



City of Sandy

Agenda

Parks & Trails Advisory Board Meeting

Meeting Location: Sandy Community Center: 38348 Pioneer Blvd.

Meeting Date: Wednesday, January 11, 2023

Meeting Time: 7:00 PM

Page

1. MEETING FORMAT NOTICE

Topic: Parks & Trails Advisory Board- Hybrid
Time: Jan 11, 2023 07:00 PM Pacific Time (US and Canada)
Every month on the Second Wed

Join Zoom Meeting
<https://us02web.zoom.us/j/86840751408?pwd=M1FWN1FGMHVwRHEydU5KSndhcWlXZz09>

Meeting ID: 868 4075 1408
Passcode: 990617

2. ROLL CALL

3. PUBLIC COMMENT

4. CONSENT AGENDA

4.1. Meeting Minutes

3 - 76

[Parks & Trails Advisory Board - 12 Oct 2022 - Minutes - Pdf](#)
[City Council / Parks Board Work Session - 14 Dec 2022 - Minutes - Pdf](#)

5. CHANGES TO THE AGENDA

6. NEW BUSINESS

6.1. CC Park Improvement: Materials will include a brief site analysis, public engagement process and overall project schedule. Goals and Vision will be discussed.

77 - 90

[1.11.23 SR CC Park Imp PTAB](#)
[ATT A Scope of Services LHLA](#)
[ATT B Scope of Services ARC](#)
[ATT C PAC Roles & Responsibilities](#)

- 6.2. Pickleball: Presentation and Discussion 91 - 110
[1.11.23 Pickleball SR.docx](#)
[1.11.23 PICKLEBALL Powerpoint](#)
[Attachment A- Barlow, Timberline, and Tupper](#)
[Attachment B- Concept plans for Deer point, Ponder Lane and Champion](#)

7. OLD BUSINESS

- 7.1. Integrated Pest Management Update 111 - 156
[January IPM staff report.docx](#)
[Attachment A: IPM focus group copy.docx pdf](#)

8. STAFF UPDATES

9. ADJOURN



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, October 12, 2022 Sandy
Community Center: 38348 Pioneer Blvd.
7:00 PM

BOARD MEMBERS PRESENT: David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Ryan Aultman, Board Member, and Kimberly Seigel, Board Member

BOARD MEMBERS ABSENT: Don Robertson, Board Member

STAFF PRESENT: Rochelle Anderholm-Parsch, Parks and Recreation Director and Laurie Smallwood, Councilor

MEDIA PRESENT:

1. MEETING FORMAT NOTICE

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month
Time: Oct 12, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FIWXBsMEZ4V2RoWUVVMm5UQT09>

Meeting ID: 886 4252 2802

Passcode: 789855

2. Roll Call

Staff Present:

John Wallace, Center Manager

Tiana Rundell, Parks/Facilities Manager

Chelsea Jarvis, Executive Assistant

3. Public Comment

4. Consent Agenda

4.1. Meeting Minutes

4 - 70

Motion to Approve Meeting Minutes
Moved by Will Toogood
Seconded by Ryan Aultman
Carried 5-0

[Parks & Trails Advisory Board - 13 Jul 2022 - Minutes - Pdf](#)
[Parks & Trails Advisory Board - 24 Aug 2022 - Minutes - Pdf](#)
[Parks & Trails Advisory Board - 14 Sep 2022 - Minutes - Pdf](#)

5. Changes to the Agenda

6. New Business

6.1. IPM Presentation

Rochelle gives background on Tiana's background in Pest Management. The purpose of the tonight's meeting is to get a few board members to be a part of a focus group.

Tiana gives her presentation.

Upekala, Kim, and Ryan agree to be part of the focus group.

7. Old Business

8. STAFF UPDATES

John's Updates:

The department is hiring/interviewing for the open client services position.

Recreation is close to being fully staffed.

Mountain storm basketball is back.

Winter recreation guide is under way.

The Holiday Lights at Meinig lighting contract has been signed. There are 5 special events planned.

Rochelle, John, and Tiana are attending the ORPA conference.

Tiana's Updates:

Brandon Shaffer is the new hire to Parks & Facilities.

Heaters have been installed in the Meinig Park bathrooms.

Salmon Estates Park playground is getting some repairs.

Rochelle's Updates:

Thanks the team for their hard work.

There's a moratorium on development- more information can be found on our website.

The Community Campus Park RFP is coming out in the next few weeks.

9. Adjourn



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, July 13, 2022 Sandy
Community/Senior Center- 38348 Pioneer
Blvd. Sandy, OR 97055 7:00 PM

BOARD MEMBERS PRESENT: Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, and Upekala Wijayratne, Board Member

BOARD MEMBERS ABSENT:

STAFF PRESENT: Rochelle Anderholm-Parsch, Parks and Recreation Director

MEDIA PRESENT:

1. MEETING FORMAT NOTICE

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month
Time: Jul 13, 2022 07:00 PM Pacific Time (US and Canada)

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Passcode: 789855

2. Roll Call

New Board Members Present:
Kimberly Seigal
Ryan Aultman

Staff Present:
John Wallace, Community/Senior Center Manager
Chelsea Jarvis, Executive Assistant

Council Liaison Absent:
Laurie Smallwood

Guest Presenters:
Zechariah Hazel with FCS
John Ghilarducci with FCS

3. Public Comment

4. Consent Agenda

4.1. Meeting Minutes

4 - 29

Motion to Approve
Moved by Alexandria
Seconded by Will
Motion passed 7 - 0

[Parks & Trails Advisory Board - 08 Jun 2022 - Minutes - Pdf](#)

5. Changes to the Agenda

6. New Business

7. Old Business

7.1. SDC / Fee in Lieu implementation plan (data analysis by FCS)

Rochelle gives an introduction and brief overview of SDCs/FIL. It's important to note that SDCs have not been raised since 2016.

John Ghilarducci shows a PowerPoint presentation on 4 implementation options we have to raise SDCs:

1. 5 year phase in
2. 10 year phase in
3. 15 year phase in
4. Set SDC to comparable communities and immediate implementation of full FIL.

Discussion ensues.

FIL Motion:

Motion to raise fee in lieu immediately to maximum of \$16,135 for a single family dwelling unit, \$11,963 for a multi-family dwelling unit, for \$12,996 for a mobile home dwelling unit.

Moved by Will

Seconded by Ryan
Motion passed 7 - 0

SDC Motion:
Motion to start at the average of \$7,435 in year one and increase to \$20,000
after 5 years in incremental steps including inflation. At which time council will
reevaluate and potentially move further.
Moved by David
Seconded by Ryan
Motion passed 7 - 0

8. STAFF UPDATES

Rochelle's Updates:
The department is about to start cost recovery.
RFP for the community campus closes Thursday 7/14
Mountain Festival went very well.

John's Updates:
Longest Day Parkway was a huge success.
Noah's Quest went well.
The Mountain Festival Kid's events were a big success.
The department is working on a Fall Recreation Guide.
Movies and Music in the park starts at the end of July and goes through August.

9. Adjourn



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, June 8, 2022 City Hall- Council
Chambers, 39250 Pioneer Blvd., Sandy,
Oregon 97055 7:00 PM

BOARD MEMBERS PRESENT: Don Robertson, Board Member, David Breames, Board Member, Will Toogood, Board Member, and Alexandria Gale, Board Member

BOARD MEMBERS ABSENT: Upekala Wijayratne, Board Member

STAFF PRESENT: Laurie Smallwood, Councilor and Rochelle Anderholm-Parsch, Parks and Recreation Director

MEDIA PRESENT:

1. MEETING FORMAT NOTICE

The Parks and Trails Advisory Board will conduct this hybrid meeting both in-person and electronically using the Zoom video conference platform.

If interested in attending in person the meeting will be held at the Sandy Community Center, located at 38348 Pioneer Blvd., Sandy, OR 97055.

Members of the public may listen, view, and/or participate in this meeting using Zoom.

