONS**

Kim O-Hagen  
Taylor Beckley  
Adam Eno

### **WORK SESSION**

1. Park Services Report Park Steward Program – *Jeff Hagler*

Mr. Hagler introduced his presentation with the pyramid of park safety.



He explained the table as a three-tiered approach to managing people in the parks. He explained that the park stewardship program is made up of one manager, two full time stewards, two seasonal stewards, and one part time steward. Next, he explained the following goals of the department and the levels of stewardship.

- Positive presence in parks
- Build positive relationships
- Educate and gain voluntary compliance of rule violations
- Foster a sense of safety
- Reduce illegal activity

Level 1 – The park stewards focus on minor rule violations and district outreach. Mr. Hagler said educating the public is the first priority for voluntary compliance. Enforcement is necessary for more serious park violations and can lead to exclusion from a park for a period of time. A list of people excluded from a park is shared with the police department and can be enforced with an arrest for criminal trespass II or may result in a ticket and fine.

Mr. Hagler shared the tools used to increase safety by increasing their presence and communication:

- Incident Tracker System: communication tool that informs of incidents that are happening quickly and efficiently.
- Mobile Kiosk: Education tool used at park events and high traffic areas.
- Rewarding positive behavior: Stewards give out dog treats, doggie bag holders, chap stick and other items.
- Park stats: allows stewards to adjust presence in parks as needed
- Community Outreach: Work with Central Oregon Homeless Leadership Coalition to provide information about services to homeless people when encountered in the parks. Also work with Bend Police Department and crisis response teams for people in need with mental illness episodes.

Level 2 – Bend Patrol Services (private security) provides services to lock and unlock park gates, park checks throughout the night and serve as the 24-hour call service. Bend Patrol Services operate as back up stewards, handle lower and higher-level contacts in the park and clear out restrooms and camps.

Level 3 – The district has a great working relationship with the Bend Police and Sheriff Departments. There is a weekly sharing of the exclusion list and a monthly communication meeting. These agencies deal with the highest-level contacts.

With all of these in place, Mr. Hagler said the park steward program is adequately staffed.

The board asked questions about the homeless issues in Bend. Mr. Hagler said homelessness is a community wide issue and he attends a monthly homeless leadership coalition meeting. Executive Director Horton reminded the board of the effort he is making to create the shared leadership coalition with other agencies in Bend and collectively they have identified homelessness as a priority. He commented that this will take a multi-agency effort to figure out the homeless issue.

The board inquired about the court case the Supreme Court refused to hear regarding homelessness and the ability to camp on public property if no shelter is available. Mr. Hagler said people can sleep in the park during open hours, but parks close at 10 pm.

## 2. City of Bend Transportation Bond Update – *Gena Goodman-Campbell, Chris Piper and Eric King*

Mr. Piper introduced the presentation stating that the city council voted unanimously on February 5, 2020 to place a \$190 million general obligation bond measure on the May 2020 ballot. The bond is in response to a traffic study that the community said the biggest problems are congestion and safety.

Mr. Piper said Bend is an outstanding place to live and the city council desires to demonstrate consistent stewardship of resources and quality of life. The following values guide them as the foundation for public trust and confidence:

- Economic vitality
- Transportation and infrastructure
- Public safety and health
- Effective and efficient city operation

Mr. Piper gave a history of Bend’s streets. The impacts on the streets include:

- Development patterns: Railroad, river, eight bridge crossings, five canal districts and Awbrey and Pilot Buttes
- Growth cycle: growth has happened quickly
- Property tax restrictions: These were capped by the voters in the 90’s and have impacted the fire and police departments, making it more difficult to fund transportation.

- Investments are incremental: The City would have liked to have done more on Reed Market Rd., but funding was limited.
- Development revenue is volatile: Impact fees and SDCs can fluctuate depending on the economy.

Mr. Piper said that Bend has a limited property tax revenue and is funded lower than comparable cities in Oregon.

