



Bend Metro Park & Recreation District

September 23, 2025

# 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 through parks, trails and recreation.

## Our Community Pledge

To reflect our community, welcome and serve equitably, and operate with transparency and accountability.

## We Value

**COMMUNITY** by interacting in a responsive, considerate and efficient manner to create positive patron experiences and impact in the community.

**INCLUSION** by reducing physical, social and financial barriers to our programs, facilities and services, and making them more equitable for all.

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

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

**SUSTAINABILITY** by fostering a balanced approach to fiscal, environmental and social assets to support the health and longevity of the district, the environment and our community.



District Office

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



4. Approve Purchase of Pine Nursery Park Phase 5 Sports Field and Pickleball Court Lighting – *Brian Hudspeth (10 min)*

## **EXECUTIVE DIRECTOR'S REPORT**

## **BOARD MEETING SUMMARY – 8/19/2025**

## REPORTS – Project Update

## **BOARD MEETINGS CALENDAR**

## GOOD OF THE ORDER

**ADJOURN**

## EXECUTIVE SESSION

The board will meet in Executive Session following the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend [sheilar@bendparksandrec.org](mailto:sheilar@bendparksandrec.org).



## 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.



**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Natural Resources Internship Presentation
<b>STAFF RESOURCE:</b>	Rylin Duster, Natural Resources Technician Intern Zara Hickman, Natural Resources and Trails Manager
<b>PREVIOUS BOARD ACTION:</b>	N/A
<b>ACTION PROPOSED:</b>	N/A
<b>STRATEGIC PLAN:</b>	
<b>Pillar</b>	Service
<b>Goal:</b>	Steward fiscal resources, and further environmental and social sustainability.
<b>Strategy:</b>	Continue efforts to be responsible stewards of the natural environment and evaluate and identify opportunities to respond to changing environmental conditions.

**BACKGROUND**

Bend Park and Recreation District (BPRD) created the Deschutes River Access and Habitat Restoration Plan as a guiding document to balance river recreation access with essential habitat along the Deschutes River running through the Community of Bend. The district owns 14 parks spanning eight miles of riverfront property along the river, with an additional 17 miles of trail. To balance these needs, the plan created a habitat assessment to evaluate conditions along the river for wildlife and riparian ecosystem health.

In 2023, Oregon State University (OSU) Cascades approached the district looking for high-impact student experiences that connect them to the local land management. By collaborating with OSU class projects, the district redesigned the original River Plan monitoring protocol with several key highlights. Feedback from students in the participating classes also led to the design and initial Natural Resources Technician Internship proposal.

In 2024, the district approved a paid internship proposal for a student to work with the district's natural resources team. In collaboration with OSU's Natural Resources and Environmental Sciences divisions, the Office for Student Experiences advertised and promoted the internship. In May of 2025, the Special Districts Association of Oregon (SDAO) awarded the district a \$3,000 grant to support this internship. The district hired Rylin Duster, a graduating senior from OSU Cascades, to fill the internship role. Rylin's internship began June 24, 2025, and ends October 3, 2025.

This internship implemented the monitoring protocol for the newly redesigned habitat assessment along the Deschutes River within district property (attachment A). This design

yielded objective and repeatable data collection via geospatial applications (ESRI Survey123) that produced a location enabled feature class to be analyzed and used in dynamic resource management along the Deschutes River. This information allows the district to balance the intricate nature of natural systems with socioeconomic pressure of recreational access.

The secondary purpose of this internship was to create a high impact and paid experience for the intern that bridges the gap between academic and real-life applications. In a competitive field like Natural Resources and Trails, internships provide networking opportunities and build resumes. The paid internships help create inclusive and equitable workplace competitiveness for graduating students as not all have the financial stability to accept unpaid positions for an entire summer semester.

Staff will provide an overview of the internship, highlights to the monitoring protocol, data collected and opportunities for next steps as a part of the River Plan. Rylin will also share her experiences and reflections on her inaugural internship with the district's Natural Resources and Trails program.

#### **BUDGETARY IMPACT**

The Park Services Department budget included funding for the internship opportunity. The \$3,000 grant funding from SDAO offset part of the cost.

#### **STAFF RECOMMENDATION**

None – for information purposes only.

#### **MOTION**

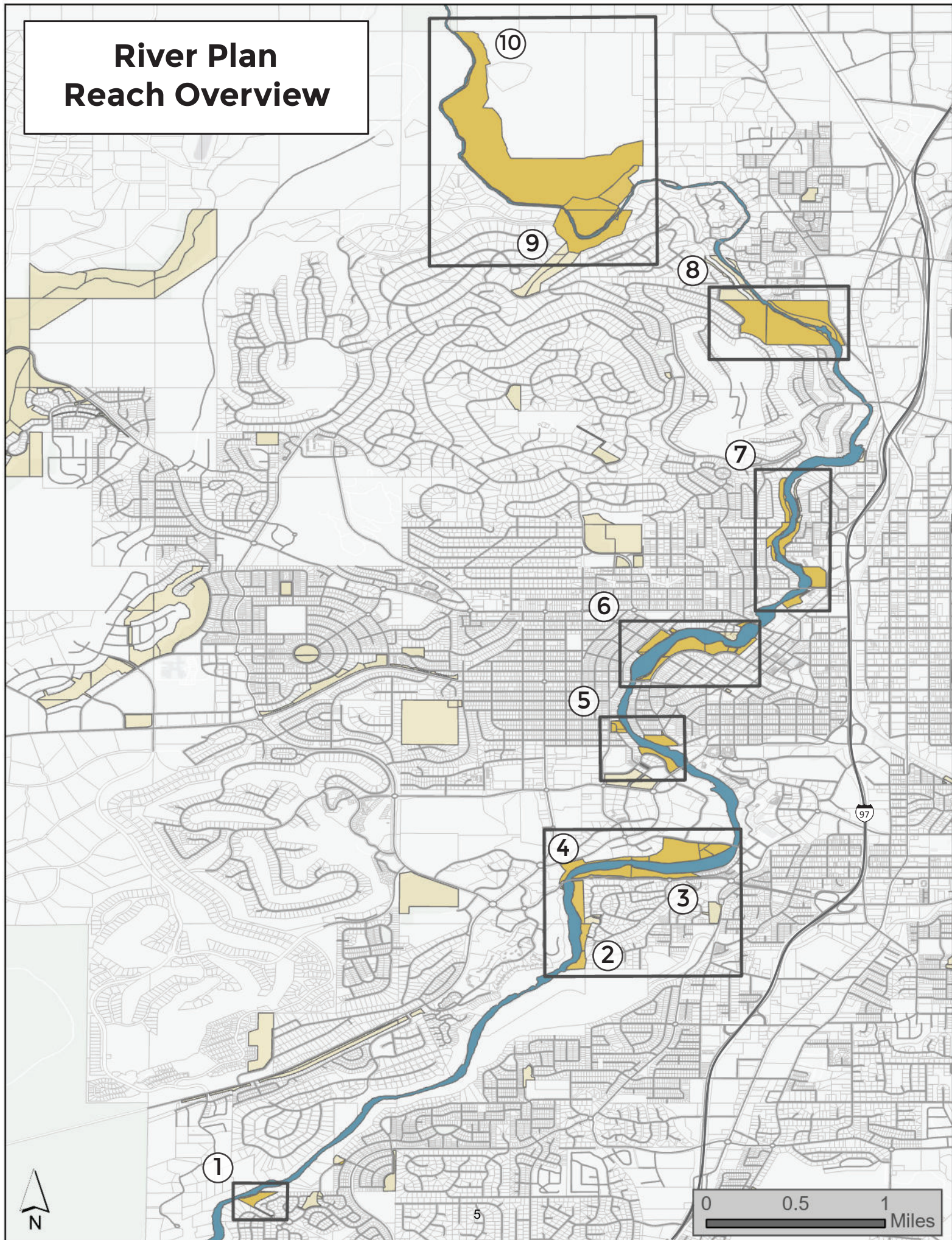
None

#### **ATTACHMENTS**

Attachment A: Overview map of Deschutes River reaches surveyed.



# River Plan Reach Overview





<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Resolution No. 2025-13 Land and Water Conservation Fund Grant – Deschutes River Trail Natural Area
<b>STAFF RESOURCE:</b>	Quinn Keever, Planner
<b>PREVIOUS BOARD ACTION:</b>	Authorized Executive Director to negotiate and execute a Purchase and Sale Agreement on May 6, 2025
<b>ACTION PROPOSED:</b>	Adopt Resolution No. 2025-13 authorizing a 2025 Land and Water Conservation Fund Grant Application for the Deschutes River Trail Natural Area
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Support the recreational needs of an evolving community through programming, parks, trails, and facilities
<b>Strategy:</b>	Maintain adopted levels of service targets for parks, trails, and facilities

**BACKGROUND**

On May 6, 2025, the Board of Directors authorized the Executive Director to negotiate and execute a Purchase and Sale Agreement (PSA) for 47.43 acres of land off NW Putnam Road.

The intent of purchasing the property is to create a future natural area park with soft surface trails, nature and wildlife viewing, directional and interpretive signage, and a restroom. The primary trail will be an extension of the Deschutes River Trail, filling a crucial gap in the 28-mile trail system. The property will also serve as a trailhead and trailhead parking for the existing Deschutes River Trail. Additionally, purchasing this property would fulfill the need for land in Park Search Area 3 in the district's Comprehensive Plan.

On May 13, 2025, the Executive Director signed the PSA with Western Rivers Conservancy, the owner of the land. The PSA states that the district will work to secure funding for the site. Staff have determined that a grant from the Land and Water Conservation Fund (LWCF) is the best option for helping to fund this purchase.

The grant application deadline is November 2025 and requires the submittal of a Board Resolution approving the application. Staff have prepared the attached draft Resolution No. 2025-13 for board review and approval.



**BUDGETARY IMPACT**

A 2025 appraisal reported that the 47.43 acres of land was valued at \$6.32M. Western Rivers Conservancy is generously donating \$4.62M of the land value to BPRD and asking \$1.7M as the sales price. Therefore, staff is applying for a \$1.7M grant from LWCF.

**STAFF RECOMMENDATION**

Staff recommends the board adopt Resolution No. 2025-13 supporting the 2025 Deschutes River Trail Natural Area Land and Water Conservation Fund Grant application.

**MOTION**

***I move to adopt Board Resolution No. 2025-13 authorizing the Executive Director to apply to the Oregon Parks and Recreation Department for a 2025 Land and Water Conservation Fund grant in support of purchasing the Deschutes River Trail Natural Area.***

**ATTACHMENT**

Attachment A-Resolution No. 2025-13

**BPRD RESOLUTION NO. 2025-13**  
**A RESOLUTION OF THE BEND PARK AND RECREATION DISTRICT BOARD OF DIRECTORS AUTHORIZING**  
**DISTRICT STAFF TO APPLY FOR THE 2025 OREGON PARKS AND RECREATION DEPARTMENT LAND AND**  
**WATER CONSERVATION FUND GRANT**

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Land and Water Conversation Fund Grant Program; and

**WHEREAS**, Bend Park and Recreation District desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions; and

**WHEREAS**, the Bend Park and Recreation District Board of Directors have identified acquisition of the Deschutes River Trail Natural Area as a priority in the District's Five-Year Capital Improvement Plan and the Comprehensive Plan; and

**WHEREAS**, acquisition of the Deschutes River Trail Natural Area will secure 47.43 acres of natural area for future trails, nature and wildlife viewing, directional and interpretive signage, a restroom, as well as a trailhead and trailhead parking for the Deschutes River Trail extending to Riley Ranch Nature Reserve, Shevlin Park, and Tumalo State Park; and

**WHEREAS**, Western Rivers Conservancy has agreed to donate \$4.62M of the land value to fulfill Bend Park and Recreation District's share of the obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, Bend Park and Recreation District will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED** that the Bend Park and Recreation District Board of Directors hereby authorizes staff to seek Land and Water Conservation Fund grant funds to support acquisition of the Deschutes River Trail Natural Area.

**ADOPTED** by the Board of Directors on this 23<sup>rd</sup> day of September, 2025.

\_\_\_\_\_  
Donna Owens, Board Chair

Attest:

\_\_\_\_\_  
Michelle Healy, Executive Director

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Park, Facility, Feature and Trail Naming Policy Update
<b>STAFF RESOURCE:</b>	Rachel Colton, Park Planner Sheila Reed, Assistant to the Executive Director
<b>PREVIOUS BOARD ACTION:</b>	Non-Commercial Park and Facility Naming Policy adopted April 13, 2013; Park, Facility and Trail Naming Policy adopted July 6, 2021
<b>ACTION PROPOSED:</b>	Adopt updated Park, Facility, Feature and Trail Naming Policy
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

The board adopted the current Park, Facility and Trail Naming Policy on July 6, 2021 (attachment A). Approximately every five years staff updates policies to ensure they are still relevant and consistent with current practice. Recently both the Gift and Sponsorship policies were updated, and the proposed updates to the Park, Facility and Trail Naming Policy would improve internal alignment between these three policies. In summary, the proposed changes to the policy include:

- Updated definitions to ensure alignment of definitions between the policies.
- Updates to the Feature Naming section to provide clarity on the process associated with this type of naming given this information is no longer included in the Gifts Policy. To reflect the inclusion of the Feature Naming process in the policy, the policy name has been updated to include the term “Feature.”
- Updates the Naming Committee appointment process to reflect that two positions are appointed in one cycle and three are appointed in a second cycle two years later. This staggering of appointments aligns with the process for the budget committee.

**BUDGETARY IMPACT**

None

**STAFF RECOMMENDATION**

Staff recommends approval of the updated Park, Facility, Feature and Trail Naming Policy.