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month
Time: Jun 8, 2022 07:00 PM Pacific Time (US and Canada)

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Passcode: 789855

2. Roll Call

Page 1 of 26

Page 4 of 29

Page 7 of 70

Staff Present:
Chelsea Jarvis, Executive Assistant
John Wallace, Center Manager
Tiana Rundell, Parks Maintenance
Shelley Denison, Associate Planner
Emily Meharg, Senior Planner

Melissa Baxter, Envision Sandy 2050 Committee Member

3. Public Comment

4. Consent Agenda

4.1. Meeting Minutes

5. Changes to the Agenda

6.2 Envision Sandy 2050 Comprehensive plan was presented first, followed by 6.1 Vista Loop Subdivision

6. New Business

6.1. Vista Loop Subdivision

5 - 26

Vista Loop Subdivision is a 73 lot residential subdivision intended for future construction of single family homes and three open space tracts. Applicant, Maria Miller, AKS Engineering & Forestry, posed several questions in their pre-application documents.

Rochelle goes through a PowerPoint presentation that goes over their questions and additional information. Emily Meharg adds additional context.

Alexandria Gale asks since there is a park proposed in that location, does that affect this discussion?

Don Robertson answers that we're covered whether it's parkland or fee in lieu, however he would like to see parkland dedication from a Parks & Trails Master Plan Perspective.

David states he thinks the developer should have to build the park since he feels it will be that neighborhood using it.

Don recounts by asking David if he would still feel the same way if it was a ball field.

David confirms he would approve of a ball field.

Page 2 of 26

Page 5 of 29

Page 8 of 70

Don summarizes that the Board would be interested in Parkland Dedication.
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

[6.8.22 Vista loop bornstedt vill comp plan](#)

6.2. Envision Sandy 2050- Comprehensive Plan

Shelley Denison led the group in information gathering for what the Parks Board would like Sandy to look like in the future (by 2050).

Questions such as:

What changes people want to see/be sustained in the next 30 years

Why did you chose to live in Sandy

What assets the city has that we don't want to lose

What does a small town feel mean to you

What needs improving

The group had a good discussion about what they like about Sandy and what they feel is needed in the future.

7. Old Business

7.1. Bornstedt Views Subdivision

This is an updated application that has already come before the board. It now is a proposed 43 lot subdivision (it was formerly 42). There are currently 2 other parks within a .1 to .3 mile range of this proposed park location. The proposed park system map does not show a need to add an additional park in this location due to service level requirements already being met by the existing parks.

Rochelle reviews PowerPoint Presentation.
Emily Meharg provides additional knowledge.

The Fee in lieu would be based on old fee structure since the application was submitted before the code changes.

Don Robertson asks about Lot 27 (shown on PowerPoint and in the agenda attachments).

Emily confirms it's a steep area with some retention trees.

Discussion ensues.

Alex likes the current recommendation.
David agrees.
Don concurs- initial action stands- The board recommends fee in lieu of parkland dedication for this updated application.
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

8. STAFF UPDATES

John updates:

New building monitor has been hired- we are officially reopen for rentals
A Recreation Coordinator Position is now open for applicants
Upcoming events/fall programming
Ongoing work within the Parks & Recreation department to create a vision/mission statement.

Tiana updates:

Seasonal employee, Jacob, is working out great
Dog park is closed during June
Longest Day Parkway is coming up June 23rd- crew has been busy getting Cascadia Park ready.
Meinig Park- Park is being cleaned up to get ready for Mountain Festival in July.

Rochelle updates:

The RFP for the Community Campus has received a high volume of interest.
SDC methodology is going before the Parks Board July 13th, then on to Council, and then adoption in September.
Parks and Trails Board Advisory Interviews are Monday, June 13th.

9. Adjourn



PTAB
June 8, 2022

**Vista Loop, Envision Sandy 2050 Comprehensive Plan, Bornstedt Views
Subdivision**

Page 5 of 26

Page 8 of 29

Page 11 of 70

Page 13 of 156

Agenda

- 6.1 Vista Loop
- 6.2 Envision Sandy 2050 - Comprehensive Plan
- 7.1 Bornstedt Views Subdivision



2

Page 6 of 26

Page 9 of 29

Page 12 of 70

Page 14 of 156

NEW BUSINESS: 6.1 Vista Loop Subdivision

- Pre-Application meeting held June 2, 2022
- Input from the Parks Board will be submitted in writing to Planning



3

Page 7 of 26

Page 10 of 29

Page 13 of 70

Page 15 of 156

Location



Page 8 of 26

Page 11 of 29

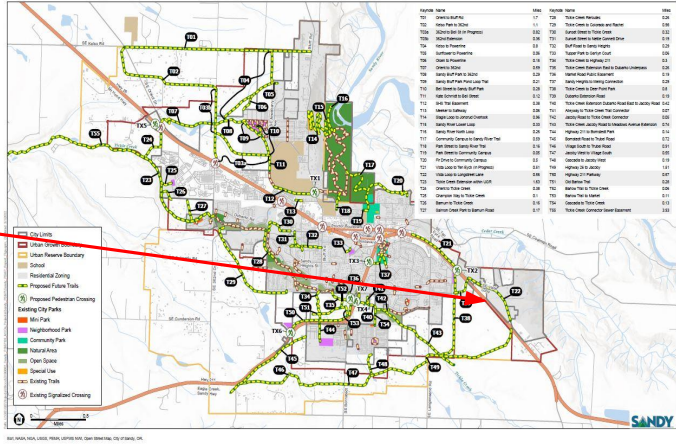
Page 14 of 70

Page 16 of 156

Question Posed by the applicant in the pre-app meeting



PTMP shows a future trail T22.
Will the project be required to
accommodate a future trail?



Question Posed by the applicant in the pre-app meeting



City Staff indicated that it was planned to increase the multiplier listed in the code from 0.0043 to 0.0053.

- On June 6, 2022 there is a public hearing to adopt the code changes to 17.32 & 17.86
 - If the ordinance is adopted via an emergency clause the code changes will go into effect immediately
- The multiplier will be increased to 0.0068

Question Posed by the applicant in the pre-app meeting



Applicant asked to be advised if the active parkland obligation can be satisfied by payment of fee-in-lieu.

- FIL using 0.0043 = \$226,540
- FIL using 0.0068 = \$359,090
- Parkland dedication using 0.0043 = +0.94 acres
- Parkland dedication using 0.0068 = +1.49 acres

- To note:
 - The SDC/FIL methodology is being updated (as reviewed during the May 5, 2022 PTAB meeting)
 - This could result in a higher FIL multiplier. This is ultimately a policy decision made by Council



Staff Recommendation

- PTAB should recommend that the future development should accommodate for a trail as listed in the PTMP
- PTAB should also recommend for parkland dedication as opposed to FIL



Discussion and Questions
Vista Loop

6.2 Envision Sandy 2050 - Comprehensive Plan

- Shelley Denison, City of Sandy Associate Planner



Discussion and Questions
Envision Sandy 2050 - Comprehensive Plan



END NEW BUSINESS

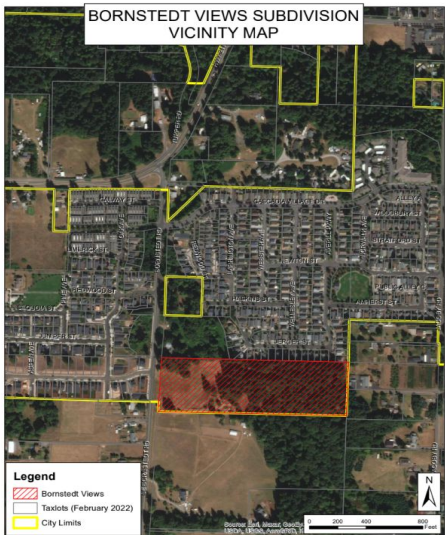


OLD BUSINESS: 7.1 Bornstedt Views Subdivision

- Aug. 11, 2021 PTAB reviewed the 'Bornstedt Views Proposed Development'.
 - 42-Lot subdivision
 - PTAB supported FIL
 - Property is located to two existing neighborhood parks (0.3 miles from Bornstedt Park, and 0.1 mile from Cascadia Park)
- May 24, 2022, Mac Even of Even Better Homes submitted an updated application for a 43-Lot subdivision