Ms. Goodman-Campbell spoke about the transportation planning and priorities, stating that bonds will pay for citywide projects:

- East-west connections: these are a top priority determined from the various outreach opportunities
- Traffic flow/intersection improvements
- Safe travel and access in neighborhoods for pedestrians, bicycles and motor vehicles and includes safe routes to schools and parks

Ms. Goodman-Campbell showed a map of the 12 key routes in the plan with the desire to connect people to parks, schools and jobs. The map shows the focus of creating safe east-west and north-south bike pedestrian corridors. The investment is about \$22 million; \$2 million will be covered by future Core Area Urban Renewal funds. The map and bond information can be found on the City of Bend Website: <https://www.bendoregon.gov/city-projects/safe-travel>

Ms. Goodman-Campbell reviewed the Go Bond project list and summary and added that this approach is positioning the city in a more forward-thinking approach, not just fixing the problems of today. The six things to know about Bend’s safe travel and improvements are:

1. Tackles the #1 issue Bend residents want their leaders to do something about – traffic congestion and safety.
2. Funds priority projects citywide.
3. Builds better east-west connections that reduce drivers’ time behind the wheel and improve Bend’s livability.
4. Supports safe access to schools, parks and jobs.
5. Addresses congestion on main roads to reduce cut-through traffic on neighborhood streets.
6. Helps Bend prepare for the future.

The board asked questions about the lessons learned from the last bond. Mr. King responded that just relying on development to fix problems doesn’t work, the city now needs to fill in the gaps.

The board asked about other safety measures that could be met, such as flashing beacons for street crossings and other ideas to address crossings for every school and park. Mr. King responded by saying that \$8 million was set aside for the neighborhood safety program; this

will be leveraged to apply for more state dollars and hopefully have a multiplying effect. This is not the only way of addressing these issues, there are other pieces in place to secure alternate funds.

Ms. Goodman-Campbell said the council recognizes that there needs to be a creation of a sidewalk program to fill in where needed and another funding source will be required to do this.

Mr. Piper said it is a difficult task and they are trying to be as inclusive as possible. He spoke about the need for more engagement and a bringing of information back to the council. He added new opportunities will be identified and this will help the city to move forward and play less catch up in the future.

The board asked about ODOT as a partner. Mr. King said the relationship has improved greatly the past few years. They are updating their parkway plan also and working with the city to make the improvements. ODOT is thinking more and more about all modes of travel. He closed by responding to a question about HB 4103 that delegates more control over local speed limits, Mr. King said the city is very supportive of this bill.

#### **6:50 p.m. BREAK/TRANSITION**

#### **7:00 p.m. BUSINESS SESSION**

#### **VISITORS**

Erik Fernandez: Mr. Fernandez expressed concern about the tree removal in Drake Park for the trail project. He said the district has some trust issues in the community and cutting down trees with four-foot diameters will not help. He added that protecting the trees would be better for relationships with the environmental community.

#### **CONSENT AGENDA**

1. Meeting Minutes – 1/21/2020
2. Approve Resolution No. 2020-03 – Local Government Grant Program Riverbend Access Project
3. Approve Resolution No. 2020-04 – Land and Water Conservation Fund Grant Drake Park Project

***Director Hovekamp made a motion to approve the consent agenda. Director Kropf seconded. The motion passed unanimously, 5-0.***

#### **BUSINESS SESSION**

1. Bend 2030 Presentation on Leadership Alliance – *Ryan Swagerty and Laura Fritz*

Mr. Swagerty is on the board of directors for Bend 2030 and Laura Fritz is the interim director. Mr. Swagerty said Bend 2030 is the keeper and champion of the city's vision. Bend 2030 was

created to bring the community together to create a vision for the future of the community. He added that the intent is to seek to engage the whole community, particularly those that are less likely to engage.

Mr. Swagerty spoke about the Leadership Alliance, he said this is made up of community leaders and helps Bend 2030 keep their fingers on the pulse of the community. The financial support enables the organization to continue the work already begun and manage the ongoing and future efforts. He said he is here to ask the board to renew their commitment because the organization fits well with park issues.

He added that this year, Bend 2030 is updating the community vision. The last time this was done was in 2008 and this vision represents a fraction of the people that are here today. The new vision will look toward 2050.

The board asked what other organizations the district partnered with in this way. Executive Director Horton replied that the district made a two-year contribution to the Environmental Center. He said for the district to make this contribution, the money donated must be spent on specific projects with park and recreation interest.

Director Schoenborn recused himself from the vote because he serves on the board of Bend 2030.

***Director Hovekamp made a motion to provide financial support to Bend 2030 in the amount of \$5,000. Director Schoen seconded. The motion passed unanimously, 4-0.***

## 2. Perception Survey – Sarah Bodo and Michael Simone, RRC

Ms. Bodo introduced Michael Simone from RRC Associates and gave the introduction of the survey.