**MOTION**

***I make a motion to adopt the updated Park, Facility, Feature and Trail Naming Policy.***

**ATTACHMENT**

- A. Park, Facility, and Trail Naming Policy (2021)
- B. Park, Facility, Feature and Trail Naming Policy (Draft 2025)



Ariel Méndez, Chair

### **Purpose**

This policy provides guidance in the naming of Bend Park and Recreation District (BPRD) assets inclusive of parks, facilities and trails. This policy does not apply to asset naming resulting from sponsorship of parks, facilities, or trails, which is discussed in the Sponsorship Policy. Nor does it apply to asset naming resulting from gifts, which is discussed in the Gift Policy.

### **Definitions**

**Asset:** As used in this policy, a district asset can include a park, facility or trail.

**Business:** A for-profit organization that exists to provide services or goods to the community.

**Facility:** Structure that houses parks and recreational programs or events.

**Gift:** A charitable donation from an individual or organization in the form of financial or in-kind support for a specific district asset. The BPRD Gift Policy defines parameters for gifts to BPRD from individuals, organizations and businesses. In accordance with the gift policy and any associated gift agreement, gifts/donations are provided with no expectation for additional donor benefits or conditions.

**Major Feature:** Significant permanent component of park and recreational facilities such as a picnic shelter or playground.

**Naming Rights Sponsorship:** A mutually beneficial business/commercial arrangement between the district and external entity, wherein the external entity provides goods, services, or financial support to the district in return for exclusive, limited duration naming of a facility and/or commercial/marketing/branding affiliation with district assets including district programs, events or services. Such arrangements are defined in an agreement, and further discussed in the Sponsorship Policy.

**Organization:** A non-profit or civic organization that exists to offer services or goods to the community.

**Parks:** All outdoor traditional designed parks, natural open spaces, historic sites, and specialized parks under the district's jurisdiction or management.

**Trail:** For the purposes of this policy, trails shall include new trails only and shall not include additions to existing trails, connector trails, or sections with easement agreements.

Reviewer: Planning and Development  
Last Review Date: July 6, 2021  
Next Review Date: July 2026  
Review Schedule: 5 Years



## **Guidance**

### **Guiding principals**

Naming provides the opportunity to provide an identity for a park, facility or trail that should engender positive emotion and goodwill. As such, naming should be done with careful consideration and with the following principals in mind:

- Positive – Names will elicit a strong positive image for all residents and visitors and have a symbolic value that enhances the character of the park, facility or trail.
- Relevant – Names shall be relevant to the district’s mission and community character.
- Welcoming – Names shall be approachable and welcoming to all district residents and visitors.
- Fact Based – Research and evidence shall be used to demonstrate suitability of proposed names.
- Privilege – No special privilege shall be given to any named entity of a park, facility or trail.

Park, facility and trail names **shall not**:

- Violate or promote the violation of federal, state or local laws.
- Infringe on copyright or intellectual property rights.
- Use graphic, obscene, explicit, violent, threatening, sexist, racist, or other offensive language or imagery.
- Promote or perpetuate discrimination in any form on the basis of race, sexual orientation, religious beliefs, color, age, gender identity, marital status, national origin, physical ability, or other protected status or class.
- Compromise public safety or security.
- Violate the privacy of individuals or groups in images or via information.
- Provide false, defamatory information.

### **Naming Categories**

Asset names shall be selected from one of the following categories and shall not be duplicative of another asset in the community:

- Geographic – Place-based names (street, subdivision, area of the City, etc.) can help improve ease of locating district amenities and can help establish a sense of place.
- Indigenous, Cultural or Historic reference – References to the past can help educate the community about historical context and preserve memories of key cultural or historic elements, events or peoples within the district.
- Native Flora or Natural Feature – Naming a park after native flora or a natural feature helps illustrate the value the community places upon nature and the natural environment.
- People - Parks, facilities and trails may be named in recognition of a living or deceased individual or family. This naming approach shall only be considered a minimum of 12

months after separation of service from BPRD, or a minimum of 12 months after the date of the death of that person, if applicable. This naming approach requires compliance with the following criterion:

- When 50% or more of the value of the parkland is donated, or
- When 50% or more of the value of the development costs are donated, or
- When an individual/family has made a significant and sustained contribution to the community and/or the district over the course of many years
- **Community Organizations – Parks, facilities and trails may be named after an outstanding civic group or non-profit organization in recognition of significant or sustained contribution to the community and/or the district over the course of many years.**
- **Businesses – Pursuant to the Sponsorship Policy, a business may have a park, facility or trail named after it for a defined period of time as established in a Naming Rights Sponsorship agreement.**

### **Procedures**

The Planning and Development Department shall be responsible for managing the naming process for any park, facility or trail. They shall designate a primary contact to manage this process to ensure consistency in the naming approach. What follows are the applicable procedures for interim naming, feature naming, parks, facilities and trails naming, and renaming.

**Interim Naming** – As land is acquired, a temporary name shall be assigned by planning staff for the sake of internal and external communications until such time that the formal naming process can be completed. In general, the naming convention shall be as follows:

- **Parcels acquired adjoining to another that are intended to expand the site shall be named for the original site.**
- **New, free standing parcels acquired with the intention of future development shall be temporarily named based upon proximate street intersections, significant landmark or subdivision names.**
- **Natural area acquisition shall be temporarily named for prominent or significant geographic features, if present.**

The permanent park naming process may commence simultaneously with the interim naming process in cases where development of the park, facility or trail is imminent. Otherwise, the formal naming process may occur concurrently with the commencement of the planning process for the new park, facility or trail.

**Major Feature Naming** – Features within parks may be named in recognition of significant involvement or investment by organizations, individuals or businesses in supporting the community's park and recreation system. The process and requirements for feature naming are discussed in the Gift Policy.

**Park, Facility and Trails Naming** - BPRD shall establish a Naming Committee for the purposes of naming parks, facilities and trails. The Executive Director or their designee(s) shall manage the naming committee process in its entirety. The BPRD Board of Directors will direct staff to create a

process for selection of Naming Committee members for a four-year term. The Board will be responsible for appointing an ad hoc Naming Committee to consider and recommend a name to the full Board of Directors. The Board Chair will appoint Naming Committee members as follows:

- Five appointed representatives of the broader community who are from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, or have a passion for placemaking and community building.

Subsequent to formation of the committee, the following process shall be followed for all naming and renaming of district assets covered by this policy.

- Name recommendations – Staff shall use research methods to develop and analyze a list of potential names for applicable district facilities. The community shall also have the opportunity to contribute ideas for asset names as follows:
  - Neighborhood parks – requests for potential names shall be solicited from the applicable Neighborhood Association and its membership, and as part of the planning and design process.
  - Community and Regional Parks, Facilities and Trails – media and social media channels will be used to communicate an upcoming naming process and solicit name suggestions from interested community members.

Planning staff shall review all names suggested by the community and do additional research and analysis as necessary. Upon completion of research and analysis, staff shall send a list of a minimum of three potential names to the Naming Committee for review.

- Naming Committee review of name recommendations – The Naming Committee shall review the potential asset names and may suggest additional names for consideration by the committee and staff. If additional names are suggested, a second Naming Committee meeting may be required to allow for research and analysis by staff. The Naming Committee will make a recommendation to the board for consideration and approval.
- Board review and approval of an asset name – The board shall review the full list of potential asset names considered by the committee, along with the Naming Committee's recommendation at a publicly noticed meeting. The board at its full discretion may select the asset name after taking comments from any interested parties.
- Recognition and Signage – subsequent to board approval of the asset name, development of applicable signage shall commence at the appropriate time. Said signage shall comply with all district design standards in force at the time.

**Renaming** – BPRD recognizes that names become well known and that changing names can be challenging from a wayfinding perspective for residents and costly for the district. Therefore, renaming a park, facility or trail is not encouraged. Names that have been widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community to do so. Historically or commonly used place names will be preserved wherever possible.

BPRD reserves the right to rename any park, facility or trail if the name is found to be inconsistent with the guiding principles in this policy or the person for whom it is named demonstrates disrespectful behavior, or subsequently acts in a disruptive or dishonorable manner.

The process for renaming parks, facilities or trails shall follow the process for naming defined above, with the exception that a request for renaming shall be initiated by either a community member, the board of directors or staff. The request shall be reviewed for merit and a determination shall be made with regard to whether the renaming process shall proceed during a publicly noticed board of directors meeting. Community requests for renaming should be submitted in writing to the executive director or their designee.

#### **Policy Exemptions**

For naming requests not otherwise covered in policy, a proposal may be submitted for review by the Executive Director and final approval by the Board of Directors.



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Donna Owens, Chair

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### **Purpose**

This policy provides guidance in the naming of Bend Park and Recreation District (BPRD) assets inclusive of parks, facilities, features and trails. This policy does not apply to asset naming resulting from sponsorship of parks, facilities, features or trails, which is discussed in the Sponsorship Policy.

### **Definitions**

**Asset:** As used in this policy, a district asset includes a park, facility or trail.

**Business:** A for-profit organization that exists to provide services or goods to the community.

**Facility:** Structure that houses parks and recreational programs, events or operations.

**Gift:** A charitable donation from an individual or organization in the form of financial or in-kind support for a specific district asset. The BPRD Gift Policy defines parameters for gifts to BPRD from individuals, organizations and businesses. In accordance with the gift policy and any associated gift agreement, gifts/donations are provided with no expectation for additional donor benefits or conditions.

**Feature:** A permanent component of park and recreational facilities such as a picnic shelter, courts or playground.

**Naming Rights Sponsorship:** An arrangement between the district and external entity, wherein the external entity provides goods, services, or financial support to the district in return for exclusive, limited duration naming of a facility and/or commercial/marketing/branding affiliation with district assets including district programs, events or services. Such arrangements are defined in a sponsorship agreement and further discussed in the Sponsorship Policy.

**Organization:** A non-profit or civic organization that exists to offer services or goods to the community.

**Parks:** All outdoor traditional designed parks, natural open spaces, historic sites, and specialized parks under the district's jurisdiction or management.

**Trails:** For the purposes of this policy, trails shall include new trails only and shall not include additions to existing trails, connector trails, or sections with easement agreements.

### **Guiding principals**

Naming provides the opportunity to provide an identity for a park, facility, feature or trail that should engender positive emotion and goodwill. As such, naming should be done with careful consideration and with the following in mind:

Reviewer: Planning and Development  
Last Review Date: September 2025  
Next Review Date: September 2030  
Review Schedule: 5 Years

- Positive – Names will elicit a strong positive image for all residents and visitors and have a symbolic value that enhances the character of the park, facility or trail.
- Relevant – Names shall be relevant to the district’s mission and community character.
- Welcoming – Names shall be approachable and welcoming to all district residents and visitors.
- Fact Based – Research and evidence shall be used to demonstrate suitability of proposed names.
- Privilege – No special privilege shall be given to any named entity of a park, facility, feature or trail.

Names **shall not**:

- Violate or promote the violation of federal, state or local laws.
- Infringe on copyright or intellectual property rights.
- Use graphic, obscene, explicit, violent, threatening, sexist, racist, or other offensive language or imagery.
- Promote or perpetuate discrimination in any form on the basis of race, sexual orientation, religious beliefs, color, age, gender identity, marital status, national origin, physical ability, or other protected status or class.
- Compromise public safety or security.
- Violate the privacy of individuals or groups in images or via information.
- Provide false, defamatory information.

Naming Categories

Asset names shall be selected from one of the following categories and shall not be duplicative of another asset in the community:

- Geographic – Place-based names (street, subdivision, area of the City, etc.) can help improve ease of locating district amenities and can help establish a sense of place.
- Indigenous, Cultural or Historic reference – References to the past can help educate the community about historical context and preserve memories of key cultural or historic elements, events or peoples within the district.
- Native Flora or Natural Feature – Naming a park after native flora or a natural feature helps illustrate the value the community places upon nature and the natural environment.
- People - Parks, facilities and trails may be named in recognition of a living or deceased individual or family. This naming approach shall only be considered a minimum of 12

months after separation of service from BPRD, or a minimum of 12 months after the date of the death of that person, if applicable. This naming approach requires compliance with the following criterion:

- When 50% or more of the value of the parkland is donated, or
- When 50% or more of the value of the development costs are donated, or
- When an individual/family has made a significant and sustained contribution to the community and/or the district over the course of many years
- Community Organizations – Parks, facilities and trails may be named after an outstanding civic group or non-profit organization in recognition of significant or sustained contribution to the community and/or the district over the course of many years.

### **Procedures**

The Planning and Development Department shall be responsible for managing the naming process for any park, facility or trail. They shall designate a primary contact to manage this process to ensure consistency in the naming approach. What follows are the applicable procedures for interim naming, feature naming, parks, facilities and trails naming, and renaming.

Interim Naming – As land is acquired, a temporary name shall be assigned by planning staff for the sake of internal and external communications until such time that the formal naming process can be completed. In general, the naming convention shall be as follows:

- Parcels acquired adjoining to another that are intended to expand the site shall be named for the original site.
- New, free-standing parcels acquired with the intention of future development shall be temporarily named based upon proximate street intersections, significant landmark or subdivision names.
- Natural area acquisition shall be temporarily named for prominent or significant geographic features, if present.

The permanent park naming process may commence simultaneously with the interim naming process in cases where development of the park, facility or trail is imminent. Otherwise, the formal naming process may occur concurrently with the commencement of the planning process for the new park, facility or trail.

Feature Naming – Features within parks, such as fields, courts, playgrounds, etc. may be named in recognition of significant involvement or investment by organizations, individuals or businesses in supporting the community's park and recreation system. Feature names should abide by the Guiding Principles of this policy. Names may be approved by the executive director and naming recognition, such as the placement of signage or plaques will be designed to fit the circumstance and must be approved by the district before placement.