Location



15

Page 19 of 26

Page 22 of 29

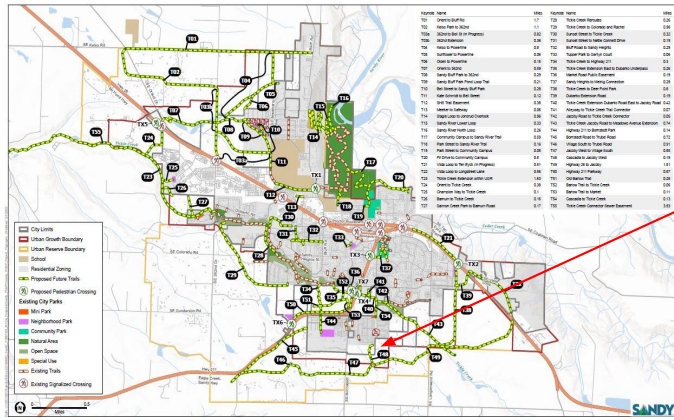
Page 25 of 70

Page 27 of 156

Proposed Trail



PTMP Location of Trail

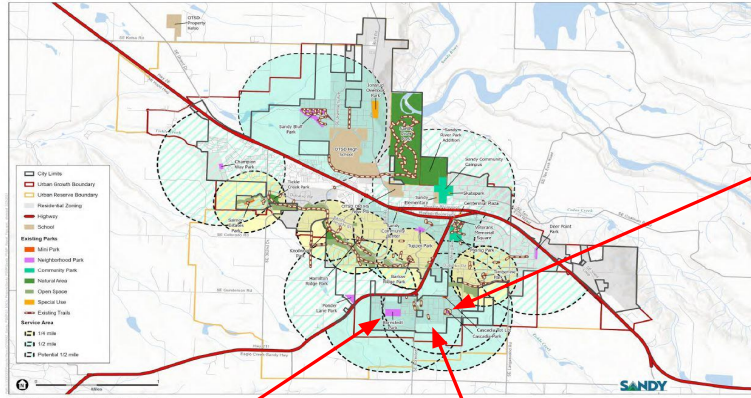


Future Trail T48 in the PTMP



Map 14 Proposed Trail System

PTMP Existing Parks



Cascadia Park

Bornstedt Park

Proposed Development

SANDY
WHERE INNOVATION MEETS ELEVATION

18

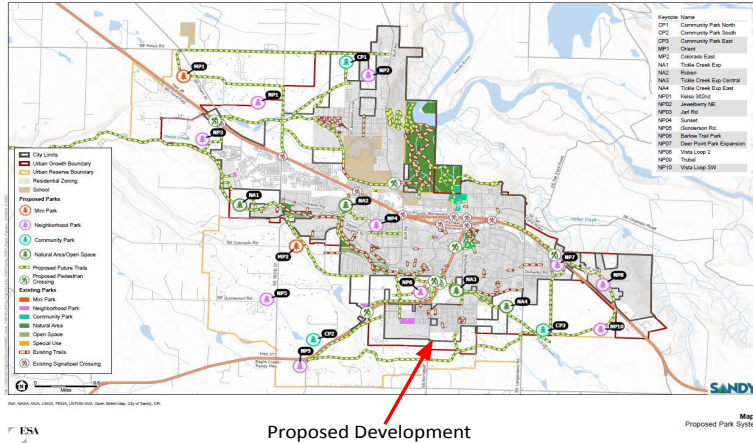
Page 22 of 26

Page 25 of 29

Page 28 of 70

Page 30 of 156

PTMP Proposed Location of Future Parks



Page 23 of 26

Page 26 of 29

Page 29 of 70

Page 31 of 156

Staff Recommendation

- That PTAB should continue to support Fee-in-Lieu of parkland dedication for the updated application for Bornstedt Views Proposed Development
- That PTAB supports that the future development of Bornstedt Views accommodates the proposed trail as illustrated in slide 16



20

Page 24 of 26

Page 27 of 29

Page 30 of 70

Page 32 of 156

Discussion and Questions
Bornstedt Views Subdivision



END OLD BUSINESS



22

Page 26 of 26

Page 29 of 29

Page 32 of 70

Page 34 of 156



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, August 24, 2022
Community/Senior Center- 38348 Pioneer
Blvd. Sandy, OR 97055 5:00 PM

BOARD MEMBERS PRESENT: Don Robertson, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Kimberly Seigel, Board Member, and Ryan Aultman, Board Member

BOARD MEMBERS ABSENT: David Breames, Board Member

STAFF PRESENT: Laurie Smallwood, Councilor

MEDIA PRESENT:

1. MEETING FORMAT NOTICE

This meeting will be a tour of some of our city parks in Sandy.

Meet at the Sandy Community/Senior Center at 5:00pm. The tour will take approximately 2 hours.

2. Roll Call

Staff Present:
Rochelle Anderholm Parsch, Parks & Recreation Director
John Wallace, Center Manager
Tiana Rundell, Parks and Facilities Manager
Marc Young, Transportation Coordinator/Driver

3. Public Comment

4. Consent Agenda

5. Changes to the Agenda

6. New Business

6.1. Parks Tour

3

The Parks and Trails Advisory Board conducted a tour of the following parks:

1. Bornstedt Park- 19383 Pine Ave. Sandy, OR 97055
2. Timberline Ridge Park- 39600 Wall St. Sandy, OR 97055
3. Meinig Memorial Park- 17670 Meinig Ave. Sandy, OR 97055
4. Centennial Plaza- 39295 Pioneer Blvd. Sandy, OR 97055
5. Community Campus- Alt Ave. Sandy, OR 97055
6. Jonsrud Viewpoint Park- 15652 Bluff Rd. Sandy, OR 97055
7. Sandy Bluff Park- 36910 Goldenrain St. Sandy, OR 97055
8. Salmon Creek Park- 35899 Chinook St. Sandy, OR 97055
9. Tupper Park- 17815 Tupper Rd. Sandy, OR 97055

[Parks Tour map](#)

7. Old Business

8. STAFF UPDATES

9. Adjourn





MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, September 14, 2022 Sandy
Community Center: 38348 Pioneer Blvd.
7:00 PM

BOARD MEMBERS PRESENT: Don Robertson, Board Member, David Breames, Board Member, Alexandria Gale, Board Member, and Ryan Aultman, Board Member

BOARD MEMBERS ABSENT: Will Toogood, Board Member, Upekala Wijayratne, Board Member, and Kimberly Seigel, Board Member

STAFF PRESENT: Rochelle Anderholm-Parsch, Parks and Recreation Director and Laurie Smallwood, Councilor

MEDIA PRESENT:

1. MEETING FORMAT NOTICE

Topic: PTAB Meeting / Hybrid / 2nd Wed. of the Month
Time: Sep 14, 2022 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88642522802?pwd=a0Q1d1FIWXBsMEZ4V2RoWUVVMm5UQT09>

Meeting ID: 886 4252 2802

Passcode: 789855

2. Roll Call

No Quorum. Only 4 voting members present. Under Article III: Membership and Terms, "A majority of the voting membership shall constitute a quorum."

3. Public Comment

No public comments

4. Consent Agenda

4.1. Meeting Minutes for July

4 - 32

[Parks & Trails Advisory Board - 13 Jul 2022 - Minutes - Pdf](#)

4.2. Meeting Minutes for August

33 - 35

[Parks & Trails Advisory Board - 24 Aug 2022 - Minutes - Pdf](#)

5. Changes to the Agenda

6. New Business

6.1. Cost Recovery Training

Presentation on "The Smart Approach to Financial Sustainability" provided by Jamie Sabbach, President and CEO of 110%.

6.2. Cascade Creek Subdivision (Parkland vs FIL)

The Park's Board reviewed the proposed development Cascade Creek Apartments located at 38272 and 38330 Highway 211.

Presentation provided by Rochelle Anderholm-Parsch, Parks and Recreation Director.

Discussion ensued.

The Parks Board reviewed the proposed development and recommended two items.

1. Acceptance of fee in lieu of parkland dedication
2. The Parks Board supports the Parks Department in exploring the option to establish a development agreement to build certain amenities as listed in the Bornstedt Park Phase 2 master plan.

The Parks Board recommended a fee-in-lieu of parkland due to the proximity of Bornstedt Park and because the existing park satisfies the proposed park system requirements as listed in the Parks and Trails Master Plan. The Parks Board also supported the development of a sidewalk on the east side of village blvd. right-of-way to meet the trail requirements of Trail 44 as listed in the Parks and Trails Master Plan.

At this time, an official recommendation was not possible due to a lack of a quorum. If necessary, the Parks Board will reconvene to supply an official recommendation.

7. Old Business

8. STAFF UPDATES

8.1. November Board Meeting Date Change

Parks & Trails Advisory Board
September 14, 2022

For our November Board meeting, we will be conducting a joint work session with the Parks & Trails Advisory Board and the Council on Cost recovery and a beneficiary of services workshop. The new date for the board meeting will be November 21, 2022 at 6:pm at the Council Chambers at City Hall.