Mr. Simone explained the survey and the methodology. He explained that 5500 surveys were mailed, the response was strong with 978 completed. An open link online survey received 740 responses. Mr. Simone said the respondents were diverse in their perspectives, backgrounds and preferences; signaling a strong representation from the entire community.

Mr. Simone reviewed the report in the board packet and spoke about the key findings from the survey. Overall, the community was familiar with the district, knew that the district is a separate agency from the city and 83 percent believe the district is moving in the right direction. Residents are very satisfied with the district services; 92 percent are somewhat satisfied or very satisfied. The top six items (when removing the don't know responses) that respondents agree the district does well include:

- maintains parks and trails well (95%)
- offers quality programs and facilities (96%)

- act as good stewards of the environment (94%)
- should provide the community places to gather (92%)
- inclusive (91%)
- meets the parks and recreation needs of the community. (91%)

The bottom five with a range of 83 percent to 91 percent (when removing the don't know responses) responses include:

- well managed (90%)
- customer service (91%)
- reasonable fees (84%)
- partners effectively with others (84%)
- good commuting options via trails (83%)

Most respondents said more commercial activities in parks could be considered and the number of events in parks is just about right. More people supported an equal amount of emphasis on preserving natural environments and providing recreational access. Nearly half prefer the district place equal emphasis on recreation and transportation-focused trails. Residents continue to report the Playbook and brochures as the most popular way to receive information and social media is the best way to reach younger residents.

There was a large portion of “don't know” responses about perspectives on taxes, transparency and trust. The respondents that answered other than “don't know”. the level of agreement rose to 87 percent for trust, 80 percent for using taxpayer money wisely (this percentage continues to increase over the last few years) and 76 percent for transparency.

Mr. Simone said Parks, trails, and recreation services have always rated quite high in the value received per dollar spent, with very little change in results over time. He said it's clear that the community sees significant value in parks, trails, and recreation despite the small minority that has issues with the level of property taxes being collected and how those dollars are being spent in some cases.

The board asked if there was anything in the survey that was unexpected. Executive Director Horton said there have been some big political issues in the past few years since the last survey. He expected this to have an impact on the trust responses, but the survey did not show that, the survey has been consistently good over the years and the high levels of satisfaction were very pleasing to staff.

### **EXECUTIVE DIRECTOR'S REPORT**

- Executive Director Horton reminded the board of the ribbon cutting for the new fields that the FC Timbers built.
- Information of the Drake Park trail project and tree removal were provided. Executive Director Horton said the city code requires permission to remove trees for the project. The district added any tree that may be removed to avoid interruption of the project to

get permission. This project has been worked on by a team of trail and ADA professionals for three years to make the trail ADA compliant. The plan is designed to save and plant ponderosa trees in the park which will help to balance the variance of trees in the park. The board requested a walk through the park to see the project and the plan.

- The financial forecast: Director Horton mentioned some changes to the financial forecast. Staff had discussed moving the bike park project out to a further date, but have decided not to do that after all. He invited Ms. Lombard to speak about the revision to the forecast.

Ms. Lombard said the financial forecast and recreation subsidy she presented at the board workshop were very conservative. She has revised the forecast that is less conservative and likely more accurate. She explained the original forecast projected a deficit in the reserves. The new projections show a couple of scenarios that reach reserve saving goals. She explained the opportunity the board has to use reserves if needed. The forecast allows for the bike park to be developed as planned, there is a possibility the expert course feature could be delayed. She finished by letting the board know that staff will bring back the bid with staff recommendations for the board to decide on the direction of the project.

**PROJECT REPORT**

**BOARD MEETINGS CALENDAR REVIEW**

**GOOD OF THE ORDER**

Director Méndez mentioned the Downtown Bend Business Association kiosks, he said there is advertising space available for purchase that the district may want to consider.