Park, Facility and Trails Naming - BPRD shall establish a Naming Committee for the purposes of naming parks, facilities and trails. The executive director or their designee(s) shall manage the naming committee process in its entirety. The Board of Directors will direct staff to create a process for selection of Naming Committee members for a four-year term. The Board will be

responsible for appointing an ad hoc Naming Committee to consider and recommend a name to the full Board of Directors. The Board Chair will appoint Naming Committee members as follows:

- Five appointed representatives appointed every two years, with two seats filled in one cycle and three seats filled in the next. Appointees may include individuals from underrepresented populations within the community, members of the BPRD Foundation Board, those with relevant historical knowledge, individuals familiar with the district and community character, or those with a passion for placemaking and community building. Committee members serve a four-year term and may be reappointed by the board for an additional term if they wish to continue.

After formation of the committee, the following process shall be followed for all naming and renaming of district assets covered by this policy.

- Name recommendations – Staff shall use research methods to develop and analyze a list of potential names for applicable district assets. The community shall also have the opportunity to contribute ideas for asset names as follows:
  - Neighborhood parks – requests for potential names shall be solicited from the applicable Neighborhood Association and its membership, and as part of the planning and design process.
  - Community and Regional Parks, Facilities and Trails – media and social media channels will be used to communicate an upcoming naming process and solicit name suggestions from interested community members.

Planning staff shall review all names suggested by the community and do additional research and analysis as necessary. Upon completion of research and analysis, staff shall send a list of a minimum of three potential names to the Naming Committee for review.

- Naming Committee review of name recommendations – The Naming Committee shall review the potential asset names and may suggest additional names for consideration by the committee and staff. If additional names are suggested, a second Naming Committee meeting may be required to allow for research and analysis by staff. The Naming Committee will make a recommendation to the board for consideration and approval.
- Board review and approval of an asset name – The board shall review the full list of potential asset names considered by the committee, along with the Naming Committee's recommendation at a publicly noticed meeting. The board at its full discretion may select the asset name after taking comments from any interested parties.
- Recognition and Signage – after board approval of the asset name, development of applicable signage shall commence at the appropriate time. Said signage shall comply with all district design standards in force at the time.

Renaming – The district recognizes that names become well known and that changing names can be challenging from a wayfinding perspective for residents and costly for the district. Therefore, renaming a park, facility, feature or trail is not encouraged. Names that have been widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community to do so. Historically or commonly used place names will be preserved wherever possible.

The district reserves the right to rename any park, facility or trail if the name is found to be inconsistent with the guiding principles in this policy or the person for whom it is named demonstrates disrespectful behavior or subsequently acts in a disruptive or dishonorable manner.

The process for renaming parks, facilities, or trails shall follow the process for naming defined above, with the exception that a request for renaming shall be initiated by either a community member, the board of directors or staff. The request shall be reviewed for merit, and determination shall be made with regard to whether the renaming process shall proceed during a publicly noticed board of directors meeting. Community requests for renaming should be submitted in writing to the executive director or their designee.

**Policy Exemptions**

For naming requests not otherwise covered in policy, a proposal may be submitted for review by the executive director and final approval by the board of directors.

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Naming Committee Member Appointment
<b>STAFF RESOURCE:</b>	Rachel Colton, Park Planner Sheila Reed, Assistant to the Executive Director
<b>PREVIOUS BOARD ACTION:</b>	Adopted Park, Facility and Trail Naming Policy, July 6, 2021; Naming Committee Selection Process, August 17, 2021; Naming Committee Member Appointment, Oct 5, 2021; Naming Committee Member Appointment July 5, 2022; Naming Committee Member Appointment July 18, 2023
<b>ACTION PROPOSED:</b>	Appoint Naming Committee Members
<b>STRATEGIC PLAN:</b>	N/A

**BACKGROUND**

The board will be asked to adopt the updated Park, Facility, Feature and Trail Naming Policy at this meeting. The update retains the board-appointed Naming Committee with changes related to the appointment schedule.

The Naming Committee structure has been refined to provide for appointments in two-year cycles, ensuring a rotation of members every other year. This year, all five committee seats are expiring, as the members were originally appointed in 2021. Three current members have requested reappointment for a two-year term, and staff have advertised to seek applications for the remaining seats.

Per the policy, committee members shall be “from an underrepresented population of the community, are a member of the BPRD Foundation Board, have relevant historical knowledge, are familiar with the district and community character, and/or have a passion for placemaking and community building.” In addition, committee members shall also:

- Reside within district boundaries
- Serve a two or four-year term
- Attend Naming Committee meetings as scheduled – generally no more than two times per year
- Volunteer time

Advertisement to fill this committee position was initiated on August 11, with the application period spanning through August 29. Eight applications were received, which were provided to the board along with a ranking sheet. From September 4 through September 15, the board reviewed all applications and ranked each applicant based upon criteria such as, but not limited to, the

candidates' skills, experiences, background, demographics, and prior experience with the district or within the community.

At the September 23 board meeting, staff will provide the board with the names of the two candidates who received the highest combined rating based upon the completed ranking sheets submitted by the board. The board will consider appointing these candidates for the four-year terms.

#### **BUDGETARY IMPACT**

Advertising and outreach to the community to solicit new naming committee members generated minor costs to the district. However, those costs were insignificant and are covered through existing operating funds included in the district's adopted budget. District employees staff committee meetings, and all committee members volunteer their time when serving on the committee.

#### **STAFF RECOMMENDATION**

Staff recommends reappointment of the three current committee members for two-year terms, and appointment of two new members for four-year terms.

#### **MOTION**

***I make a motion to reappoint Robin Vora, Rebekah Averette and Jane Dunham to serve on the Bend Park and Recreation District's naming committee for a two-year term through September 2027.***

***I make a motion to appoint \_\_\_\_\_ and \_\_\_\_\_ to serve on the Bend Park and Recreation District's naming committee for a four-year term through September 2029.***

#### **ATTACHMENT**

None

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Cascade Landing Income Qualified Property Tax Exemption Request
<b>STAFF RESOURCES:</b>	Rachel Colton, Park Planner
<b>GUEST PRESENTER:</b>	Kerry Bell, City of Bend, available for questions
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Provide staff direction regarding the Cascade Landing Tax Exemption request
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Steward fiscal resources, and further environmental and social sustainability
<b>Strategy:</b>	Use financial modeling and other planning tools to holistically evaluate, plan and forecast necessary expenditure for system expansion, operations and maintenance

**BACKGROUND**

In 2003, the city of Bend adopted a tax exemption program allowed under [Oregon Revised Statutes \(ORS\) 307.515 to 307.535](#), permitting local taxing authorities to exempt property taxes (applicable to both the land and development values) for qualifying multifamily rental projects for a period of 20 years. To qualify for the exemption, housing projects must serve households earning equal to or less than 60% of the Area Median Income (AMI) for Deschutes County residents. Pursuant to applicable sections of the ORS, qualifying projects can receive an exemption on 100% of their property tax bill if taxing districts accounting for 51% or more of the total tax rate agree to the exemption. If the majority of taxing district support is not received, the city can still choose to exempt their portion of the tax levy. In 2021 [Ordinance NS-2418](#), which added [Chapter 12.25, Qualified Rental Housing Tax Exemption](#) to the Bend Municipal Code, further clarified the program.

Since program inception, the district board has reviewed three qualified property tax exemption requests. Specifically:

1. Canal Commons (21192 Thornhill Lane) – On August 2, 2016, the board supported the applicant’s request for a property tax exemption for this 64-unit residential project (later reduced to 48-units), and approved a resolution on August 25, 2016 to memorialize this support. This project also received 48 System Development Charge (SDC) waivers from the district.



2. Azimuth 315 (2155 NW Labiche Lane) – On August 2, 2016, the board supported the applicant’s request for a property tax exemption for this 50-unit residential project, and approved a resolution on August 25, 2016 to memorialize this support.
3. Stillwater Crossing (60847 SW Atwood Drive) – This project was discussed by the board during a work session on April 21, 2020, but based upon review of applicable records, it does not appear that any formal board action was taken on the requested exemption at that, or a future meeting. However, the exemption was approved by the city for the entirety of the tax levy given support by more than 51% of the taxing districts. This project also received 240 SDC waivers from the district.

The board was scheduled to review a fourth property tax exemption request for a project located at 1565 NE 1<sup>st</sup> Street on November 19, 2024, but the item was removed from the agenda after the requested tax exemption received support from more than 51% of the taxing districts. This project includes six residential units and also received SDC waivers.

### **Cascade Landing Application**

The proposed project includes five, three-story garden-style walk up apartment buildings and a single-story community center building, with parking. Amenities include covered bike parking, the community center building, and an outdoor park and playground for development residents to enjoy. All 98 residential units will be designated for low-income housing and rented at levels affordable to those making 60% Area Median Income (AMI) or less. Based upon preliminary calculations by City of Bend staff, the 20-year financial impact to the district of the requested exemption would be \$792,848, or approximately \$39,642 per year. As noted in the draft city council report (Attachment 1), the city calculations only identify impacts to special levies and bonds in the first year and as such, impacts to the district general fund may be greater than estimated.

In addition to the requested property tax exemption, on July 15, 2025, the district approved 69 SDC waivers for the project. Based upon the multi-family unit type, this SDC exemption is valued at \$592,641. These waivers were approved at a staff level given they were below the annual cap applicable to this program.

Pursuant to applicable state requirements, the requested property tax exemption must be reviewed by city council within 60 days of being deemed complete. All taxing districts can review and provide feedback on the requested tax exemption. As of the time of the drafting of this staff report, city staff confirmed the following taxing district review schedule:

- 9/23 Bend Park and Recreation District Board
- 10/1 Deschutes County Board of County Commissioners
- 10/14 Bend La Pine School Board
- 10/15 Bend City Council

### **Resolution Establishing Criteria and a Process for Considering Request for Tax Exemptions and Fee Waivers**

On March 5, 2024, the board adopted resolution 2024-03 (Attachment 2), which established criteria and a process for considering requests for tax exemptions and fee waivers. Below is an

analysis of the project as it relates to the criteria in the resolution. This analysis is based on research by district staff and materials provided by the city.

- A. **Whether a decision to grant the exemption or waiver is consistent with existing law, code, regulation or district policy.** This tax exemption request is permitted under state law (ORS 307.515 - 535) and city code (BC 12.25) and meets the requirements of each.
- B. **Whether the decision would, or has the potential to, set precedent.** This application doesn't set precedent as each Income Qualified Tax Exemption application will be evaluated based on its own individual merits.
- C. **Whether foregoing the revenue that would otherwise be derived from the fee or tax assessment will have an effect on the district's overall financial health and its ability to provide services to the community it serves.** If the Income Qualified Tax Exemption request is approved, the total financial impact of this tax exemption is forecasted to be approximately \$792,848, or \$39,642 per year. This is an impact to the district's general fund, which is primarily utilized for operations and maintenance.
- D. **How the proposed decision supports the district's mission of providing park and recreation services.** This tax exemption does not directly align with the district's mission of providing park and recreation services, and in the near term would reduce property tax monies needed to provide park, trail and recreation services.
- E. **Whether the decision has a one-time financial impact or a cumulative impact due to multiple requests within any given year, or over multiple years.** The project is requesting a one-time, 20-year tax exemption in addition to the 69 previously granted SDC waivers. Cumulatively, the projected total financial impact to the district of the requested tax exemption and previously issued SDC waivers is approximately \$1,385,489.
- F. **The type and size of a project, and if future phases may come with a request for tax exemption, SDC waivers, or both.** The project will be completed in one phase, and no additional tax exemptions or fee waivers are contemplated beyond the previously approved SDC waivers.
- G. **Whether the requesting entity offers a means upon which to account for any lost revenue that would otherwise have been used for the provision of park and recreation services.** There is no financial offset proposed for the near-term impact to the district's general fund.
- H. **Degree to which the foregone funds from a waiver or exemption would be re-invested into the local economy.** As required by ORS 307.517.c and ORS 307.518.b, the rent must reflect the full value of the property tax exemption. As such, any savings incurred by a developer must be passed through to the residents in the form of reduced rents.
- I. **The degree to which park and recreation services are provided in the area of town where the waiver or exemption is sought.** Based upon the project location, existing park and recreation services, and the 2018 Comprehensive Plan/2024 Comprehensive Plan Midterm Update, the project is not currently well served by existing park and recreation services. The need for additional park and recreational services in the area is reflected in the 2024 Comprehensive Plan Midterm Update, which includes Park Search Area 41 and the subject project site is within this search area. The project does include an outdoor park and playground that will help address the parks and recreation needs of the residents of the development.

Additional consideration:

- The project helps address the need for low-income housing in Bend by providing 98 residential units designated for low-income housing and rented at levels affordable to those making 60% Area Median Income (AMI) or less for a minimum of 20 years.

#### **BUDGETARY IMPACT**

Based upon initial city projections, the 20-year financial impact to the district of the requested exemption would be approximately \$792,848, or \$39,642 per year. This is in addition to the previously approved SDC waivers, for a cumulative financial impact to the district of approximately \$1,385,489.

#### **STAFF RECOMMENDATION**

None, staff seeks direction from the board on how to proceed with the requested exemption.

#### **MOTION**

***I move to (approve or deny) the applicant's request for a twenty-year tax exemption for a 98-unit residential development on TAX LOT:181219A000101 as part of the City of Bend's Income Qualified Tax Exemption program.***

#### **ATTACHMENTS**

- A. Draft City Council Report for the October 15, 2025, meeting
- B. Resolution No. 2024-03 A Resolution Establishing Criteria and a Process for Considering Requests for Tax Exemptions and Fee Waivers



CITY OF BEND  
HOUSING

**STAFF REPORT FOR  
QUALIFIED RENTAL PROPERTY TAX EXEMPTION**

**PROJECT NUMBER:** PRTX202505271

**CITY COUNCIL DATE:** October 15, 2025

**APPLICANT:** Home First Development  
3462 NE Sandy Blvd  
Portland, OR 97232

**OWNER:** Cascade Landing Apartments LMTD P'SHIP  
3462 NE Sandy Blvd  
Portland OR, 97232

**APPLICANT'S  
REPRESENTATIVE:** Jamie Loos  
1050 NW Bond st  
Bend, OR 97703

**LOCATION:** TAX LOT: 181219A000101  
At the end of Ponderosa Ave that abuts Hwy 97

**REQUEST:** Qualified Rental Property Tax Exemption, 20-year tax abatement on residential improvements

**STAFF REVIEWER:** Kerry Bell, Housing Division

**RECOMMENDATION:** Approval

**DATE:** August 18, 2025

**SUMMARY:**

Home First Developers intends to build (5) apartment buildings to provide **Affordable** housing. They have applied for a 20 year Income Qualified Property Tax Exemption under ORS 307.515. This memo outlines the background and relevant information about this development for partnering taxing districts' staff and board. This development meets the criteria in Bend Code 12.25.015 and City staff recommend approval of the 20 year exemption.