John Wallace, Community Center Manager, provided an updated on recreation, special event, and senior services.

Tiana Rundell, Parks Manager, provided an update on Parks related items.

Rochelle Anderholm-Parsch, Parks and Recreation Director provided a department update.

9. Adjourn

Page 3 of 35

Page 38 of 70



MINUTES
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New Board Members Present:
Kimberly Seigal
Ryan Aultman

Staff Present:
John Wallace, Community/Senior Center Manager
Chelsea Jarvis, Executive Assistant

Council Liaison Absent:
Laurie Smallwood

Page 1 of 29

Page 4 of 35

Page 39 of 70

Guest Presenters:
Zechariah Hazel with FCS
John Ghilarducci with FCS

3. Public Comment

4. Consent Agenda

4.1. Meeting Minutes

4 - 29

Motion to Approve
Moved by Alexandria
Seconded by Will
Motion passed 7 - 0

[Parks & Trails Advisory Board - 08 Jun 2022 - Minutes - Pdf](#)

5. Changes to the Agenda

6. New Business

7. Old Business

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Seconded by Ryan
Motion passed 7 - 0

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after 5 years in incremental steps including inflation. At which time council will
reevaluate and potentially move further.

Moved by David
Seconded by Ryan
Motion passed 7 - 0

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BOARD MEMBERS ABSENT: Upekala Wijayratne, Board Member

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- Roll Call**

Page 1 of 26

Page 4 of 29

Page 7 of 35

Page 42 of 70

Staff Present:
Chelsea Jarvis, Executive Assistant
John Wallace, Center Manager
Tiana Rundell, Parks Maintenance
Shelley Denison, Associate Planner
Emily Meharg, Senior Planner

Melissa Baxter, Envision Sandy 2050 Committee Member

3. Public Comment

4. Consent Agenda

4.1. Meeting Minutes

5. Changes to the Agenda

6.2 Envision Sandy 2050 Comprehensive plan was presented first, followed by 6.1 Vista Loop Subdivision

6. New Business

6.1. Vista Loop Subdivision

5 - 26

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Alexandria Gale asks since there is a park proposed in that location, does that affect this discussion?

Don Robertson answers that we're covered whether it's parkland or fee in lieu, however he would like to see parkland dedication from a Parks & Trails Master Plan Perspective.

David states he thinks the developer should have to build the park since he feels it will be that neighborhood using it.

Don recounts by asking David if he would still feel the same way if it was a ball field.

David confirms he would approve of a ball field.

Page 2 of 26

Page 5 of 29

Page 8 of 35

Page 43 of 70

Don summarizes that the Board would be interested in Parkland Dedication.
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

[6.8.22 Vista loop_bornstedt vill_comp plan](#)

6.2. Envision Sandy 2050- Comprehensive Plan

Shelley Denison led the group in information gathering for what the Parks Board would like Sandy to look like in the future (by 2050).

Questions such as:

What changes people want to see/be sustained in the next 30 years

Why did you chose to live in Sandy

What assets the city has that we don't want to lose

What does a small town feel mean to you

What needs improving

The group had a good discussion about what they like about Sandy and what they feel is needed in the future.

7. Old Business

7.1. Bornstedt Views Subdivision

This is an updated application that has already come before the board. It now is a proposed 43 lot subdivision (it was formerly 42). There are currently 2 other parks within a .1 to .3 mile range of this proposed park location. The proposed park system map does not show a need to add an additional park in this location due to service level requirements already being met by the existing parks.

Rochelle reviews PowerPoint Presentation.

Emily Meharg provides additional knowledge.

The Fee in lieu would be based on old fee structure since the application was submitted before the code changes.

Don Robertson asks about Lot 27 (shown on PowerPoint and in the agenda attachments).

Emily confirms it's a steep area with some retention trees.

Discussion ensues.

Alex likes the current recommendation.
David agrees.
Don concurs- initial action stands- The board recommends fee in lieu of parkland dedication for this updated application.
(The Board was not able to offer an official recommendation during this meeting due to a lack of quorum.)

8. STAFF UPDATES

John updates:

New building monitor has been hired- we are officially reopen for rentals
A Recreation Coordinator Position is now open for applicants
Upcoming events/fall programming
Ongoing work within the Parks & Recreation department to create a vision/mission statement.

Tiana updates:

Seasonal employee, Jacob, is working out great
Dog park is closed during June
Longest Day Parkway is coming up June 23rd- crew has been busy getting Cascadia Park ready.
Meinig Park- Park is being cleaned up to get ready for Mountain Festival in July.

Rochelle updates:

The RFP for the Community Campus has received a high volume of interest.
SDC methodology is going before the Parks Board July 13th, then on to Council, and then adoption in September.
Parks and Trails Board Advisory Interviews are Monday, June 13th.

9. Adjourn



PTAB
June 8, 2022

**Vista Loop, Envision Sandy 2050 Comprehensive Plan, Bornstedt Views
Subdivision**

Page 5 of 26

Page 8 of 29

Page 11 of 35

Page 46 of 70

Page 48 of 156

Agenda

- 6.1 Vista Loop
- 6.2 Envision Sandy 2050 - Comprehensive Plan
- 7.1 Bornstedt Views Subdivision



2

Page 6 of 26

Page 9 of 29

Page 12 of 35

Page 47 of 70

Page 49 of 156

NEW BUSINESS: 6.1 Vista Loop Subdivision

- Pre-Application meeting held June 2, 2022
- Input from the Parks Board will be submitted in writing to Planning



3

Page 7 of 26

Page 10 of 29

Page 13 of 35

Page 48 of 70

Page 50 of 156

Location



Page 8 of 26

Page 11 of 29

Page 14 of 35

Page 49 of 70

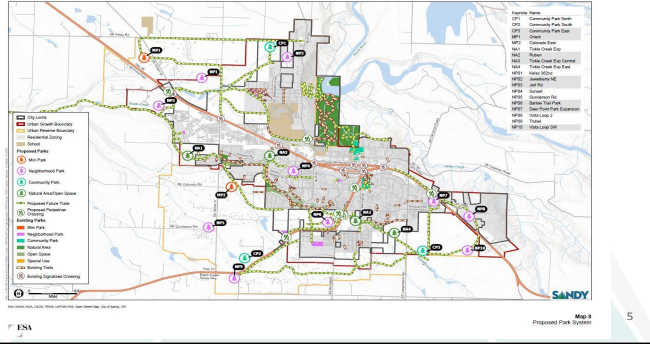
Page 51 of 156

Question Posed by the applicant in the pre-app meeting



Does the 2022 PTMP show a future park in this location

Yes. NP8



Page 9 of 26

Page 12 of 29

Page 15 of 35

Page 50 of 70

Page 52 of 156

Question Posed by the applicant in the pre-app meeting



City Staff indicated that it was planned to increase the multiplier listed in the code from 0.0043 to 0.0053.

- On June 6, 2022 there is a public hearing to adopt the code changes to 17.32 & 17.86
 - If the ordinance is adopted via an emergency clause the code changes will go into effect immediately
- The multiplier will be increased to 0.0068

Question Posed by the applicant in the pre-app meeting



Applicant asked to be advised if the active parkland obligation can be satisfied by payment of fee-in-lieu.