**ADJOURN** 9:03pm



Prepared by,  
Sheila Reed  
Executive Assistant

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Ted Schoenborn, Chair

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Nathan Hovekamp, Vice-Chair

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Jason Kropf

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Ariel Méndez

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Deb Schoen





## Board of Directors

March 13, 2020

District Office Building | 799 SW Columbia | Bend, Oregon

### **BOARD PRESENT**

Ted Schoenborn, Chair  
Nathan Hovekamp, Vice Chair  
Ariel Méndez  
Jason Kropf  
Deb Schoen

### **STAFF PRESENT**

Don Horton, Executive Director  
Julie Brown, Manager of Communications and Community Relations  
Lindsey Lombard, Administrative Services Director  
Matt Mercer, Director of Recreation  
Sheila Reed, Executive Assistant  
Sasha Sulia, Superintendent of Park Operations

### **MEDIA**

Brenna Visser, The Bulletin  
Isaac Biehl, Source Weekly  
Jordan Williams, KTVZ

### **12:00 p.m. MEETING CONVENED**

### **BUSINESS SESSION**

1. COVID Virus Update – *Don Horton, Julie Brown and Matt Mercer*

Executive Director Horton thanked the board for coming on short notice. He added another item to the agenda, he said he would like to discuss how to do board meetings during this time moving forward. Executive Director Horton passed out an update to the board explaining the decisions that have already been made in response to Governor Brown's order, advice from the Public Health Department and directions given to schools to cancel all non-essential programming. Executive Director Horton reviewed this handout; it is attached to the minutes. He said the Senior Center will close this evening at 5 pm, Therapeutic Recreation programs have been canceled along with other programs and events scheduled in district buildings. Staff has been directed to take extra measures with cleaning and more hand sanitizers have been placed in facilities. Signs have been posted asking patrons to wipe down equipment before and after use, CDC signs have been hung throughout. Supervisors have been advised how to handle employees that may be sick. Executive Director Horton said he did not know what the financial impact will be, and will need to be discussed when more is known. Internal meetings that are not necessary have been canceled and cleaning measures of the meeting spaces are in place and limited to less than 25 people with social distancing. Next, he

discussed the youth and adult programs that are wrapping up in the next couple of weeks and programs that are scheduled to begin.

Based on the Governors announcement to close schools, Kids INC programs have been canceled through April 1. All programs on school sites are canceled. Other agencies in other states are shutting down, but keeping park services running.

Executive Director Horton asked the board what direction they would like the district to take for further actions, he added that information is coming in quickly and there will be a need for quick response. Executive Director Horton invited Matt Mercer to speak about programming.

Mr. Mercer said staff has already taken some actions due to the school closures. He said most programs are ending soon anyway; staff is reporting very few cancellations for spring break programs and programs remain full. Mr. Mercer said the spring session starts March 30, activities include: sports, enrichment, swim lessons, etc. He presented several options for partial and full closures of programs and facilities.

Executive Director Horton said the district can try to follow what the Governor has asked, but need to think about the balance of what the community expects of the district. Isolation of seniors is a serious issue, he expressed his concerns about the older population doing poorly in isolation. He added that older adult programs have already been cancelled at Juniper. He asked the board what they thought was important, to stay open and offer some limited access or close altogether.

The board shared a range of ideas. One director recommended full closure of all programs and facilities. Another director said the district could screen programs by determining the ones that allow for social distancing. The board spoke of the unintended consequences of isolation, that include higher rates of depression, suicide and overdoses and expressed concern for families that don't have other options outside of what the district provides. Concerns about the impact on staff were also discussed. Executive Director Horton shared that other agencies are laying off part-time staff and looking into laying off full-time staff as well. The district is working to reassign employees, but recognize that this will not be possible for every employee. The district is offering 2 weeks of pay so far for part-time employees without work and the board supported doing what the district can to mitigate the impact to employees.

The board discussed options to keep childcare programs open to help parents that count on the district. Executive Director Horton said he will rely on the health department for direction while facilities are open and will follow the school district schedule if the district decides to close. Staff and the board all agreed that keeping the community safe is a priority. Trying to safely keep facilities open to serve the community is also important. Executive Director Horton said he felt confident that he understood the direction the board would support and said his biggest concern is not knowing how long this will all last.

The board decided to cancel the next board meeting scheduled for March 17 and asked staff to look at other options to reduce the number of people that would need to attend meetings.