**PROJECT & SITE OVERVIEW:**

The project site is 181219A000101 in the Ponderosa Master Planned Development, inside the UGB Expansion Area. The project is for a multifamily development of (5) 3-story garden-style walk-up apartment buildings and a single-story community center building, with parking. Amenities include covered bike parking, a community building, outdoor park and playground for

community members to enjoy. All 98 residential units will be designated for low-income housing and rented at levels affordable to those making 60% Area Median Income (AMI) or less.

Cascade Landing Site Plan Review (PLSPR20250095) and a Land Division (PLLD20250139) have been approved by the City of Bend. The Building permit for the project (PRNC202400424) is under review. All (5) apartment building structure permits (PRNC202501511, PRNC202501514, PRNC202501515, PRNC202501516, PRNC202501517) are also approved.

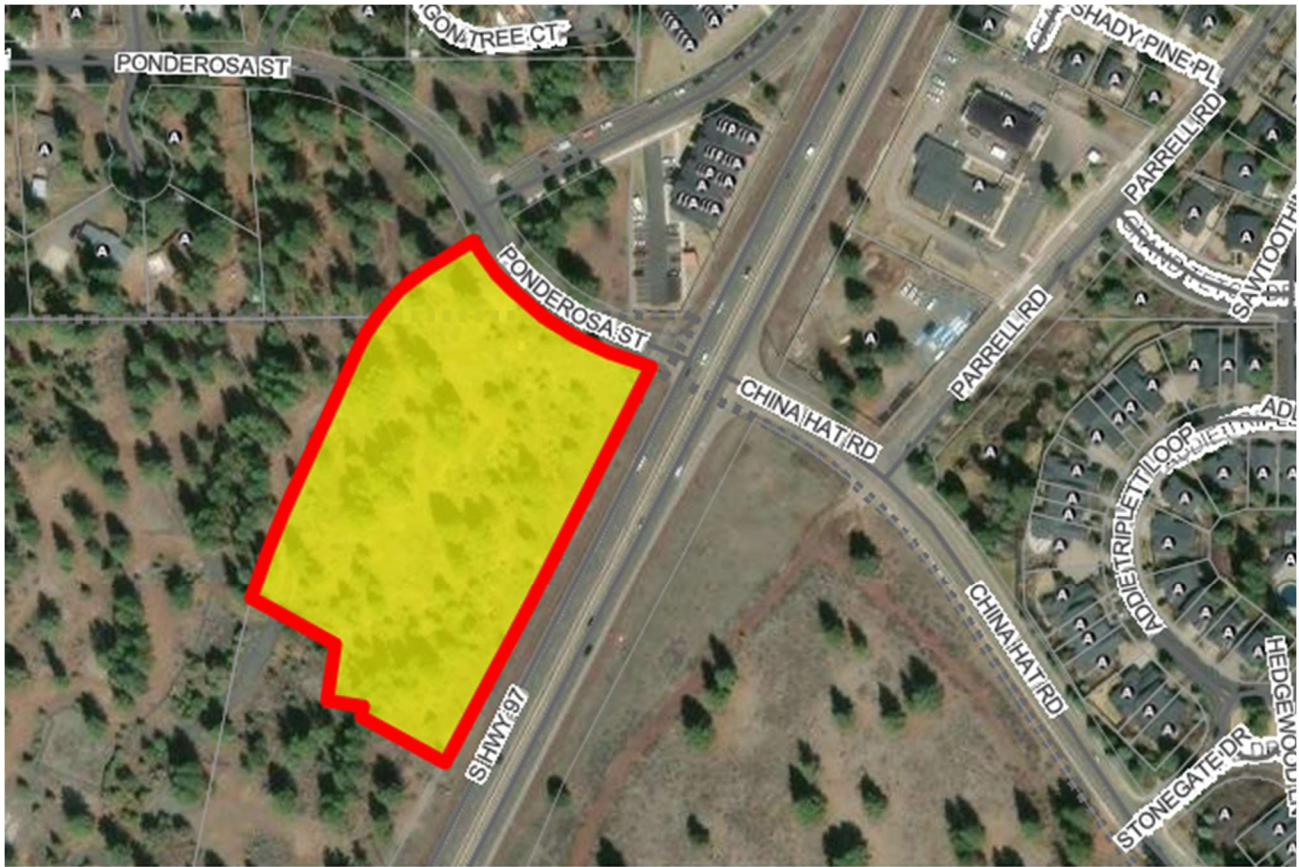


Figure 1. Site Location





Figure 2. Project Rendering

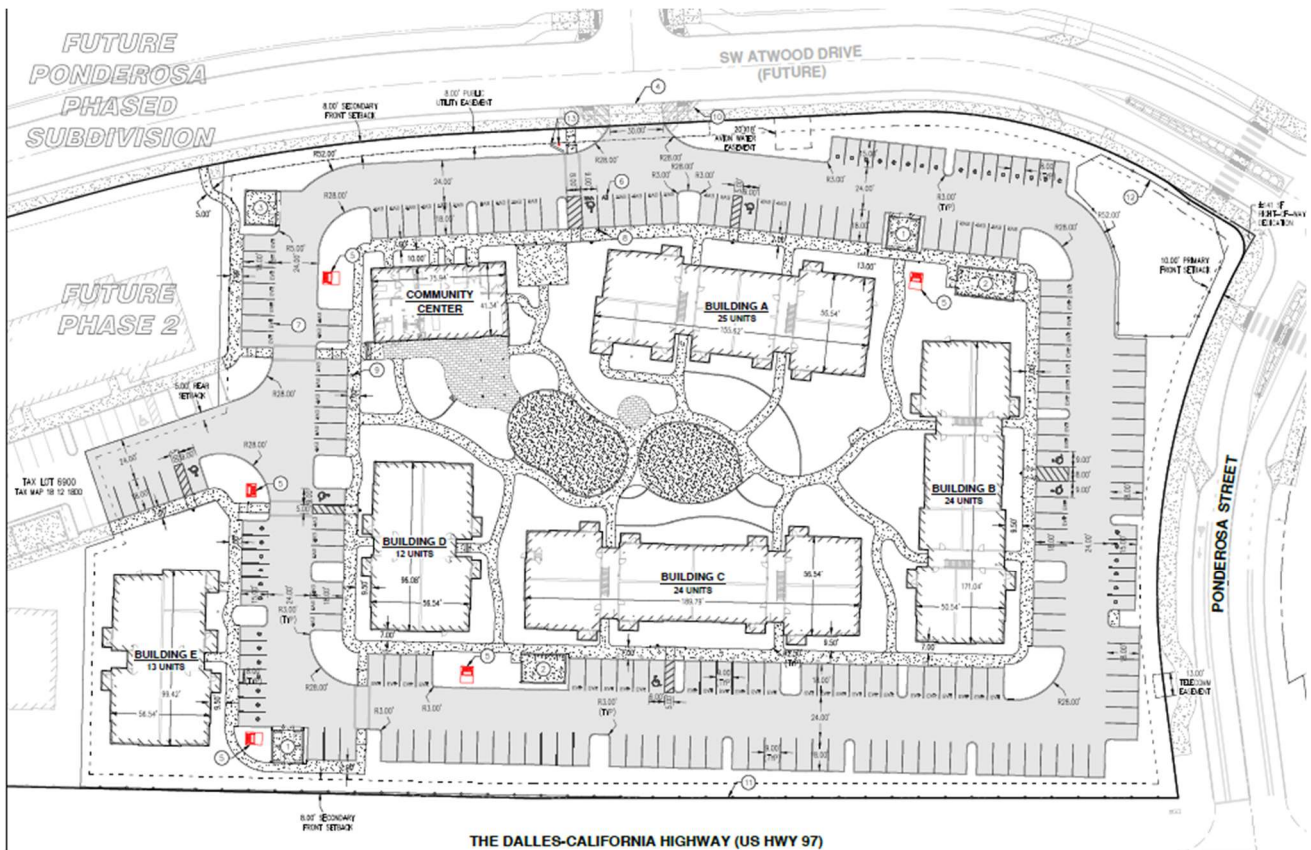


Figure 3. Site Plan

## SITE DESCRIPTION & SURROUNDING USES:

Cascade Landing Qualified Rental Property Tax Exemption Application  
 PRTX202505271



The development site is located at the end of Ponderosa Ave. The subject property is currently under development. The development site abuts Highway 97.

**ELIGIBILITY CRITERIA:** The project site is Tax Lot 181219A000101 in the Ponderosa Master Planned Development. Upon review of the application documents, this project is deemed eligible based on meeting the criteria listed below.

### **Eligibility of the Property and Development**

The income qualified tax exemption program requires that the property be located within the limits of the City of Bend, be a multifamily project containing three or more units, offering for rent, or held for the purpose of developing qualified rental housing, to be occupied solely by persons qualified as low-income.

### **Rent Payments**

The required rent payments must reflect the full value of the tax exemption.

### **Project and Application Timeframe Eligibility and Requirements**

The housing units on the property are required to have been constructed after November 5, 2003 and the application must be filed before July 1, 2030 with the application being approved by the Bend City Council in accordance with the provisions of ORS Chapter 307.523 and Bend Code Chapter 12.

## **ESTIMATED EXEMPTION & FINANCIAL IMPACT**

The Qualified Rental Property Tax Exemption is a 20-Year exemption on all taxes associated with the property. This affects standard rates and special assessments, levies, and bonds. The analysis assumes that the property will obtain a certificate of occupancy in June 2027 with full assessment occurring for tax year 2028-2029. The following estimates are good faith assumptions based on the information provided by the applicant with current assessment rates and change of property ratio calculations.

The total project impact on all taxing districts general levies is \$7,167,600. The total first year exemption (2028) is estimated to be \$266,338. Table 1 references the impact to affected taxing districts general levies.

The analysis only identifies impacts to special levies and bonds in the first year (2028). City of Bend staff cannot adequately forecast if all, some, or none of the levies will be imposed by year 2047

**Table 1. Forecasted Tax Collection by Taxing District in Year 11 (2037)**

Cascade Landing

Tax Code Area 1122

	1st Year Exemption (2028)	20-Year Exemption
Bend-La Pine School District	\$ 96,068	\$ 2,585,358
School Bond 2013	\$ 15,378	
School Bond 2017	\$ 8,365	
School Bond 2023	\$ 10,343	
Deschutes County	\$ 25,777	\$ 693,702
Countywide Law Enforcement	\$ 25,206	\$ 678,344
County Extension	\$ 452	\$ 12,156
9-1-1	\$ 7,296	\$ 196,340
Bend Parks and Recreation	\$ 29,461	\$ 792,848
BPRD Bond	\$ 2,594	
Deschutes County Library	\$ 11,091	\$ 298,471
Library Bond	\$ 6,266	
Central Oregon Community College	\$ 12,510	\$ 336,676
COCC Bond	\$ 1,659	
City of Bend	\$ 56,533	\$ 1,067,757
City of Bend Road Bond 2011	\$ 2,138	
City of Bend Road Bond 2021	\$ 9,558	
City of Bend Local Option	\$ 15,416	

## **TAXING DISTRICT REVIEW PROCESS**

For the tax exemption to apply to the full taxable amount, approval by taxing district agency boards that comprise at least 51% of the combined tax levy is required. The Bend City Council has final approval of the tax exemption with all other taxing district approvals being received in writing prior to Bend City Council final review.

**CONCLUSION:** Based on the application materials submitted by the applicant, and these findings, the proposed project meets all applicable criteria for City Council approval.

## **CONDITONS TO BE MET IF APPROVED, IN ADVANCE OF EXEMPTION CERTIFICATION WITH TAX ASSESSOR'S OFFICE:**

1. Applicant must demonstrate how each dollar in taxes saved are directly passed down in the form of rent reduction.
2. Applicant must record a deed that restricts income levels for 20+ years that 100% of the units are affordable at rents affordable to those making 60% AMI or less.

## **BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2024-03**

### **A RESOLUTION ESTABLISHING CRITERIA AND A PROCESS FOR CONSIDERING REQUESTS FOR TAX EXEMPTIONS AND FEE WAIVERS**

**WHEREAS**, the Bend Park and Recreation District (“District”) is an Oregon park and recreation district deriving its authority from Oregon Revised Statutes (ORS) chapter 266; and,

**WHEREAS**, through ORS 266.410(5), the District’s Board of Directors (“Board”) is authorized “to assess, levy and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining any lakes, parks, recreation grounds and buildings that may be acquired, or any lawful claims against the district, and the running expenses of the district”; and,

**WHEREAS**, the authority to manage the financial affairs of District necessarily includes the authority to exempt taxes, or waive fees, including but not limited to system development charges (SDCs) and user fees, when the Board determines it is in the best interests of the public to do so; and

**WHEREAS**, the District recently conducted a needs assessment survey of residents that further indicated that the District should concentrate its resources on projects and operations that meet the intent of its mission; and,

**WHEREAS**, the Board likewise has a fiduciary duty to manage the District’s financial affairs properly, responsibly and with due consideration; and

**WHEREAS**, the Board seeks to establish objective criteria for its consideration when responding to a request for a waiver of taxes or fees;

**NOW, THEREFORE**, the District’s Board of Directors hereby resolves as follows:

1. When considering a request for a tax exemption or fee waiver the Board shall consider, at minimum, the following criteria:
  - A. Whether a decision to grant the exemption or waiver is consistent with existing law, code, regulation, or District policy.
  - B. Whether the decision would, or has the potential to, set precedent.
  - C. Whether foregoing the revenue that would otherwise be derived from the fee or tax assessment will have an effect on the District’s overall financial health and its ability to provide services to the community it serves.
  - D. How the proposed decision supports the District’s mission of providing park and recreation services.