- FIL using 0.0043 = \$226,540
- FIL using 0.0068 = \$359,090
- Parkland dedication using 0.0043 = ± 0.94 acres
- Parkland dedication using 0.0068 = ± 1.49 acres

- To note:
 - The SDC/FIL methodology is being updated (as reviewed during the May 5, 2022 PTAB meeting)
 - This could result in a higher FIL multiplier. This is ultimately a policy decision made by Council

Staff Recommendation

- PTAB should recommend that the future development should accommodate for a trail as listed in the PTMP
- PTAB should also recommend for parkland dedication as opposed to FIL



Discussion and Questions

Vista Loop

SANDY
WHERE INNOVATION MEETS ELEVATION

10

6.2 Envision Sandy 2050 - Comprehensive Plan

- Shelley Denison, City of Sandy Associate Planner



11

Page 15 of 26

Page 18 of 29

Page 21 of 35

Page 56 of 70

Page 58 of 156

Discussion and Questions
Envision Sandy 2050 - Comprehensive Plan



END NEW BUSINESS



OLD BUSINESS: 7.1 Bornstedt Views Subdivision

- Aug. 11, 2021 PTAB reviewed the 'Bornstedt Views Proposed Development'.
 - 42-Lot subdivision
 - PTAB supported FIL
 - Property is located to two existing neighborhood parks (0.3 miles from Bornstedt Park, and 0.1 mile from Cascadia Park)
- May 24, 2022, Mac Even of Even Better Homes submitted an updated application for a 43-Lot subdivision



14

Page 18 of 26

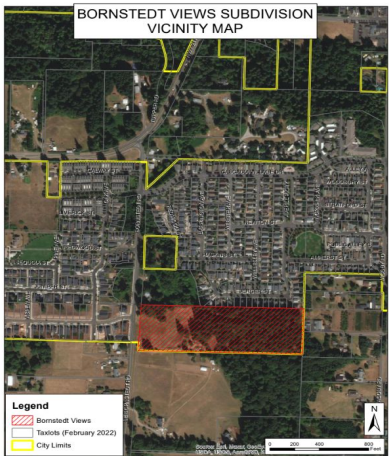
Page 21 of 29

Page 24 of 35

Page 59 of 70

Page 61 of 156

Location



Page 19 of 26

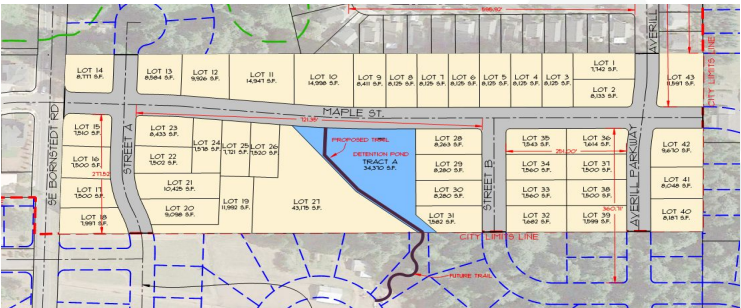
Page 22 of 29

Page 25 of 35

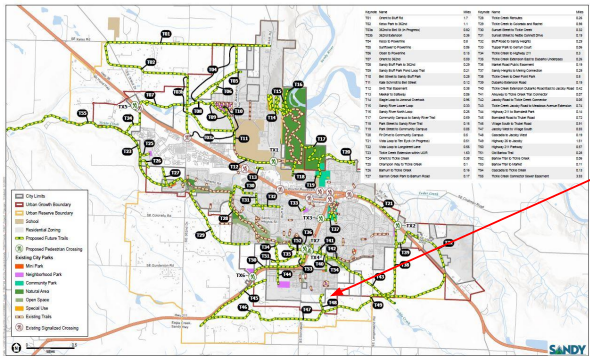
Page 60 of 70

Page 62 of 156

Proposed Trail



PTMP Location of Trail

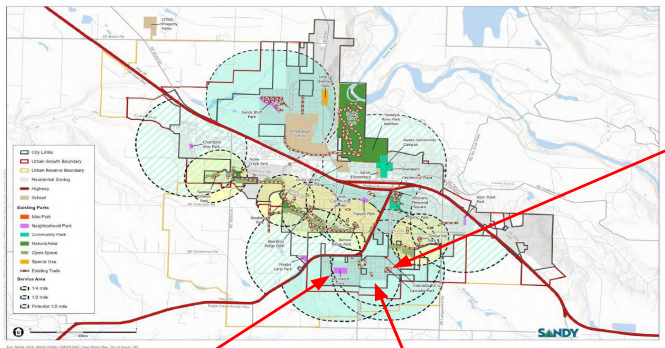


Future Trail T48 in the PTMP



Map 14 Proposed Trail System

PTMP Existing Parks



Cascadia Park

Bornstedt Park

Proposed Development



Map 7
Existing Park Service Areas

Page 22 of 26

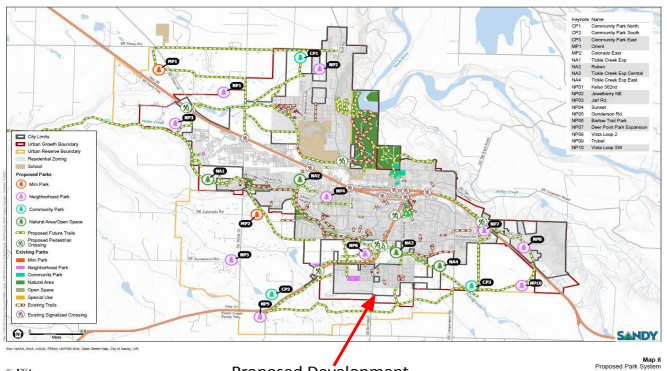
Page 25 of 29

Page 28 of 35

Page 63 of 70

Page 65 of 156

PTMP Proposed Location of Future Parks



Page 23 of 26

Page 26 of 29

Page 29 of 35

Page 64 of 70

Page 66 of 156

Staff Recommendation

- That PTAB should continue to support Fee-in-Lieu of parkland dedication for the updated application for Bornstedt Views Proposed Development
- That PTAB supports that the future development of Bornstedt Views accommodates the proposed trail as illustrated in slide 16



20

Page 24 of 26

Page 27 of 29

Page 30 of 35

Page 65 of 70

Page 67 of 156

Discussion and Questions
Bornstedt Views Subdivision





Page 26 of 26

Page 29 of 29

Page 32 of 35

Page 67 of 70

Page 69 of 156



MINUTES
Parks & Trails Advisory Board Meeting
Wednesday, August 24, 2022
Community/Senior Center- 38348 Pioneer
Blvd. Sandy, OR 97055 5:00 PM

BOARD MEMBERS PRESENT: Don Robertson, Board Member, Will Toogood, Board Member, Alexandria Gale, Board Member, Upekala Wijayratne, Board Member, Kimberly Seigel, Board Member, and Ryan Aultman, Board Member

BOARD MEMBERS ABSENT: David Breames, Board Member

STAFF PRESENT: Laurie Smallwood, Councilor

MEDIA PRESENT:

1. **MEETING FORMAT NOTICE**
This meeting will be a tour of some of our city parks in Sandy.

Meet at the Sandy Community/Senior Center at 5:00pm. The tour will take approximately 2 hours.
2. **Roll Call**
Staff Present:
Rochelle Anderholm Parsch, Parks & Recreation Director
John Wallace, Center Manager
Tiana Rundell, Parks and Facilities Manager
Marc Young, Transportation Coordinator/Driver
3. **Public Comment**
4. **Consent Agenda**
5. **Changes to the Agenda**

6. New Business

6.1. Parks Tour

3

The Parks and Trails Advisory Board conducted a tour of the following parks:

1. Bornstedt Park- 19383 Pine Ave. Sandy, OR 97055
2. Timberline Ridge Park- 39600 Wall St. Sandy, OR 97055
3. Meinig Memorial Park- 17670 Meinig Ave. Sandy, OR 97055
4. Centennial Plaza- 39295 Pioneer Blvd. Sandy, OR 97055
5. Community Campus- Alt Ave. Sandy, OR 97055
6. Jonsrud Viewpoint Park- 15652 Bluff Rd. Sandy, OR 97055
7. Sandy Bluff Park- 36910 Goldenrain St. Sandy, OR 97055
8. Salmon Creek Park- 35899 Chinook St. Sandy, OR 97055
9. Tupper Park- 17815 Tupper Rd. Sandy, OR 97055

[Parks Tour map](#)

7. Old Business

8. STAFF UPDATES

9. Adjourn



Page 3 of 3

Page 35 of 35

Page 70 of 70

Page 72 of 156



MINUTES
Joint City Council / Parks & Trails Advisory Board Work Session
Wednesday, December 14, 2022 6:00 PM

PRESENT: Laurie Smallwood, Councilor; Richard Sheldon, Councilor; Kathleen Walker, Councilor; Carl Exner, Councilor; Don Hokanson, Councilor; and Stan Pulliam, Mayor; Councilor-Elect Chris Mayton; David Breames, Board Member; Will Toogood, Board Member; Upekala Wijayratne, Board Member; Ryan Aultman, Board Member; and Kimberly Seigel, Board Member

ABSENT: Jeremy Pietzold, Council President, Don Robertson, Board Chair, Alexandria Gale, Board Member

STAFF: Jordan Wheeler, City Manager; Jeff Aprati, City Recorder; and Rochelle Anderholm-Parsch, Parks and Recreation Director; John Wallace, Community/Senior Center Manager; Tiana Rundell, Parks & Facilities Manager; and Chelsea Jarvis, Executive Assistant

MEDIA: (none)

1. Work Session on Parks and Recreation Cost Recovery

- 1.1. **Cost Recovery and Financial Sustainability for Sandy Parks and Recreation** 4
Beneficiary of Services Virtual Workshop

Staff Report - 0638

The **Parks and Recreation Director** provided introductory remarks on the importance of cost recovery work in ensuring the long term sustainability of parks and recreation programming and the ability of the City to meet the parks and recreation-related needs of the community.