## **VISITORS**

None

**GOOD OF THE ORDER**

**ADJOURN 1:22pm**



Prepared by,  
Sheila Reed  
Executive Assistant

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Ted Schoenborn, Chair

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Nathan Hovekamp, Vice-Chair

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Jason Kropf

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Ariel Méndez

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Deb Schoen

## **Recreation Facility and Program Update (3/13/2020)**

### **Programs Taking Place Prior to March 30 when our next program cycle begins.**

#### **Programs that are underway but will be finishing soon:**

- Youth and adult swim lessons (ends March 20)
- Novice swim team (ending March 20)
- Busy Buddies Preschool Program (ending March 20)
- Youth Hockey League (ends March 14)
- Ice Skating Lessons (ends March 19)
- Adult Hockey (One more game night on March 18)
- SoccerJrs and youth soccer league at Cascade Indoor Sports (ending April 15)
- Martial Arts programs (ending April 2)

#### **Programs that are scheduled but have not yet started**

- All scheduled spring break youth camps including the relocation of several camps that were originally supposed to take place in schools.
- Several sports camps scheduled for the week of March 15-19

#### **Options under Consideration for current programs:**

- Cancellation of all programs effective immediately **OR** complete current session of program in process (through March 20)
- Cancel scheduled spring break programs (or plan to operate).
- Consider additional facility closures (full or partial).
  - Partial options include cancelling instructed group exercise classes and only offering self-directed drop-in use, and/or
  - Not offering larger drop-in activities such as recreation swims and open skates.
  - Any decision would likely be through March 29 initially with assessment ongoing.

#### **Options under Consideration for Next Session beginning March 30 or later**

- Run as scheduled
- Delay/Postpone
- Cancel some or all



## Board of Directors

March 30, 2020 – Special Session

District Office Building | 799 SW Columbia | Bend, Oregon

To support Governor Brown’s recommendation for social distancing, the Board of Directors conducted this meeting by video and live streamed on Facebook.

### **BOARD PRESENT**

Ted Schoenborn, Chair

Nathan Hovekamp, Vice Chair

Ariel Méndez

Jason Kropf

Deb Schoen

### **STAFF PRESENT**

Don Horton, Executive Director

Julie Brown, Manager of Communications and Community Relations

Sheila Reed, Executive Assistant

### **LEGAL**

Paul Taylor, BLJ Attorneys

### **4:00 p.m. MEETING CONVENED**

### **VISITORS**

Justin Gottlieb: Mr. Gottlieb shared his views on the COVID-19 virus with a written statement that was read at the meeting. His statement included some personal observations about the virus and theories about the spread of it. Mr. Gottlieb supports the district direction of shutting down park amenities and encouraged the directors to stay safe, sanitary and sane.

### **BUSINESS SESSION**

1. Resolution 2020-05, Declaring Emergency Conditions Exist and Granting Authority to Take All Necessary Actions to Prepare and Respond Effectively to the Coronavirus (COVID-19) – *Don Horton and Paul Taylor, Attorney, BLJ Attorneys (15 min)*

Executive Director Horton said this meeting is necessary due to the impacts of COVID-19 on district operations. Other agencies have adopted emergency resolutions similar to this and Paul Taylor, attorney for the district, has drafted the resolution that is before the board today. Executive Director Horton said there are ten points that have already impacted the district and are a part of the resolution.

- Reassignment of patrons and staff: Patrons have not been reassigned due to facility closures. Staff members have been equipped to work from home. Limited staff are working at their work spaces in certain locations.
- Alternative recreation options: Facebook Live fitness videos
- Modify personnel policies: Federal legislation and state direction to make changes to some policies, for example the federal requirement to give two additional weeks paid sick time. The

district will need a policy in place by April 1 to outline how this will be offered. EFMLA, at the federal level modifications have been made and need to add this to the policy as well.

- Improvements to protect district property: There has already been some vandalism to district property, particularly in restrooms. The district is trying to keep all restrooms open so that people have more places to wash their hands. This will take additional funding to do.
- Transfer of district funds to address an emergency: This has not been necessary yet, but it may be in the future, may need to transfer funds out of the contingency fund to cover some of the costs of this closure.
- Limit congregations of people on district property: Canceled events that attract ten or more people, encouraging people to get out and use parks and trails, but maintain the six feet social distancing.
- Closing or limiting access to district property:
- Adopting actions of the Federal and State Government: A good example is the EFMLA order.
- Apply for state and federal assistance: Special districts are now listed as agencies that may qualify for available funds.
- Extending the effective date of April 30, 2020: The resolution can be extended based on the Governor's orders.

The board agreed that they could meet again to extend the resolution. In case the board is not able to meet, the Executive Director would have the authority to extend the resolution.