- E. Whether the decision has a one-time financial impact, or a cumulative impact due multiple requests within any given year, or over multiple years.
  - F. The type and size of a project, and if future phases may come with a request for tax exemption, SDC waivers or both.
  - G. Whether the requesting entity offers a means upon which to account for any lost revenue that otherwise would have been used for the provision of park and recreation services.
  - H. Degree to which the foregone funds from a waiver or exemption would be re-invested into the local economy.
  - I. The degree to which park and recreation service are provided in the area of town where the waiver or exemption is sought.
  - J. Any other criteria (such as, but not limited to, the provision of deed restricted affordable housing, environmental benefits, or financial need of population served) which, in the Board's discretion, are appropriate for consideration given the nature and content of the request.
- 2. Each request for a tax exemption or fee waiver must be submitted in writing and address criteria 1.D through 1.H listed above.
  - 3. The Board will evaluate each request based on the criteria stated herein and will issue a decision to the person or entity making the request.
  - 4. The Board, at their sole discretion, may approve separate policies or resolutions for programs that provide categorical fee exclusions, waivers or tax exemptions. Nothing herein shall preclude the Board from separately granting such approvals.

**ADOPTED** by the Board of Directors of the district on this 5 day of March 2024.

  
Nathan Hovekamp, Board Chair

Attest:

  
Don P. Horton, Executive Director

**BOARD AGENDA COMMUNICATION**

<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Verde Pines Income Qualified Property Tax Exemption Request
<b>STAFF RESOURCES:</b>	Rachel Colton, Park Planner
<b>GUEST PRESENTER:</b>	Kerry Bell, City of Bend available for questions
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Provide staff direction regarding the United Housing Partners Tax Exemption Request
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Service
<b>Goal:</b>	Steward fiscal resources, and further environmental and social sustainability
<b>Strategy:</b>	Use financial modeling and other planning tools to holistically evaluate, plan and forecast necessary expenditure for system expansion, operations and maintenance

**BACKGROUND**

In 2003, the city of Bend adopted a tax exemption program allowed under [Oregon Revised Statutes \(ORS\) 307.515 to 307.535](#), permitting local taxing authorities to exempt property taxes (applicable to both the land and development values) for qualifying multifamily rental projects for a period of 20 years. To qualify for the exemption, housing projects must serve households earning equal to or less than 60% of the Area Median Income (AMI) for Deschutes County residents. Pursuant to applicable sections of the ORS, qualifying projects can receive an exemption on 100% of their property tax bill if taxing districts accounting for 51% or more of the total tax rate agree to the exemption. If the majority of taxing district support is not received, the city can still choose to exempt their portion of the tax levy. In 2021 [Ordinance NS-2418](#), which added [Chapter 12.25, Qualified Rental Housing Tax Exemption](#) to the Bend Municipal Code, further clarified the program.

Since program inception, the district board has reviewed three qualified property tax exemption requests. Specifically:

1. Canal Commons (21192 Thornhill Lane) – On August 2, 2016, the board supported the applicant’s request for a property tax exemption for this 64-unit residential project (later reduced to 48-units), and approved a resolution on August 25, 2016 to memorialize this support. This project also received 48 System Development Charge (SDC) waivers from the district.



2. Azimuth 315 (2155 NW Labiche Lane) – On August 2, 2016, the board supported the applicant’s request for a property tax exemption for this 50-unit residential project, and approved a resolution on August 25, 2016 to memorialize this support.
3. Stillwater Crossing (60847 SW Atwood Drive) – This project was discussed by the board during a work session on April 21, 2020, but based upon review of applicable records, it does not appear that any formal board action was taken on the requested exemption at that, or a future meeting. However, the exemption was approved by the city for the entirety of the tax levy given support by more than 51% of the taxing districts. This project also received 240 SDC waivers from the district.

The board was scheduled to review a fourth property tax exemption request for a project located at 1565 NE 1<sup>st</sup> Street on November 19, 2024, but the item was removed from the agenda after the requested tax exemption received support from more than 51% of the taxing districts. This project includes six residential units and also received SDC waivers.

### **Verde Pines Application**

The proposed project includes two four-story apartment buildings and one three-story apartment building with associated parking. Amenities include covered bike parking, a community room, fitness center, and an outdoor park and playground for community members to enjoy. All 128 residential units will be designated for low-income housing and rented at levels affordable to those making 60% Area Median Income (AMI) or less. Based upon preliminary calculations by city staff, the 20-year financial impact to the district of the requested exemption would be approximately \$556,445 or \$20,822 per year. As noted in the draft city council report (Attachment 1), the city calculations only identify impacts to special levies and bonds in the first year and as such, impacts to the district general fund may be greater than estimated.

In addition to the requested property tax exemption, on July 15, 2025, the district approved 75 SDC waivers for the project. Based upon the multi-family unit type, this SDC exemption is valued at \$644,175. These waivers were approved at a staff level given they were below the annual cap applicable to this program.

Pursuant to applicable state requirements, the requested property tax exemption must be reviewed by City Council within 60 days of being deemed complete. All taxing districts can review and provide feedback on the requested tax exemption. As of the time of the drafting of this staff report, City staff confirmed the following taxing district review schedule:

- 9/23 Bend Park and Recreation District Board
- 10/1 Deschutes County Board of County Commissioners
- 10/14 Bend La Pine School Board
- 10/15 Bend City Council

### **Resolution Establishing Criteria and a Process for Considering Request for Tax Exemptions and Fee Waivers**

On March 5, 2024, the board adopted resolution 2024-03 (Attachment 2), which established criteria and a process for considering requests for tax exemptions and fee waivers. Below is an

analysis of the project as it relates to the criteria in the resolution. This analysis is based on research by district staff and materials provided by the city.

- A. **Whether a decision to grant the exemption or waiver is consistent with existing law, code, regulation or district policy.** This tax exemption request is permitted under state law (ORS 307.515 - 535) and city code (BC 12.25) and meets the requirements of each.
- B. **Whether the decision would, or has the potential to, set precedent.** This application doesn't set precedent as each Income Qualified Tax Exemption application will be evaluated based on its own individual merits.
- C. **Whether foregoing the revenue that would otherwise be derived from the fee or tax assessment will have an effect on the district's overall financial health and its ability to provide services to the community it serves.** If the Income Qualified Tax Exemption request is approved, the total financial impact of this tax exemption is forecasted to be approximately \$556,445 or \$20,822 per year. This is an impact to the district's general fund, which is primarily utilized for operations and maintenance.
- D. **How the proposed decision supports the district's mission of providing park and recreation services.** This tax exemption does not directly align with the district's mission of providing park and recreation services, and in the near term would reduce property tax monies needed to provide park, trail and recreation services.
- E. **Whether the decision has a one-time financial impact or a cumulative impact due to multiple requests within any given year, or over multiple years.** The project is requesting a one-time, 20-year tax exemption in addition to the 75 previously granted SDC waivers. Cumulatively, the projected total financial impact to the district of the requested tax exemption and previously issued SDC waivers is approximately \$1,200,620.
- F. **The type and size of a project, and if future phases may come with a request for tax exemption, SDC waivers, or both.** The project will be completed in one phase, and no additional tax exemptions or fee waivers are contemplated beyond the previously approved SDC waivers.
- G. **Whether the requesting entity offers a means upon which to account for any lost revenue that would otherwise have been used for the provision of park and recreation services.** There is no financial offset proposed for the near-term impact to the district's general fund.
- H. **Degree to which the foregone funds from a waiver or exemption would be re-invested into the local economy.** As required by ORS 307.517.c and ORS 307.518.b, the rent must reflect the full value of the property tax exemption. As such, any savings incurred by a developer must be passed through to the residents in the form of reduced rents.
- I. **The degree to which park and recreation services are provided in the area of town where the waiver or exemption is sought.** Based upon the project location, existing park and recreation services, and the 2018 Comprehensive Plan/2024 Comprehensive Plan Midterm Update, the project is not currently well served by existing park and recreation services. The need for additional park and recreational services in the area is reflected in the 2024 Comprehensive Plan Midterm Update, which includes Park Search Area 28 and the subject project site is within this search area. The project does include an outdoor park and playground that will help address the parks and recreation needs of the residents.

Additional consideration:

- The project helps address the need for low-income housing in Bend by providing 128 residential units designated for low-income housing and rented at levels affordable to those making 60% Area Median Income (AMI) or less for a minimum of 20 years.

#### **BUDGETARY IMPACT**

Based upon initial City projections, the 20-year financial impact to the district of the requested exemption would be approximately \$556,445 or \$20,822 per year. This is in addition to the previously approved SDC waivers, for a cumulative financial impact to the district of approximately \$1,200,620.

#### **STAFF RECOMMENDATION**

None, staff seeks direction from the board on how to proceed with the requested exemption.

#### **MOTION**

***I move to (approve or deny) the applicant's request for a twenty-year tax exemption for a 128-unit residential development at 0 SE Easton Pl, Lot 5 and 6 in the Easton Master Planned Development, as part of the city of Bend's Income Qualified Tax Exemption program.***

#### **ATTACHMENTS**

- A. Verde Pines Draft City Council Report, October 15, 2025
- B. Resolution No. 2024-03 A Resolution Establishing Criteria and a Process for Considering Requests for Tax Exemptions and Fee Waivers



## CITY OF BEND HOUSING

### STAFF REPORT FOR QUALIFIED RENTAL PROPERTY TAX EXEMPTION

**PROJECT NUMBER:** PRTX202505259

**CITY COUNCIL DATE:** October 15, 2025

**APPLICANT:** United Housing Partners LLC 601  
Euclid Ave., Suite C  
Helena, MT 59601

**OWNER:** Easton Commercial LLC  
1388 Sutter St #STE 918  
San Francisco, CA 94109

**APPLICANT'S  
REPRESENTATIVE:** Jon Morse  
2777 NW Lolo Dr Suite 150  
Bend, OR 97703

**LOCATION:** 0 SE EASTON PL, LOT:5 & LOT:6, BEND, OR 97702  
On the corner of Knott Rd and SE Ledger Ln, Just East of SE 15<sup>th</sup> St

**REQUEST:** Qualified Rental Property Tax Exemption, 20-year tax abatement on  
residential improvements

**STAFF REVIEWER:** Kerry Bell, Housing Division

**RECOMMENDATION:** Approval

**DATE:** August 18, 2025

### SUMMARY:

United Housing Partners intends to build (3) apartment buildings to provide **Affordable** housing. They have applied for a 20 year Income Qualified Property Tax Exemption under ORS 307.515. This memo outlines the background and relevant information about this development for partnering taxing districts' staff and board. This development meets the criteria in Bend Code 12.25.015 and City staff recommend approval of the 20 year exemption.

### PROJECT & SITE OVERVIEW:

The project site is 0 SE Easton Pl, Lot 5 and 6 in the Easton Master Planned Development, inside the UGB Expansion Area, The Elbo. The project is for a multifamily development of (2) 4-story apartment buildings and (1) 3-story apartment building, with parking. Amenities include, covered bike parking, a community room, fitness center, outdoor park and playground for community members to enjoy. All 128 residential units will be designated for low-income

housing and rented at levels affordable to those making 60% Area Median Income (AMI) or less.

Verde Pines Site Plan Review (PLSPR20250375), a Variance (PLVAR20250376) and (2) Property Line Adjustments (PLPLAM20250380, PLPLAM20250381) have been submitted to the City of Bend for review. All (3) apartment building structure permits (PRNC202504397, PRNC202504395, PRNC202504394) have also been submitted to the City for review.