Jamie Sabbach, 110%, summarized her background and qualifications before beginning the presentation. A staff report and presentation slides were included in the agenda packet.

The presentation summarized a brief history of parks and recreation, context of parks and recreation spending trends in recent decades, relative spending on operations versus capital, impacts of economic factors and limited public resources, and the evolving importance of the cost recovery approach. A cost

recovery model was then introduced, which involved establishing service categories based on purpose. Those present (not including staff) were invited to rank categories along a continuum from common good to individualized benefits. Further development of the cost recovery plan will involve identifying cost recovery goals to each category on the continuum, with those toward the individualized benefit end expected to carry higher cost recovery targets.

Discussion during the presentation involved the following issues:

- Whether it is appropriate to use the term 'subsidy,' which some feel carries a negative connotation
- The need to determine what the City can afford and what level of cost recovery is needed
- Whether cost recovery can or cannot apply to functions that do not charge entry fees
- Whether actual costs of providing services should affect cost recovery percentage goals
- Whether attendance and participation should be considered during the ranking exercise
- Whether city residency should be considered during the ranking exercise
- Whether non-profit agencies should be considered during the ranking exercise

Discussion following the ranking exercise involved the following issues:

- Whether the Mountain Festival example should have been categorized elsewhere
- The possibility that some services may have unseen or unanticipated community benefits
- The possibility that the availability of a service may be a benefit in and of itself, regardless of how much it is used
- Whether social equity services was adequately defined
- The importance of ensuring that a cost recovery plan continues to evolve in the future in the case of changing circumstances and needs

Following the exercise, it was noted that next steps in this process will involve synthesizing results from the exercises, designing a Beneficiary of Service model, refining cost of service figures, holding a goal setting meeting, completing the Strategy Continuum along with goals, and developing policies.

Note: this meeting, which was conducted virtually via Zoom, allowed participants to use the 'chat' function. The chat record is attached to these minutes.

[Chat](#)

2. Adjourn



Mayor, Stan Pulliam



City Recorder, Jeff Aprati

00:38:07 Councilor Don Hokanson: I think this trend to greater Operating Expense vs capital is not unique to Parks - I think it is typical of any capital-intensive industry where the assets have long lifespans.

00:48:31 Councilor Don Hokanson: Why is the target 100%? Is that the target for cost recovery?

00:50:41 Councilor Carl Exner: it should be 100% of what we decide is our acceptable

00:53:06 Councilor Don Hokanson: I think we need to be careful when applying a framework or model (like this model). The framework will define terms like Tax use/subsidy for the framework. We just have to understand how the definitions are used in the framework.

00:53:43 Councilor Don Hokanson: And acknowledge that the term will have different interpretations in other situations.

00:58:01 Councilor Don Hokanson: I don't think this about charging for events as much as it is about applying comprehensive financial discipline to all aspects of short and long term parks and rec planning.

01:19:00 Councilor Don Hokanson: @Jamie: No need to read my comments or respond to my earlier comment

01:28:56 Councilor Don Hokanson: Similar to the mayor's question, should we ignore participation/utilization by out-of-the-city residents and just rank based on residents?

01:57:24 Kimberly Seigel (PTAB): Did we have access to this material before this meeting? I feel like it would have been good to do a little homework on this ahead of time. Maybe I missed an email.

02:01:11 Councilor Carl Exner: this is the type of decisions make Council very effective - I would love to see similar decisional formats in other areas

02:01:33 Jeff Aprati (City Recorder): The agenda packet was published on December 8th and the system sent notification emails to the Council and Parks Board email addresses we had on file on that day

02:02:50 Councilor Don Hokanson: Thank you!



City of Sandy
39250 Pioneer Blvd.,
Sandy, OR 97055

Meeting Date: Jan. 11, 2023
To: Parks and Trails Advisory Board
From: Rochelle Anderholm-Parsch
Subject: Community Campus Park Improvement

PURPOSE / OBJECTIVE:

The Parks Board will receive an update about the Community Campus Park Improvement. The Parks Board will get to meet the design and engineering consultants, Lango Hansen Landscape Architects. Lango Hansen will present on the next steps for the park improvement and the goals and vision of the park will be discussed. Staff will provide an update on the design of the skate park and pump track portion of the park improvement.

BACKGROUND / CONTEXT:

It was the desire of the Council that the Parks and Recreation Department proceed with the development of a community park at the Community Campus.

In October 2022 a revised RFP that included only the design and engineering work for the park improvement was advertised. The City received four submittals. The selection committee consisting of the Parks and Recreation Director, the Parks Board Chair, the Development Services Director, and the Parks Manager graded and interviewed the top-three ranked firms.

December 5, 2022 the selection committee conducted interviews. There was an overwhelming agreement on the preferred firm.

On Jan. 3, 2023 the City Council awarded two contracts related to the Community Campus Park Improvement. The first contract was for the design and engineering for the park improvement, and the second was for the design of a pump track and skate park.

The design and engineering contract was awarded to Lango Hansen Landscape Architects.

The pump track and skate park design contract was awarded to American Ramp Company (ARC). As indicated in the parks master plan there was community interest in prioritizing a pump track and the replacement of the existing aging skate park. Based on staff's research, directly contracting with a single firm that can design and build a pump track and skatepark is the preferred option. (ARC) is most suited and uniquely qualified to manage the pump track and skatepark scope desired by City staff. These particular park elements are very specific and require focused public input and technical knowledge. City staff will contract directly with American Ramp Company who will work alongside the landscape architect to create the ideal site layout, including the square footage for the active recreation elements. A direct contract

will also save on design fees. After the design work is complete the City can qualify bidders and then pursue a RFP for construction, resulting in additional cost savings.

CONSULTANTS OVERVIEW OF SCOPE:

Lango Hansen:

Lango Hansen will provide project management and administration, schematic design and public engagement. Public engagement includes; PAC meetings, Parks and Trails Advisory Board meetings, council meetings, 3 public open houses, online surveys, and city staff meetings. Lango Hansen is also assisting the City with submitting for the Oregon Parks and Recreation Departments Local Government Grant, which has a deadline of April 1, 2023.

Lango Hansen's work includes design development, including land use submittal documentation. Their contract scope includes cost estimates, construction documents and construction permits, bidding assistance and construction observation.

This contract includes Lango Hansen managing the following subconsultants:

- Public Engagement with JLA. (JLA was the firm that did public engagement for the Parks and Trails Master Plan.)
- Electrical, Civil, Geotechnical, and Traffic Engineers

A detailed description is listed in Attachment A.

American Ramp Company (ARC):

ARC's organizational chart is uniquely qualified to work with the City for the design of the action sports park elements. Under ARC is Progressive Bike Ramps (PBR). PBR has wood jumps, prefab concrete jumps and ramps, bike park and bike playground elements. Velosolutions is the pump track division under ARC. Velosolutions has completed over 498 pump tracks in 32 countries. ARC designs and builds skateparks along with Pivot Custom who is a division of ARC.

To receive necessary technical design results, focused public engagement, and to save on design costs and eventually construction costs, the City will directly contract with American Ramp Company.

ARC scope includes community engagement and presentations, element design coordination with Lango Hansen, site review, conceptual design and revisions, and a final design.

A detailed description is listed in Attachment B.

CREATION OF A PROJECT ADVISORY COMMITTEE:

Staff and the Community Campus Council Subcommittee agreed that it would be wise to create a Park Project Advisory Committee (PAC). The PAC will be ambassadors for the design phase of the project, and ensure public input is reflected in the design discussions. The Project Advisory Team's Roles and Responsibilities is attached to this staff report. The PAC includes 8-10 members (3 City staff of which are from Parks and Development Services, 1-2 from the Parks and Trails Advisory Board, and 3 from City Council Community Campus Subcommittee (CCS).