***Director Hovekamp made a motion to approve Resolution 2020-05, a resolution of the Board of the Bend Park and Recreation District declaring emergency conditions exist and granting authority to the executive director to take all necessary actions to prepare and respond effectively to the Coronavirus (COVID-19). Director Schoen seconded, the motion passed unanimously, 5-0.***

Director Kropf asked Executive Director Horton if he is concerned about the impact that other closures may have on the district. Executive Director Horton replied that closures of other parks and recreation areas will have a big impact on district property especially as the weather begins to warm up. He has a meeting with the city and forest service later in the week and will discuss this with them.

Director Hovekamp added that it would have been preferable to have had a conversation with the district prior to making the decisions that were made by the forest service and even a cautionary to the district in making future decisions to consider impacts to other agencies as well.

Director Schoenborn mentioned that some people are not social distancing in the parks and he has heard some complaints. Executive Director Horton said staff are aware of these issues and doing more to help people to comply. He said the majority of people are abiding by the rules and it is very much appreciated. Director Schoenborn said this is really showing how valued the parks and trails are for people to use during this time.

Director Méndez would like to see more space open up for the public to get outside while maintaining a safe distance and asked if Executive Director Horton could ask the city for options to close down roads and parking lots to create these kinds of spaces.

Director Schoenborn asked Director Méndez if he would craft a message from the board in support of mental health issues and keeping spaces open. He suggested that at the next board meeting the board could discuss publicly and show support. Director Mendez supports encouraging people to get out for a walk and discouraging people from taking a drive due to the accidents that can happen in a vehicle.

The board expressed support for keeping restrooms open and the continuation of extra cleaning and precautions.

Director Kropf asked about the possibility of allowing patrons to donate refunded programs (from canceled programs) back to the district workers that have been laid off. Executive Director Horton responded that some staff that have been laid-off have asked how they can donate their paychecks to a variety of district programs. Executive Director Horton recommended donating back to the foundation for scholarships. Director Schoenborn mentioned he was considering donating his stimulus check back to something like the scholarship fund and wondered if this idea should be suggested to the community.

Director Mendez said he feels very comfortable giving the Executive Director this much discretion because of his excellent track record in handling this crisis so far. He further expressed his appreciation for the well-reasoned and competent staff and thanked Executive Director Horton.

**ADJOURN** 4:34pm



Prepared by,  
Sheila Reed  
Executive Assistant

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Ted Schoenborn, Chair

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Nathan Hovekamp, Vice-Chair

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Jason Kropf

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Ariel Méndez

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Deb Schoen

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| <b>BOARD AGENDA COMMUNICATION</b> |
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| <b>AGENDA DATE:</b>           | April 21, 2020   |
| <b>SUBJECT:</b>               | Award Professional Services Contract for Northpointe Park  |
| <b>STAFF RESOURCE:</b>        | Bronwen Mastro, Landscape Architect<br>Brian Hudspeth, Development Manager   |
| <b>PREVIOUS BOARD ACTION:</b> | September 5, 2017 and December 5, 2017 - Approved property acquisitions<br>January 21, 2020 – Approved park name and master plan |
| <b>ACTION PROPOSED:</b>       | Approve Professional Services Contract   |
| <b>STRATEGIC PLAN:</b>        |  |
| <b>Pillar:</b>                | Operations and Management Practices  |
| <b>Outcome:</b>               | A balance between caring for existing infrastructure and new development   |
| <b>Strategy:</b>              | Ensure the district is maintaining its adopted level of service targets  |

**BACKGROUND**

In 2003, the district annexed the area of Bend referred to as Northpointe. Northpointe is located north of Cooley Road, east of the Burlington Northern Railroad Line and west of the city-owned Juniper Ridge property. It is located in park search area #1.

When Northpointe was annexed, it was known that providing park service in this section of town would be difficult. After 15 years of effort, the district was able to consolidate five parcels through separate land acquisition transactions to establish a new 2.7-acre neighborhood park to serve this neighborhood. Development of the park was prioritized in the district's Capital Improvement Plan to begin in 2019.

On January 21, 2020 the Board of Directors approved the park master plan, which is based on analysis of the site and a series of public outreach activities. On January 21, 2020 the Board of Directors also approved the name Northpointe Park.

On January 30, 2020 the district advertised the request for proposal (RFP) for professional design services for Northpointe Park. The scope of work in the RFP included concept design, public outreach, design development, construction documents, permitting, and construction administration.