**Figure 1. Site Location**



Figure 2. Project Rendering

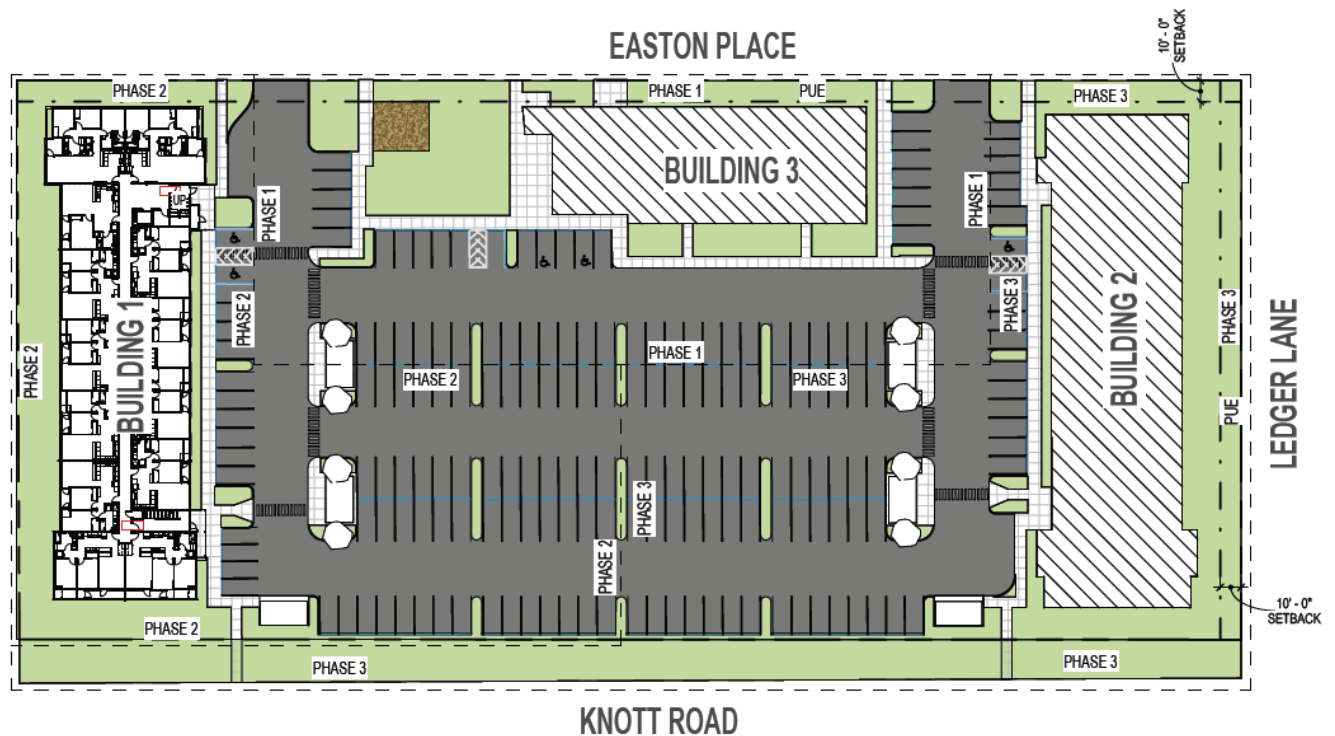


Figure 3. Site Plan

### SITE DESCRIPTION & SURROUNDING USES:

The development site is located east of the SE 18<sup>th</sup> St and Knott Rd Roundabout. The subject property is relatively level with no existing trees. There is existing utility infrastructure in SE



Easton Pl, to serve the development. The development site abuts Easton Place and Ledger Lane which are both classified as local streets, and Knott Road which is classified as an arterial street. The development site neighbors three additional lots zoned for general commercial.

**ELIGIBILITY CRITERIA:** The project site is 0 SE Easton Pl, Lot 5 and 6 in the Easton Master Planned Development. Upon review of the application documents, this project is deemed eligible based on meeting the criteria listed below.

### **Eligibility of the Property and Development**

The income qualified tax exemption program requires that the property be located within the limits of the City of Bend, be a multifamily project containing three or more units, offering for rent, or held for the purpose of developing qualified rental housing, to be occupied solely by persons qualified as low-income.

### **Rent Payments**

The required rent payments must reflect the full value of the tax exemption.

### **Project and Application Timeframe Eligibility and Requirements**

The housing units on the property are required to have been constructed after November 5, 2003 and the application must be filed before July 1, 2030 with the application being approved by the Bend City Council in accordance with the provisions of ORS Chapter 307.523 and Bend Code Chapter 12.

## **ESTIMATED EXEMPTION & FINANCIAL IMPACT**

The Qualified Rental Property Tax Exemption is a 20-Year exemption on all taxes associated with the property. This affects standard rates and special assessments, levies, and bonds. The analysis assumes that the property will obtain a certificate of occupancy in June 2027 with full assessment occurring for tax year 2028-2029. The following estimates are good faith assumptions based on the information provided by the applicant with current assessment rates and change of property ratio calculations.

The total project impact on all taxing districts general levies is \$5,030,435. The total first year exemption (2028) is estimated to be \$185,614. Table 1 references the impact to affected taxing districts general levies.

The analysis only identifies impacts to special levies and bonds in the first year (2028). City of Bend staff cannot adequately forecast if all, some, or none of the levies will be imposed by year 2047

**Table 1. Project Impacts to Affected Taxing Districts, 2028**

	Tax Code Area 1002 1st Year Exemption (2028)	20-Year Exemption
Bend-La Pine School District	\$66,951	\$1,814,482
School Bond 2013	\$10,654	
School Bond 2017	\$5,796	
School Bond 2023	\$7,166	
Deschutes County	\$17,964	\$486,861
Countywide Law Enforcement	\$17,567	\$476,082
County Extension	\$315	\$8,531
9-1-1	\$5,084	\$137,797
Bend Parks and Recreation	\$20,532	\$556,445
BPRD Bond	\$1,797	
Deschutes County Library	\$7,729	\$209,476
Library Bond	\$1,150	
Central Oregon Community College	\$8,719	\$236,289
COCC Bond	\$1,150	
City of Bend	\$39,398	\$1,067,757
City of Bend Road Bond 2011	\$1,481	
City of Bend Road Bond 2021	\$6,622	
City of Bend Local Option	\$10,681	

**TAXING DISTRICT REVIEW PROCESS**

For the tax exemption to apply to the full taxable amount, approval by taxing district agency boards that comprise at least 51% of the combined tax levy is required. The Bend City Council has final approval of the tax exemption with all other taxing district approvals being received in writing prior to Bend City Council final review.

**CONCLUSION:** Based on the application materials submitted by the applicant, and these findings, the proposed project meets all applicable criteria for City Council approval.

**CONDITONS TO BE MET IF APPROVED, IN ADVANCE OF EXEMPTION CERTIFICATION WITH TAX ASSESSOR'S OFFICE:**

1. Applicant must demonstrate how each dollar in taxes saved are directly passed down in the form of rent reduction.
2. Applicant must record a deed that restricts income levels for 20+ years that 100% of the units are affordable at rents affordable to those making 60% AMI or less.

## **BEND PARK AND RECREATION DISTRICT RESOLUTION NO. 2024-03**

### **A RESOLUTION ESTABLISHING CRITERIA AND A PROCESS FOR CONSIDERING REQUESTS FOR TAX EXEMPTIONS AND FEE WAIVERS**

**WHEREAS**, the Bend Park and Recreation District (“District”) is an Oregon park and recreation district deriving its authority from Oregon Revised Statutes (ORS) chapter 266; and,

**WHEREAS**, through ORS 266.410(5), the District’s Board of Directors (“Board”) is authorized “to assess, levy and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining any lakes, parks, recreation grounds and buildings that may be acquired, or any lawful claims against the district, and the running expenses of the district”; and,

**WHEREAS**, the authority to manage the financial affairs of District necessarily includes the authority to exempt taxes, or waive fees, including but not limited to system development charges (SDCs) and user fees, when the Board determines it is in the best interests of the public to do so; and

**WHEREAS**, the District recently conducted a needs assessment survey of residents that further indicated that the District should concentrate its resources on projects and operations that meet the intent of its mission; and,

**WHEREAS**, the Board likewise has a fiduciary duty to manage the District’s financial affairs properly, responsibly and with due consideration; and

**WHEREAS**, the Board seeks to establish objective criteria for its consideration when responding to a request for a waiver of taxes or fees;

**NOW, THEREFORE**, the District’s Board of Directors hereby resolves as follows:

1. When considering a request for a tax exemption or fee waiver the Board shall consider, at minimum, the following criteria:
  - A. Whether a decision to grant the exemption or waiver is consistent with existing law, code, regulation, or District policy.
  - B. Whether the decision would, or has the potential to, set precedent.
  - C. Whether foregoing the revenue that would otherwise be derived from the fee or tax assessment will have an effect on the District’s overall financial health and its ability to provide services to the community it serves.
  - D. How the proposed decision supports the District’s mission of providing park and recreation services.

- E. Whether the decision has a one-time financial impact, or a cumulative impact due multiple requests within any given year, or over multiple years.
  - F. The type and size of a project, and if future phases may come with a request for tax exemption, SDC waivers or both.
  - G. Whether the requesting entity offers a means upon which to account for any lost revenue that otherwise would have been used for the provision of park and recreation services.
  - H. Degree to which the foregone funds from a waiver or exemption would be re-invested into the local economy.
  - I. The degree to which park and recreation service are provided in the area of town where the waiver or exemption is sought.
  - J. Any other criteria (such as, but not limited to, the provision of deed restricted affordable housing, environmental benefits, or financial need of population served) which, in the Board's discretion, are appropriate for consideration given the nature and content of the request.
- 2. Each request for a tax exemption or fee waiver must be submitted in writing and address criteria 1.D through 1.H listed above.
  - 3. The Board will evaluate each request based on the criteria stated herein and will issue a decision to the person or entity making the request.
  - 4. The Board, at their sole discretion, may approve separate policies or resolutions for programs that provide categorical fee exclusions, waivers or tax exemptions. Nothing herein shall preclude the Board from separately granting such approvals.

**ADOPTED** by the Board of Directors of the district on this 5 day of March 2024.

  
Nathan Hovekamp, Board Chair

Attest:

  
Don P. Horton, Executive Director

<b>BOARD AGENDA COMMUNICATION</b>
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<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Letter of Intent for a Potential Right of First Offer Agreement between BPRD and Oregon State University - Cascades, (OSU-C)
<b>STAFF RESOURCE:</b>	Brian Hudspeth, Director of Planning & Development Michelle Healy, Executive Director
<b>PREVIOUS BOARD ACTION:</b>	None
<b>ACTION PROPOSED:</b>	Authorize the Executive Director to negotiate and execute a Letter of Intent with OSU-C
<b>STRATEGIC PLAN:</b>	
<b>Priority:</b>	Community
<b>Goal:</b>	Expand and leverage collaborations to increase impact
<b>Strategy:</b>	Strategically align with partners that enhance the district's efforts

**BACKGROUND**

The property at 19785 SW Simpson Avenue, known as the Simpson Shop Complex, was acquired by the district from Deschutes County in 1982. The site was previously a county landfill. Contaminated material remains on the property, but has been capped, and the state has issued a no-further-action letter. As long as the landfill cap is undisturbed, no remediation is required. The property was conveyed to the district with a deed restriction limiting use to “public” entities. Today, the parcel is surrounded by land owned by Oregon State University – Cascades (OSU-C), which purchased the remaining landfill property from the county.

In 2019, OSU-C received a land use decision from the city of Bend for campus surrounding the Simpson Shop Complex. As part of that approval, OSU-C was required to allow BPRD access to the site via an OSU-C private road to Simpson Avenue. When OSU-C built this road system, they placed a one-foot strip of land between the BPRD property and the public access easement, creating a situation where the district lacked formal access rights beyond the 2019 conditional allowance for maintenance use.

In 2024, OSU-C applied for an amendment to its master plan to create the innovation district, which included realigning roads and driveways. BPRD requested that a permanent easement to the Simpson Shop Complex be provided as a condition of approval. The city directed both parties to work together and postponed its decision to allow time for discussions. Those discussions resulted in two agreements:

1. Permanent Easement Agreement – OSU-C granted BPRD a recorded easement for access to the road system at the current location. This easement allows for all potential district uses, including recreational, facility, or other public purposes.
2. Letter of Intent (LOI) – The subject of tonight’s board agenda, the LOI outlines a potential right of first offer to purchase the Simpson Shop Complex, if BPRD elects to sell in the future (attachment A).

**Key Terms of the LOI:**

- OSU-C holds the first right of offer: BPRD may sell the property only to OSU-C.
- LOI is effective for 10 years.
- BPRD must provide OSU-C with an Offer Notice to initiate negotiations.
- OSU-C has 365 days to complete a purchase.
- Both parties must work in good faith to reach agreement.
- If the first attempt fails, the LOI allows two attempts at negotiations.
- The purchase price will reflect fair market value, assuming no access restrictions and no contamination. Any required remediation costs will be appraised and deducted.
- OSU-C will purchase the property as-is in its current condition.
- If OSU-C is unable or unwilling to purchase, it must grant BPRD a full, unrestricted easement at the current access point, with limitations only on “adult-only” uses. A second emergency access point may also be permitted if required by the city or fire department.

**BUDGETARY IMPACT**

None currently.

**STAFF RECOMMENDATION**

Staff recommend that the board authorize the executive director to finalize and execute a Letter of Intent with OSU-C the Simpson Shop Complex.

**MOTION**

**I move to authorize the executive director to negotiate and execute a Letter of Intent with Oregon State University – Cascades for a right of first offer for the Simpson Shop Complex property located at 19785 SW Simpson Avenue.**

**ATTACHMENT**

- A. Letter of Intent

The purpose of this letter (this “Letter of Intent”) between Oregon State University—Cascades (“OSU-C”) and Bend Park & Recreation District (“BPRD”) is to outline material terms for a potential right of first offer agreement (the “Definitive Agreement”) pertaining to the property owned by BPRD located at 19785 SW Simpson Avenue, Bend, Oregon 97702, also identified as Deschutes County Assessor’s Map and Tax Lot 181206B000200 (the “Property”), consisting of approximately 7.37 acres, together with all improvements located on the Property.

This Letter of Intent, if accepted by both parties after all necessary board and other approvals, will confirm the parties’ mutual intent to further negotiate the Definitive Agreement.

1. First Offer. The Definitive Agreement would contain a “Right of First Offer” with the following provisions:

- a. Offer Notice. For a period of 10 years from the date of execution of the Definitive Agreement, if BPRD desires to sell the Property, BPRD will provide an “Offer Notice” to OSU-C prior to signing a listing agreement, accepting an offer to purchase the property or otherwise marketing the Property for sale. The Offer Notice will initiate a 365-day period in which to negotiate and complete a potential transaction unless sooner terminated. Issuance of the Offer Notice will not bind BPRD to sell the Property or OSU-C to purchase the Property.
- b. Failed Transaction – OSU-C Default. In the event of a failed transaction as a result of a default by OSU-C, OSU-C will grant, execute, and record a non-exclusive perpetual easement to BPRD (the “Easement”) providing the Property access to the OSU-C road system over the existing driveway (which will supersede and replace the existing easement over the existing driveway) and one gated emergency access point to existing OSU-C roadways, if such emergency access point is required according to Oregon Fire Code and/or Bend Development Code requirements for the proposed future use of the Property (without BPRD having to request any variance for either the number or location of such emergency access). The Easement will include restrictions on traffic flow in and out of the existing driveway to prevent the traffic from negatively impacting the campus streets. The Easement will include provisions that the Easement will terminate and be of no further effect if the Property is used for a use that would negatively impact the operation of the OSU-C campus, including but not limited to uses involving the sale, display, manufacture or distribution of marijuana products, alcohol, tobacco, pornography, firearms, ammunition or any product restricted by federal or Oregon law from being sold to minor persons and such unpermitted use does not cease within 30 days after written notice from OSU-C but in no event shall such restrictions preclude restaurants that serve alcohol. Further refinement of these limitations on type of use will be agreed in the Definitive Agreement. The Easement will require the Property to contribute a proportionate share of maintenance expenses for the portion of the OSU-C road system between the point(s) of access to the Property and the nearest public street. The parties will negotiate a form of the Easement to be attached as an exhibit to the Definitive Agreement.