PROJECT TIMELINE

Jan. 2023 - April 1, 2023

- Jan. 3, 2023: award contract
- Jan. 5, 2023: site meeting and project kick-off
- Jan. 9, 2023: first PAC meeting
- Jan. 11, 2023: first PTAB meeting
- Jan. 17, 2023: first Council Meeting
- Jan. 26, 2023: first public open house
- Feb, 2023 - March 23, 2023: continue public engagement, PTAB meetings, Council updates, and PAC meetings
- April 1, 2023: Grant Deadline

After April 2023

Start the design development and land use process. Develop construction documents, and bid and build the park. Goal is to break ground Quarter 1 or 2 of 2024.

KEY CONSIDERATIONS / ANALYSIS:

This park project will accomplish the development of a community park which is listed as a park priority in the [2022 Parks and Trails Master Plan](#). It also meets the intentions of Council Goal #8(c), "Develop a plan for the Community Campus". This meets council goals / next steps for the community campus.

Time is of the essence. With the award of these contracts staff will be able to meet an April 1, 2023 grant deadline providing the opportunity to seek additional significant funding, anywhere from \$500,000-\$750,000.

Sources of funding are a key consideration. This project is eligible for Park SDC's and there is \$3.0M cash in SURA from the original purchase of Cedar Ridge Middle School. Combining SDC's and SURA cash equates to roughly \$4.0M-\$5.0M in available funding for this project. Available funds could increase or decrease based on revenue generated through collected Parks SDC's, and whether or not the City receives grant funding.

BUDGET IMPACT:

Lango Hansen Contract Award: \$418,120

American Ramp Company Contract Award: \$52,080

TOTAL: \$470,200

ATTACHMENTS:

Attachment A: Scope of Services_Lango Hansen Landscape Architects

Attachment B: Scope of Services_American Ramp Company

Attachment C: Project Advisory Committees Roles and Responsibilities

December 19, 2022

Rochelle Anderholm-Parsch, EMPA, CPRP
Parks and Recreation Director City of Sandy
38348 Pioneer Blvd
Sandy, OR 97055

RE Sandy Community Campus Park

Dear Rochelle:

We are excited to submit this proposal for the Sandy Community Campus! This proposal is based upon the RFP submitted to the City along with information that we have received from our consultants.

SCOPE OF SERVICES

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

1.1 PROJECT WORK PLAN

Lango Hansen will begin by developing a Project Work Plan within the first 5 days. This plan will elaborate on the information presented below and specify each task in detail. This includes schedule, reviews, meetings, and an explanation of the coordination between team members. Deliverables will be included as part of the Work Plan.

1.2 GOALS

Creating clear, concise objectives and communication with the City's Project Manager will be critical to the realization of three project goals. These goals include ensuring the public feels vested in the project, achieving the City's goals, and providing a project and is on time and within budget. Prior to all Focus Group and Public Meetings listed below, the design team will meet with the City's Project Manager to discuss products for the meeting and provide ample time to review material prior to the meetings. All meetings will have detailed agendas, meeting minutes and detailed follow-up action items.

1.3 BIWEEKLY REPORTS

As part of the project management, we will prepare a biweekly report that will track progress, issues and concerns and will update schedule and budget information. In addition, we will maintain an issues and resolution log. Lango Hansen will coordinate with the consultant team and the skate park / pump track design-build consultant through all phases of the project. Quality control is an essential part of this project, and we will review all documents and submittals prior to issuing them to the City for review.

TASK 2: SCHEMATIC DESIGN - PUBLIC ENGAGEMENT PLAN

2.1 SITE MEETING 1/5/23

After approval of the Work Plan, we suggest a Project Orientation meeting with the City Staff. This will include reviewing site analysis material previously prepared for the city as well as any information that we have gathered as part of the preparation of this proposal. This will allow us to better understand the specific goals and vision for the project and address opportunities and constraints as the design evolves. Prior to this meeting, we would like to visit the site with City Staff to fully understand the existing opportunities, and constraints.

2.2 PAC MEETING 1/09/23

Materials will include a brief site analysis, public engagement process and overall project schedule. Goals and Vision will be discussed.

2.3 #1 PTAB MEETING 1/11/23

Materials will include a brief site analysis, public engagement process and overall project schedule. Goals and Vision will be discussed.

2.4 CITY COUNCIL MEETING 1/17/23

We will meet with the City Council to discuss the overall project schedule, goals and vision for the project and the public engagement process.

2.5 OPEN HOUSE #1 1/26/23

We suggest structuring the first open house with a series of interactive stations that provide visitors with a chance to review information, provide input and speak with the city staff and design team. Each station will be devoted to a particular topic of the project that may include Existing Conditions; Goals and Visions for the Park; Play Examples; and a Kids Station that allows children to build their own play area. As part of this effort JLA will create an online survey based on the material that is presented at the Open House.

2.6 CITY STAFF MEETING DEBRIEF 1/27/23

2.7 #2 PTAB MEETING 2/08/23

Lango Hansen will provide a debrief of the first open house and discuss in general terms the options for the park moving forward.

2.8 CITY STAFF MEETING 2/13/23

The three concept options will be presented to City staff for feedback.

2.9 PAC MEETING 2/15/23

The three concept options will be presented to the PAC for feedback. In addition, we will provide a high-level order of magnitude estimate for the designs.

2.10 CITY COUNCIL MEETING 2/21/23

Lango Hansen will share the three design options for feedback to the City Council.

2.11 OPEN HOUSE #2 2/23/23

The three schematic designs will be presented to the public at the second open house. Additional materials will include precedent images, sections and other illustrations that convey the intent of the designs. As with the first open house, JLA will provide material for an online survey and meet with appropriate smaller groups to gain additional feedback.

2.12 CITY STAFF MEETING DEBRIEF 2/24/23

2.13 PAC MEETING 2/27/23

Lango Hansen will debrief with the PAC on comments that were received as part of the second open house and any additional focus group and stakeholder interviews by JLA.

2.14 PTAB MEETING #3 3/08/23

Lango Hansen will present the findings from the second open house and discuss the framework for moving forward with the final schematic design.

2.15 CITY STAFF MEETING 3/13/23

Lango Hansen will share the final schematic plan with City Staff for review and comments.

2.16 PAC MEETING 3/15/23

Lango Hansen will share the final schematic plan with the PAC for review and comments.

2.17 CITY COUNCIL MEETING 3/20/23

Lango Hansen will share the final schematic plan with City Council for review and comments. We are assuming that the City Council will also approve a grant application resolution.

2.19 OPEN HOUSE #3 3/23/23

The final schematic design will be presented at the third open house. In addition to plan-view graphics, the design team will have imagery that relates to specific products, perspectives, and samples. This open house will be a celebration of the work done to date.

At this time, we would recommend scheduling the pre-application conference with the city. We believe that the design will be sufficient for the city bureaus to provide feedback.

2.20 CITY STAFF MEETING DEBRIEF 3/24/23

2.21 PAC MEETING 3/29/23

This meeting will address any comments we receive from the third open house and public process to date. The final submittal to the State Grant program will be reviewed.

2.22 GRANT SUBMITTAL

During schematic design, Lango Hansen will be working on the State Parks grant submittal. This will be submitted prior to April 1st.

TASK 3: DESIGN DEVELOPMENT, INCLUDING LAND USE SUBMITTAL DOCUMENTATION.

For Task 3, we assume that there will be periodic meetings with City Staff and the PAC.

3.1 DESIGN TEAM KICKOFF

We will have an all-team kick-off meeting with the consultant team and the City's project manager to discuss the documentation schedule, deliverables, lines of communication and any anticipated issues as we move forward with the refinement and documentation of the design.

3.3 CONDITIONAL LAND USE REVIEW MATERIAL

Working with the design team, we will begin preparing the Conditional Land Use Review material for the park. We will incorporate Lancaster Mobley's suggestions as part of the proposal and begin working on the right of way improvements, as necessary. The geotechnical engineer will also begin work related to the on-site borings.

3.4 DESIGN REFINEMENT

Lango Hansen and the design team will continue to refine the approved schematic design with additional details, proposed products, site furnishings, materials, and samples. Lango Hansen will have weekly consultant coordination meetings with the design team throughout this process. We suggest that the City's Project manager participate in these meetings when appropriate.