Five proposals were received February 27, 2020. The proposals were reviewed by a committee of five staff. The consulting team led by Szabo Landscape Architecture from Bend, Oregon was selected to enter into contract negotiations with the district.

It is expected the design and construction documents will be complete and the project will be ready to bid in the spring of 2021.

**BUDGETARY IMPACT**

The 2020-24 Capital Improvement Plan includes \$2,524,716 in system development charges for the acquisition and development of Northpointe Park. To date, \$836,492 has been spent on property acquisition and related expenses, leaving \$1,688,224 available to complete the project. The negotiated fee for the professional design services with Szabo Landscape Architecture is a cost not to exceed \$209,540.

**STAFF RECOMMENDATION**

Staff recommends approval of the Northpointe Park Professional Design Services contract with Szabo Landscape Architecture with a cost not to exceed of \$209,540. Staff further recommends the board approve a 10% contingency of \$20,954 for a total design budget not to exceed \$230,494.

**MOTION**

***I move to authorize the executive director to award a professional services contract for Northpointe Park to Szabo Landscape Architecture with a cost not to exceed \$209,540, and to approve an additional 10% contingency of \$20,954, for a total design budget not to exceed \$230,494.***

**ATTACHMENT**

None



## PLANNING & DEVELOPMENT PROJECT UPDATES April 2020



**Big Sky Park Expansion:** The driveway access permit and septic disconnection have been approved. In addition, the right of way dedications for Hamby and Neff have been full executed and sent to county for approval and recording. An asbestos survey was performed on the caretaker's home, with the results coming back negative. The project advertised to bid on March 13<sup>th</sup>, but advertisement was cancelled March 16<sup>th</sup>. The district will reassess when to bid the project during the budget review.



**Larkspur Center (Bend Senior Center):** Construction on the new building continues and is moving to interior framing. The Myrtha panels are being installed for the pool. With the existing senior center closed, work is starting on the tie in between the two projects. This will help with future disruptions to the operations of the senior center later in the year. The project is still on schedule with an anticipated opening in September 2020.



**Alpenglow Community Park:** The land use and conditional use permits are still in with the City and a decision is expected soon. The consultants have completed a solar feasibility study and staff is reviewing that document at this time. Design continues to move forward with a major focus on utilities to the site. Irrigation and power are the priority right now and ESA is working closely with staff to determine the most appropriate path forward. Construction is still slated to begin in December 2020.



**Goodrich Pasture Park:** The bid set of documents is being finalized and the project went out to bid February 27<sup>th</sup>. The district has extended the bid date to April 30<sup>th</sup> at this time, pending the effects of the COVID-19 virus. If things continue as they are currently, staff will need to extend or remove the project from bidding.



**Juniper Park:** Work continues in phase 2 of the project. Currently, demolition has taken place, site grading and trenching for utilities is underway, the roof is being framed on the new restroom, and electrical and plumbing will begin in the interior shortly. The project is anticipated to be complete by spring of 2020.



**Pacific Crest Middle School Fields:** Work is almost complete at the athletic fields. Backstop netting, gates, final landscape elements, site furnishings, and signage are finishing up and landscaping will establish and be complete in the spring. Sports play is scheduled to begin on the fields in 2020.



**Haul Road Trail:** Staff continues their work in obtaining outstanding easements for the trail. 70% construction document review comments were returned to the design team. A conference call to discuss designs occurred March 31<sup>st</sup>. The scheduled field review is on hold at this time and will be rescheduled for a later date. Construction will likely wait until 2021 to begin.



**Empire Crossing Park:** Empire Crossing is being updated with accessible pathways and a new playground. Work has begun on the playground and the construction area is fenced off. Playground curb, aggregate base, plaza space and walkways are being installed. The park is expected to be completed in the spring of 2020.



**Rockridge Park Restroom:** The restroom building has been placed on site and paved surfaces are being installed. District staff are currently completing the irrigation changes and landscape repairs will follow. The project is expected to be completed this spring.



**Northpointe Park:** Five proposals were received for professional design services on the project. The review committee selected Szabo Landscape Architecture as the design consultant. The RFP to hire a design consultant was advertised February 2020. Consultant selection is expected to be brought to the board for approval when board meetings resume.