- c. Second Failed Transaction. The Right of First Offer will survive any failed transaction other than an initial failed transaction that is the result of default by OSU-C. However, notwithstanding the foregoing, if a second transaction fails as a result of any election by OSU-C to terminate the transaction, OSU-C will grant the Easement and the Right of First Offer/Definitive Agreement will terminate.
- d. Purchase Price. OSU-C and BPRD shall mutually agree upon an MAI appraiser to appraise the Property (the "Appraisal") as soon as reasonably practicable after the Acceptance Notice.
  - i. The Appraisal shall include the following specific instructions of the parties:
    - 1. The Property has legal rights of access to SW Simpson Avenue necessary to support full development of the Property under current zoning over and across private streets located, or to be located, on OSU-C's adjacent property (e.g. no access limitations).
    - 2. At the time of the sale, the Property will carry the same comprehensive plan designations and zoning as apply to the Property on the effective date of the Acceptance Notice.
    - 3. The Property is subject to all matters of record, other than the existing easement for the existing driveway and deed restrictions limiting the Property's use to "public purposes" as set forth in the vesting deeds to the Property.
    - 4. The Property is free from known environmental contamination.
  - ii. It is intended that the Appraisal will establish the fair market value of the Property, as adjusted by the specific instructions above (the "FMV"). Subject to the instructions above, FMV will be the price at which the Property would change hands between a willing seller and a willing buyer, neither being under any compulsion to buy or to sell and both having reasonable knowledge of relevant facts.
  - iii. OSU-C and BPRD acknowledge that the Property presently includes environmental contamination due to the Property's prior use as a landfill. If such environmental contamination continues to exist as of the effective date of the Offer Notice, as soon as reasonably practicable after the effective date of the Offer Notice, OSU-C and BPRD shall mutually select an environmental consultant to prepare a cost estimate (the "Cost Estimate") to remediate the Property to a condition under which the Oregon Department of Environmental Quality could issue a "No Further Action" determination authorizing all uses allowed under the current zoning of the Property (the "Remediation Costs"). The Remediation Costs shall reflect the actual out-of-pocket costs that an independent third-party purchaser would be required to incur in order to obtain a "No

Further Action” determination, including, without limitation excavation costs, transportation costs associated with off-site transport, tipping fees and other costs a third-party purchaser would be required to incur in remediating the Property but excluding any contingency.

- iv. After determination of the FMV and Remediation Costs, OSU-C and BPRD agree to negotiate in good faith to establish the purchase price for the Property, but neither party shall be definitely bound by the FMV and/or Remediation Costs.
  - v. If OSU-C and BPRD are unable to agree upon the purchase price within thirty (30) days after receipt of the Appraisal or Remediation Costs, whichever occurs last, the transaction will be deemed a failed transaction.
  - vi. OSU-C and BPRD will equally share in the costs of the Appraisal and Cost Estimate except that if BPRD rejects a purchase price acceptable to OSU-C that is equal to or greater than the difference between the FMV and Remediation Costs, BPRD will be solely responsible for the costs of the Appraisal and Cost Estimate and the provision of Section 1(c) will apply except that any second rejection by BPRD of a purchase price acceptable to OSU-C that is equal to or greater than the difference between the FMV and Remediation Costs will be a default by BPRD nullifying any requirement in the Definitive Agreement for OSU-C to grant the Easement. If OSU-C rejects a purchase price that is equal to or less than the difference between the FMV and Remediation Costs that is acceptable to BPRD, OSU-C will be solely responsible for the costs of the Appraisal and Cost Estimate and such rejection will be a default by OSU-C requiring OSU-C to grant the Easement.
- e. Earnest Money. Within ten (10) business days after the parties reach agreement on the purchase price, OSU-C will deposit \$50,000.00 in cash with the title company selected by the parties as earnest money (the “Earnest Money”). Once deposited, the Earnest Money will be non-refundable except in the event of an uncured default by BPRD under the Definitive Agreement. The Earnest Money will be applied to the purchase price.
- f. Due Diligence. Notwithstanding paragraph 3 below, OSU-C will have 120 days from the effective date of the Offer Notice (the “Due Diligence Period”) with one option to extend for 120 days if OSU-C has not sooner secured a state PPA (as defined below). During the Due Diligence Period, OSU-C may conduct tests and inspections on the Property, including without limitation: performing physical inspections of the Property, improvements, and other fixtures, performing environmental assessments, and negotiating a PPA. OSU-C will also have the opportunity to review documents and other materials in BPRD’s possession related to the Property that are not otherwise privileged. OSU-C will conduct its activities in a manner that minimizes interference with BPRD’s use of the Property and must restore any areas disturbed or damaged by its activities.

OSU-C will indemnify, defend, and hold BPRD harmless from and against any actions, claims, orders, expenses (including, without limitation, attorney fees), injuries, losses, or demands (collectively, "Claims") arising from or related to the due diligence activities of OSU-C and its employees, contractors, and agents. Satisfaction of the due diligence contingency will be at OSU-C's sole discretion. BPRD will be entitled to copies of all due diligence materials produced or commissioned by OSU-C that are not otherwise privileged.

- g. Title. The transaction will be subject to standard title review procedures not to exceed 30 days from the effective date of the Offer Notice except that OSU-C may not object to any non-financial matter existing as of the effective date of the Definitive Agreement.
- h. Deed. BPRD will convey fee simple title to the Property to OSU-C by a statutory special warranty deed. OSU-C will look exclusively to its Title Insurance for recovery on any title-related matters.
- i. As-Is. OSU-C will accept the Property AS IS. Without limiting the foregoing, OSU-C will be solely responsible for remediating any environmental contamination then present on or around the Property. OSU-C will indemnify, defend, and hold BPRD harmless from and against any Claims arising from or related to environmental remediation of the Property or other environmental liability (expressly excluding any environmental contamination caused by BPRD). Unless a "No Further Action" determination is sooner issued, as a condition of closing, OSU-C must obtain a Prospective Purchaser Agreement ("PPA"), or a legally binding agreement with the Oregon DEQ. The PPA must be negotiated with Oregon DEQ during the Due Diligence Period. OSU-C may also seek approval of a bona-fide PPA with the EPA under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), but such federal PPA would not be a condition of closing.
- j. Closing. Closing will occur no later than 30 days after expiration of the Due Diligence Period. Closing will be through the Bend, Oregon offices of AmeriTitle with closing costs and escrow fees shared equally.
- k. Title Insurance. BPRD will pay for a standard form policy of title insurance in the amount of the Purchase Price and OSU-C will pay for any extended policy of title insurance or additional endorsements desired by OSU-C.

2. Preliminary Due Diligence. At any time after the effective date of the Definitive Agreement, upon no less than 30 days' prior written notice, OSU-C may, at OSU-C's sole expense, conduct tests and inspections on the Property including, without limitation, performing physical inspections of the Property, improvements, and other fixtures, performing environmental assessments, and negotiating a PPA. OSU-C will also have the opportunity to review documents and other materials in BPRD's possession related to the Property that are not otherwise privileged. BPRD will be entitled to copies of all due diligence materials produced or commissioned by OSU-C that are not otherwise privileged. OSU-C will conduct its activities in a manner that minimizes interference with BPRD's use of the Property and must

restore any areas disturbed or damaged by its activities. OSU-C will indemnify, defend, and hold BPRD harmless from and against any Claims arising from or related to the due diligence activities of OSU-C and its employees, contractors, and agents.

3. Coordination. The parties will reasonably coordinate on any potential investigations or activities concerning remediation of environmental contamination occurring on the Property and/or OSU-C's adjacent properties. This will not bind either party to engage in any particular investigations or remediation activities or otherwise incur any expense.

This Letter of Intent represents a general, non-binding statement of a preliminary intent of the parties with respect to the Definitive Agreement or any transactions contemplated thereunder. Notwithstanding anything herein to the contrary, it is expressly understood by both parties that no contractual obligation and no legal duty of any kind will be created by virtue of this Letter of Intent.

**OSU-C**

THE STATE OF OREGON, ACTING BY AND  
THROUGH THE BOARD OF TRUSTEES OF  
OREGON STATE UNIVERSITY

By: \_\_\_\_\_  
Nicole Neuschwander, Director  
Leasing and Strategic Real Property  
Management

Date: \_\_\_\_\_

**BPRD:**

BEND PARKS AND RECREATION  
DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

## BOARD AGENDA COMMUNICATION

<b>AGENDA DATE:</b>	September 23, 2025
<b>SUBJECT:</b>	Approve Purchase of Pine Nursery Park Phase 5 Sports Field and Pickleball Court Lighting
<b>STAFF RESOURCE:</b>	Brian Hudspeth, Director of Planning & Development Joanna Edwards, Contracts and Procurement Coordinator
<b>PREVIOUS BOARD ACTION:</b>	February 21, 2006 Approved Plan for Pine Nursery Development; June 7, 2022 Approved Capital Improvement Plan; April 4, 2023 Award Professional Services Contract for Pine Nursery Park Phase 5 Project; March 19, 2024 Approve Pine Nursery Park Phase 5 Preferred Concept Design; August 5, 2025 Approve Pine Nursery Park Phase 5 Construction Contract Award
<b>ACTION PROPOSED:</b>	Approve Procurement of Sports Field and Pickleball Court Lighting
<b>STRATEGIC PLAN:</b>	
<b>Pillar:</b>	Service
<b>Outcome:</b>	Maintain quality, clean and safe parks, trails and facilities
<b>Strategy:</b>	Take care of what we have by prioritizing investment in existing assets

**BACKGROUND**

As part of the Pine Nursery Phase 5 project, the district evaluated purchasing options for the sports field lighting and pickleball court lighting needed for the project. Staff determine that purchasing them directly rather than having the general contractor procure them through their construction contract would be beneficial to the project. Under this approach, the lighting will be **owner-furnished, contractor-installed (OFCI)** meaning the district buys the lighting fixtures directly from the supplier, and the construction contractor installs them as part of the construction contract. This method reduces contractor markups and provides the district with direct control over product selection, warranty, and performance standards.

To ensure compliance with Oregon public contracting law, the district solicited proposals from vendors offering sports lighting systems under valid cooperative purchasing contracts (ORS 279A.200–220). A committee of staff from different departments evaluated four proposals based on lighting design and specifications, controls integration, ability to obtain certification the International Dark Sky Outdoor Sports Lighting Program, warranty, and price.

Based on the evaluation criteria, district staff recommend award to Siteco Lighting US, Inc. under cooperative contract T.I.P.S # 241203. This vendor demonstrated the best overall product to meet the district's lighting needs, offering:

- A compliant, high-quality lighting system designed to meet the performance needs of Pine Nursery sport fields and pickleball courts.
- Proven ability to meet Dark Sky certification requirements for the fields.
- Strong warranty coverage and long-term reliability.
- Competitive pricing through cooperative purchasing, ensuring cost efficiency.

#### **BUDGETARY IMPACT**

The total purchase price is \$1,105,000 funded through the Pine Nursery Phase 5 project budget. Because this purchase is being made through a cooperative contract, it provides cost savings compared to bundling equipment procurement with construction.

The 2026-2030 Capital Improvement Plan (CIP) allocates \$8,750,000 for the Pine Nursery Phase 5 project, through a combination of system development charges, property taxes, and alternative funding. To date, the district spent \$610,794 on project design and associate costs, leaving \$8,139,206 to complete construction of the project. \$6,520,568 was recently allocated for the award of the construction contract and contingency, leaving \$1,618,638 in the project budget. Accepting the cooperative contract price of \$1,105,000 for the athletic lighting leaves \$513,638 for additional project related costs. These include paying out the remaining design contract, permitting, and other miscellaneous owner expenses necessary to complete the project. Additionally, there is insufficient project funding remaining after purchasing the lights to amend the construction contract to build the pickleball courts using concrete instead of asphalt.

#### **STAFF RECOMMENDATION**

Staff recommend that the board approve the purchase of the Pine Nursery Park Phase 5 sports field and pickleball lighting through a cooperative contract from Siteco Lighting US, Inc.

#### **MOTION**

***I move to approve the purchase of sports field and pickleball court lights for the Pine Nursery Phase 5 project through the TIPS cooperative agreement from Siteco Lighting US, Inc. for a total amount not to exceed \$1,105,000.***

#### **ATTACHMENT**

None





***construction budget not to exceed \$3,398,432. Director Schiffman seconded. The motion passed unanimously, 4-0. (Schiffman, Schoen, Schneider, Owens)***

#### **Bend Elks lease at Vince Genna Stadium**

The district currently leases Vince Genna Stadium to the Bend Elks Baseball Club under a long-term lease agreement originally executed in 2008 and subsequently amended three times, most recently in May 2025. The Elks have continued to invest in improvements to the facility and expand their programming and community engagement.

Adjacent to the stadium is a residential house owned by the district, previously used for an intern program that no longer exists. The house has since remained unoccupied. Adding the house to the Elks' lease aligns with the Elks' operational needs and supports the team's ability to house staff or players during the season. The arrangement also reduces the district's maintenance obligations and associated costs, as the Elks will assume responsibility for building upkeep and grounds maintenance.