**Drake Park DRT & Bank Improvement Project:** Staff continues to work with landowners to obtain three (of seven) easements. The district received an approval at the planning commission meeting held on February 3<sup>rd</sup>. Over the next 10 months, staff will be working on permitting, cost estimating and bidding for the final project. Construction on the remaining work is expected to start fall of 2020.



**JSFC Pool Tank Renovation:** Contract negotiations are underway, and a preliminary project budget was received at the end of January 2020. The pools have been drained while JSFC is closed so the pools can be fully surveyed. Other testing and verifications will be completed as needed during this time to obtain all necessary information about existing site conditions. Coordination of the budget and schedule is ongoing with the design build team.



**Central Oregon Historic Canal Trail Road Crossing Safety Improvements:** BPRD has completed design work for safety upgrades to four road crossings on the Central Oregon Historic Canal Trail: Blakely Road, Brosterhous Road, Ferguson Avenue, and 27<sup>th</sup> Street. Staff is now working to acquire an easement near Brosterhous Road and the necessary permits to complete the work. The district intends to install the upgrades at the Blakely Road and Brosterhous Road crossings in the next fiscal year, with upgrades to the remaining crossings coming online in subsequent years as additional sections of the trail are improved near those locations.

Additionally, the City of Bend recently installed a new crossing on 15<sup>th</sup> Street south of Reed Market Road near Chloe Lane. Through an interagency agreement, the district provided funding to the City of Bend to construct this crossing as part of the Murphy Road project. The city will begin construction of an additional new crossing on 3<sup>rd</sup> Street this March.



**Riverbend South Access and Restoration Project:** Staff has met with representatives from Upper Deschutes Watershed Council (UDWC) to establish a strategy when applying for grant funds for the construction of this project. It was determined that UDWC will apply for a private grant which would keep the project moving forward. If unsuccessful with the private grant funding, staff is ready to submit the application for the Local Government Grant opportunity this spring.

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**Deschutes River Access and Habitat Restoration Plan:** The focus group—made up of representatives from agencies, recreational organizations, business groups and environmental organizations—met on March 12<sup>th</sup> to identify opportunities for access and habitat restoration at four of the sixteen Deschutes River parks. The focus group will meet eight times over the next year, with the next meeting planned for May 13<sup>th</sup>. It will likely will be held virtually due to COVID-19 regulations. An online community survey received 712 responses including 20 responses in Spanish. Results of the survey, focus group meetings, and staff meetings will be shared with the board this summer.

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**Board Calendar  
2019-2020**

*\*This working calendar of goals/projects is intended as a guide for the board and subject to change.*

**May 5**

Work Session

- ◆ Needs Based Assistance Annual Report and Fiscal Year 2020-21 Plan – *Sue Boettner and Amanda Jamison (45 min)*
- ◆ Consider IGA with City of Bend and OSU for Roundabout at Simpson – *Don Horton (20 min)*

Consent Agenda

- ◆ Adopt Needs Based Assistance Fiscal Year 2020-21 Plan

Business Session

**May 19**

Work Session

- ◆ Park Services Report - Fleet and Equipment Program – *Roy Radcliff (15 min)*

Business Session

- ◆ Goodrich Park Award Construction Contract – *Ian Isaacson and Jason Powell (20 min)*

**BUDGET MEETINGS May 26 and 28**

**June 2**

Work Session

Recreation Report

Business Session

- ◆ Adopt Resolution No. XXX – Adopting a Revised Fee Schedule for System Development Charges, effective July 1, 2020 – *Lindsey Lombard*
- ◆ Hold Public Hearing and Adopt Resolution No. XXX – Adopting the Budget and Making Appropriations for Fiscal Year 2020-21, and Adopt Resolution No. XXX - Imposing and Categorizing Taxes for Fiscal Year 2019-20 – *Lindsey Lombard*

**June 16**

Work Session

Park Services Report

Business Session

**TBD**

IGA with the City for Planning – *Michelle Healy and Don Horton (45 min)*

Recreation Programming Plan – *Matt Mercer and Michael Egging*

Transportation Discussion with CTAC– *Eric King and Susanna Julber (45 min)*

IGA with the City for Mirror Pond Silt Removal – *Don Horton (30 min)*

Annexation – Smallwood Property – *Sarah Bodo (10 min)*

Refund Policy – *Matt Mercer*

Award construction contract for Big Sky Park – *Brian Hudspeth (15 min)*