***Director Schneider made a motion to authorize the executive director to finalize and execute the Fourth Amendment to the Lease Agreement with Let's Play Ball, LLC, dba Bend Elks Baseball Club, to include the adjacent residential house as part of the leased Premises. Director Schiffman seconded. The motion passed unanimously, 4-0. (Schiffman, Schoen, Schneider, Owens)***

#### **Bend Whitewater Park project design**

This phase of work will include conceptual design development and cost estimates, concept plan renderings, additional survey and data collection, 30% design development and cost estimates, preliminary hydraulic modeling, additional regulatory agency meetings and coordination, biological resources and delineations, and accessibility consulting. No timeline or funding plans have been established yet for this project.

***Director Schiffman made a motion to approve the consent agenda. Director Schoen seconded. The motion passed unanimously, 4-0. (Schiffman, Schoen, Schneider, Owens)***

#### **Hard surfaces maintenance program**

During the work session, the facilities team provided an overview of the district's hard surface maintenance program which includes caring for assets such as parking areas, plazas, walkways, sidewalks, sport courts, and other park amenities.

Additionally, the team shared information about how the program has evolved in response to the growing inventory of parks and facilities, limited availability of qualified contractors, and

escalating costs. The district's facilities team was originally set up to manage smaller hard surface projects, with larger projects managed by outside contractors.

Over time, the hard surface program has had to scale operations rapidly to accommodate increased maintenance needs from the district's expanded park system and a lack of qualified outside contractors to complete larger, more complex projects. Additionally, material prices and operational costs have continued to rise, requiring adjustments in project planning, procurement, and prioritization.

The board meeting is canceled for Sept. 2. The next board of directors meeting is a special call meeting on Sept. 23.



## PLANNING & DEVELOPMENT PROJECT UPDATES September 2025

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### COMMUNITY AND REGIONAL PARK PROJECTS

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**Pine Nursery Park Phase 5:** Contract documents are in process and construction is anticipated to begin upon permit issuance. The athletic field and pickleball court lights are being re-evaluated, and the final selection will be brought to the board for approval in September.

*This project will construct the final features identified in the approved development plan for this highly used community park. Project work includes athletic field lighting, artificial turf infields, pickleball courts, new trail connectivity, ADA access improvements, off-leash dog area improvements, maintenance area improvements, landscaping and irrigation. Budget permitting, the project may also include full-court basketball, pickleball court lighting and pedestrian trail lighting.*

<https://www.bendparksandrec.org/project/pine-nursery-park-phase-5/>



**Sawyer Park Upgrades:** The project was awarded an additional \$127,000 through the Land and Water Conservation Fund (LWCF) grant. This will help account for anticipated increased construction costs due to the delay in finalizing the memorandum of agreement (MOA). The draft MOA is currently in review with the State Historic Preservation Office, and some revisions are anticipated. Once the MOA is signed, the agreement for the Land and Water Conservation Fund (LWCF) grant can be completed and the project advertised for bid.

*Decades of use and increased visitors to the park created the need for an improved entrance and parking lot. The plans include relocating the parking area closer to O.B. Riley Road, adding accessible parking, habitat restoration, improving trail accessibility, and the addition of a permanent restroom, picnic shelter and river overlook. This project is funded in part by grants from the Land and Water Conservation Fund and the Local Government Grant Program.*

<https://www.bendparksandrec.org/project/sawyerparkupgrades/>

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### NEIGHBORHOOD PARK PROJECTS

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**Park Search Area 18 – Reed Lane Neighborhood Park Site:** Formerly referred to as the “Coulter Property”, the interim name was changed to the Reed Lane Neighborhood Park Site to avoid implying the park had already been named. The project kicked off with public outreach in August. Mailers were sent out to neighbors surrounding the park site to announce the upcoming project and to solicit name suggestions. The naming committee will meet this month to review suggestions and select a name recommendation. Additionally, an informal request for proposal (I-RFP) was also sent out in August to solicit professional design services. Design team selection will take place this month. Both the design team contract and the park name will be brought to the board for approval in October.

*The district has been actively pursuing neighborhood park properties in underserved areas to meet the 2018 Park and Recreation District Comprehensive Plan goal of providing a park within one-half mile of every resident. The district purchased this property in 2023 to fulfill Search Area 18. <https://www.bendparksandrec.org/project/reed-lane-neighborhood-park-site/>*



**Manzanita Ridge:** Site work continues at Manzanita Ridge Park. The beaver structure is fully installed, and playground installation has started, and shelters are being assembled. The park is expected to be completed this fall 2025.

*This property will provide a new neighborhood park for surrounding residents in Shevlin West. The preferred concept design includes open lawn, picnic facilities, a shade shelter, play areas, soft surface and paved trails, benches, bike parking, and ADA designated street parking. A trailhead for the Manzanita Trail is also located in the park.*

<https://www.bendparksandrec.org/project/shevlin-west/>

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## TRAIL PROJECTS

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**North Unit Canal Trail – Phase 1:** The district has completed property acquisition and is beginning the permit application process with the Bureau of Reclamation. At this time, staff do not have a set timeline for the permit review and approval process.

*This trail in northeast Bend is planned to be a 10-foot-wide multi-use trail with a primarily compacted gravel surface, similar to other canal trails in Bend, while some portions will have asphalt surface. Phase 1 includes the development of the trail between Canal Row Park and the future extension of Yeoman Road, which will also provide access to Pine Nursery Park. The segment of the trail that passes through the new Pahlisch Homes Petrosa subdivision will be transferred to BPRD for management upon completion and will offer connections to interior trails for Fieldstone Park.*

<https://www.bendparksandrec.org/project/northunitcanaltrail/>



**Riverfront Street Deschutes River Trail Improvements:** The City of Bend has provided the district with 30% design documents and cost estimates. The designs are based on the “one-way street” design approach and include a 10-foot-wide concrete trail in lieu of sidewalk throughout the entire street corridor. The district will continue to provide input to the city at regular intervals as design progresses. Design work is expected to be completed this fall, however, funding for construction has still not been identified, so a timeline for construction cannot be provided at this time.

*Riverfront Street, between Galveston Avenue at Drake Park, to Miller’s Landing Park, is a local street with a sidewalk that has functioned as the DRT for many years. It is one of the last remaining “gaps” along the trail through downtown Bend. In 2023, BPRD and the city signed an intergovernmental agreement as a joint effort led by the City of Bend and supported by BPRD. The renewed project will seek to improve conditions for trail users as well as replace the street and other public infrastructure as needed.* <https://www.bendparksandrec.org/project/deschutes-river-trail-riverfront/>



**Manzanita Trail:** The district acquired a 3.44-acre piece of property and the final easements necessary to complete the trail between Discovery Park and Shevlin Park. Construction on the final trail segments is underway and is expected to be completed late summer.

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## COMMUNITY/REGIONAL PROJECTS

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**Art Station:** The Art Station construction contract has been signed. Staff are working through the final permit process and construction will begin upon permit issuance from the City.

*This new facility will be built adjacent to the basketball court at Larkspur Park. It will have an entry space, three classrooms, office space, and restrooms. The surrounding natural space and trails will be a beneficial asset to the Art Station for inspiration and space to create, while preserving the landscape and trail experience to the fullest extent possible.*

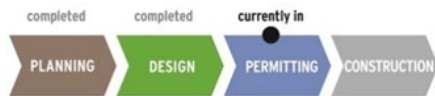
<https://www.bendparksandrec.org/project/art-station/>



**Bend White Water Park Maintenance and McKay Park River Access Project:** Conceptual design began late summer and will continue through the winter. Development of multiple concepts will allow the project team to analyze options to address the various project priorities.

*Completed in 2016, the Whitewater Park is due for review and maintenance. The first phase of this project will use survey and engineering analysis to compare the current functions of the park with the original design intent. Once the reports are complete, the district will determine a scope of work for a project to update and improve the whitewater park features. The project also includes improving river access for all users at McKay Park. The preferred concept design was completed and approved in 2023 under the McKay, Miller's, and Columbia Park River Access and Restoration project.*

<https://www.bendparksandrec.org/project/bend-whitewater-park-maintenance-and-mckay-park-access/>



**Columbia Park River Access Project:** Construction permitting continues and it is anticipated that this project will go out to bid in spring/summer 2026. Construction is anticipated to begin in early fall 2026.

*The preferred concept design includes bank improvements to enhance the natural area within this reach of river frontage. Also included is a small, hardened access point for river users to enter and exit the river, or to sit and relax by the water. This project was prioritized from the 2018 Deschutes River Access and Habitat Restoration Plan, and the preferred concept design was completed under the 2023 McKay, Miller's, and Columbia Park River Access project.*



**Southeast Bend Regional Park Site:** The zone change ordinance was adopted by the Board of County Commissioners on June 25<sup>th</sup> and becomes effective on September 23, 2025 (90-days after adoption).

*Purchased in 2023, this large property of approximately 450 acres was acquired for future community park needs as the city expands in the southeast area.*



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## ASSET MANAGEMENT PROJECTS

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**Park Services Complex:** The reappraisal walkthrough took place in September with the report anticipated later this month. The first round of building permit review comments is also anticipated to be received this month. The extent of the revisions needed will determine when the project is advertised for bid; the design team is targeting October.

*The district has executed a purchase and sale agreement (PSA) with the City of Bend for the purchase of their existing utility shop on Boyd Acres Road to become the new Park Services site. This PSA allows the city to occupy the facility until their new facility is complete, which is anticipated at the end of 2025. The district is developing a design for tenant improvements to be constructed once the district takes ownership of the property.*



**Hollinshead Park ADA and Preferred Concept Design:** With designs nearing completion, staff will begin analyzing different funding opportunities for installation of the upgrades at Hollinshead Park. Construction is slated to begin mid-2027.

*Knowing the importance of this historic property, community members and BPRD staff worked together in 2010 to develop a preferred concept plan for the future of the property. Improvements for the park include a new permanent restroom, ADA-compliant pathways, renovation of the parking area, enclosing the off-leash area, a “history walk” with interpretive signs in collaboration with the Deschutes Historical Society, and a maintenance report to preserve the park’s structures.*  
<https://www.bendparksandrec.org/project/hollinshead-park/>



**Sylvan Park Playground Renovation:** The second public input survey is complete and provided the design team with a direction to finalize the play equipment package. Permits will be submitted, and construction bids advertised this fall.

*The small wood-based playground was built in 1993, no longer serving the needs of the neighborhood. The district will replace the playground and surfacing and create an accessible route to the playground from the parking area.*  
<https://www.bendparksandrec.org/project/sylvan-park-playground-renovation/>



**Old Bend Gym Wall Renovation:** Construction documents are substantially complete, and permit revisions are in progress. Final coordination with the Boys & Girls Club, the city, and the school district are also in progress. The project is anticipated to be advertised for bid in late September or early October.

*The Old Bend Gym is a historic building on the National Register of Historic Places. The building is owned by BPRD, operated by the Boys & Girls Club on property owned by the Bend-La Pine School District. The entry to the building from NW Wall Street utilizes an exterior staircase for access to the second floor. The structural wall supporting the staircase is failing and needs to be replaced.*

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## OTHER PROJECTS AND FUTURE DEVELOPMENT

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**Park Search Area Planning:** District planners regularly work with local developers or private property owners to acquire property for new parks and trails in district Park Search Areas as defined by the 2018 Comprehensive Plan: 2024 Midterm Update.

- The board of directors recently approved the Easton Purchase and Sale Agreement for the purchase of a new 2-acre neighborhood park site in southeast Bend. District staff are working to finalize the agreement and expect it to be completed and signed in the coming weeks.

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**SDC Waivers for Affordable Housing:** Park SDC waivers for 781 units have been approved through coordination with the City of Bend at a cost to the district of about \$5.2 million in waived SDC fees. The board approved an additional 150 waivers for 2025 and 2026, 144 of which have been used. Six waivers remain for 2025 – 2026. Staff and legal counsel have completed the necessary deed restriction documents for 20 of the developments, totaling 547 units since May 2020. In addition, BPRD has approved SDC waivers for three temporary shelter projects, totaling 32 units, and at a cost of \$200,737 to the district.

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**Deschutes River Access and Habitat Restoration Plan (River Plan) Update:** The River Plan was adopted by the Board in November 2021, and significant work has been completed to implement the plan lead by a team comprised from Planning and Development and Natural Resources and Trails. On the ground conditions and data availability have changed significantly since the plan was adopted, and a mid-term update is necessary. Planning staff will provide a summary of our work to date to implement the plan and discuss the mid-term update at the October 21, 2025 board meeting.

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## Board Calendar 2025

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

### **OCTOBER 7 (ORPA)** Canceled

### **OCTOBER 21**

#### **WORK SESSION**

- River Plan Update – *Rachel Colton (20 min)*
- Budget Committee Vacancies (2 seats) – *Kristin Toney (10 min)*

#### **BUSINESS SESSION**

- Name new neighborhood park site Search Area 18 – *Rachel Colton (15 min)*
- Award design contract for new neighborhood park site Search Area 18 – *Bronwen Mastro (15 minutes)*
- Award Professional Services Contract - DRT South Refinement Study – *Henry Stroud (20 min)*
- Res No ##- Updating SDC Project list – *Brian Hudspeth (10 min)*

### **NOVEMBER 4**

#### **Staff Introductions**

Eddie Campos- Outreach Coordinator (rec)

New Youth Rec Supervisor

Eric PM II(Parks)

#### **WORK SESSION**

- Sylvan Park playground renovation project update – *Ian Isaacson (20 min)*

#### **CONSENT**

- Appoint Budget Committee Members (2 seats)

#### **BUSINESS SESSION**

### **NOVEMBER 18**

#### **WORK SESSION**

#### **BUSINESS SESSION**

### **Future Topics**

IGA with NUID for canal trail – *Henry Stroud*

DEI Update – *Bronwen Mastro*