3.5 LAND USE REVIEW SUBMITTAL/30% DESIGN DEVELOPMENT DRAWINGS

For the Conditional Land Use submittal, we will submit the 30% design development drawings. It will also provide the city an opportunity for an interim review of the documents.

TASK 4: CONSTRUCTION DOCUMENTS & CONSTRUCTION PERMITS:

4.1 60% DRAWING SET

Based on comments that we receive from the city staff; the design team will continue the development of the design development drawings to a 60% Level. This submittal will include further refinement of the design, material choices, details, sections, and specifications.

4.2 90% DRAWING SET

Lango Hansen will provide construction documents based on the design development submittal, city staff comments and the development review condition. As part of the plan development, we will include a Layout Plans, Materials Plans, Grading Plans, Utilities and Stormwater, Half-Street Improvements (if required), Lighting, Landscape and Irrigation, Structures (including the restroom and playground structures, details and site furnishings. We will also develop a long-term maintenance plan and manual for the park, stormwater facility, park planting and irrigation. These drawings will be a 90% level and include specifications.

4.3 PERMIT DRAWINGS

Lango Hansen will update the 90% Drawings and submit to the City of Sandy for Permits. Due to any budget limitations, we can also explore add alternates to the design.

TASK 5: BIDDING ASSISTANCE

Lango Hansen will prepare final construction documents based on comments that we receive during the permitting process. The design team will address technical questions related to the documents including substitution requests. We will also attend the pre-bid conference. After award of the project, we will incorporate all the bid addenda revisions, value engineering and permit revisions into a final construction document conformance set. If the bids come in higher than the budget allows, we will work with city staff to identify components of the design to bring the project into budget.

TASK 6: CONSTRUCTION OBSERVATION

Lango Hansen and the consultant team will provide periodic visits that will include weekly construction meetings, preparing meeting notes, answering contractor questions, issuing ASI's and general construction coordination.

FEES

The following fees are a summary of costs per consultant including reimbursables.

Lango Hansen LA	\$231,660
JLA Public Involvement	\$55,960
Humber Design Group	\$50,400
R & W Engineering	\$48,900
Mobley Lancaster	\$18,000
Pali Geotechnical Engineers	\$13,200
TOTAL	\$418,120

Thank you for the opportunity to submit this proposal. We are truly excited to be working with the City of Sandy on this important park for the community!

Sincerely,
Lango Hansen Landscape Architects

A handwritten signature in black ink, appearing to read "Kurt Lango". The signature is fluid and cursive, with the first name being more prominent.

Kurt Lango, Principal

601 S. McKinley Ave., Joplin, MO 64801
Toll-free 877-RAMP-778
Local 417-206-6816
Fax 417-206-6888
sales@americanrampcompany.com



**PRICING & SCOPE OF WORK
SANDY, OR - COMMUNITY CAMPUS PARK
ACTION SPORTS FACILITIES
DECEMBER 19TH, 2022**

AMERICAN RAMP COMPANY – PRICING

Conceptual Designs \$ 52,080.00

AMERICAN RAMP COMPANY – SCOPE OF WORK

TASK 1.0- DESIGN DEVELOPMENT:

CONCRETE SKATEPARK AND ASPHALT PUMPTRACK

1.1 Design Kickoff Meeting

- Meeting with city staff and project team to review and discuss design development, project budget, schedule, etc.
- Virtual bi-monthly check in meetings with city staff and project team

1.2 Community Engagement Meetings / Presentations

- Participate in up to 3 in person meetings with your local riders and project team to formulate ideas for your concept design
- Participate in virtual community engagements as needed
- Review of sample designs with group to identify a preferred theme
- Summarize meeting findings with group
- Present and/or be available for up to 3 Parks Board Meetings (virtual)
- Present and/or be available for up to 3 Council Meetings (virtual)

1.3 Site Review

- Review location of concrete skatepark, asphalt pumptrack and bike park for opportunities and constraints
- Discuss potential locations for entry, spectator viewing, and drainage flow

1.4 Create Conceptual Design and Review

- ARC team to present conceptual design to city staff and project team
- Review and discussion of design development, project budget, schedule, etc.

1.5 Design Revisions

- Revise concept designs based on feedback from community, city staff, and project team
- Verify the final design is responsive to the site and budget

1.6 Final Design and Deliverables Review

- ARC team to present final concept design to city staff, project team, and Parks Board

Phone: 417.206.6816 | Fax: 417.206.6888 | 601 S. McKinley Ave., Joplin, MO 64801 |
www.americanrampcompany.com

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Toll-free 877-RAMP-778
Local 417-206-6816
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- Provide cost estimate for construction of approved concrete skatepark and asphalt pumptrack design
- Provide breakdown of material types and quantities to construct concrete skatepark and asphalt pumptrack
- Provide ad alternate items and in-kind donation opportunities

Task 1.0 Deliverables:

- 2D Overhead and 3D Rendering
- Material Quantity Take-offs
- Cost Estimate including ad alternate items and in-kind donation opportunities
- ParkID Branding Package

Phone: 417.206.6816 | Fax: 417.206.6888 | 601 S. McKinley Ave., Joplin, MO 64801 |
www.americanrampcompany.com

SANDY COMMUNITY CAMPUS PARK PROJECT ADVISORY COMMITTEE (PPAC)
ROLES AND RESPONSIBILITIES

December 2022

Project Background

In 2016 the City of Sandy purchased property now known as the Community Campus from the Oregon Trail School District. The site is 14.00 total acres, with 0.25 of those as developed acres, and 7.10 acres that is considered natural area or open space.¹ This purchase included the Olin J. Bignall Aquatic Center, currently closed, and the old Cedar Ridge Middle School, also closed to the public. From June 2018 to May 2019 the City opened, operated, and maintained the aquatic center. On April 19, 2021, the Council requested the formation of a Pool Exploratory Task Force (PETF) to evaluate options and provide a recommendation to the Council regarding the future of the Olin J. Bignall Aquatic Center. The full PETF report can be found [here](#).

Based on direction provided to staff by the Council and input from the Community Campus Subcommittee staff will proceed with the park improvement portion of the campus first. This work includes design refinement of the park concept found in the Parks and Trails Master Plan through targeted and robust public engagement. Once a preferred design is chosen, construction drawings will be created and construction of the park will start.

Key elements of the park project include:

- Secure a professional architect and engineering consultant to lead the preparation of 100% construction documents for the park redevelopment and improvements. The goal is to provide design and engineering documents, including cost estimates for the design and construction process.
- Consultant will have total responsibility for the design and documentation required for bidding and will provide construction phase services necessary for the complete implementation of the design of the project.
- Consultant will provide a final design that is cost effective, aesthetically appropriate and meets the programming needs of the City's Parks and Recreation Department and the community.
- Consultant will work with focus groups and the community. The consultant will develop a project schedule that includes a minimum of four (4) public engagement meetings. Parks staff will provide a list of potential community members to the consultant.

¹ Sandy Parks and Trails Master Plan. (n.d.). Retrieved January 4, 2022, from https://www.ci.sandy.or.us/sites/default/files/fileattachments/parks/project/10951/parks_and_trails_master_plan_-_2021.pdf

- Consultant will work alongside the City’s contractor leading the design and build of a skate park, pump track and/or bike park. The City will directly contract through cooperative purchasing a consultant to design and build a skate park, pump track, and/or bike park.
- The final architectural and engineering work and Park Plans will include the following components:
 - Design Development Documents
 - Construction Documents
 - Permitting
 - Assist the city in obtaining the required permits and approvals
 - Bid Support
 - Construction Observation
 - Project Management
 - Project Close-Out
- Main Program Design Elements:
 - Playground
 - Picnic area
 - Parking area
 - Site grading, track removal
 - Park trails
 - Informal play area
 - Bike pump track
 - Skate park
 - Event space

Project Advisory committee (PAC) Purpose and Charge

According to Resolution 2021-35 “Standard Procedures for City Boards” the Sandy Board Operational framework is considered a Project Advisory Committee (PAC) and will operate in accordance with these requirements. The PAC will contribute expertise and insight into the design considerations for the Sandy Community Campus Park Improvement. Working with the City and Design Team, the PAC will be ambassadors for the design phase of the project, ensuring public input is reflected in the design discussions.

The PAC is responsible for helping the City and Design Team, as well as other decision-makers by acting as a sounding board in reviewing designs and upgrades to the Community Campus Park Improvement Project. The PAC will be asked to consider their own personal experience and the local communities’ needs as they provide feedback on design consideration. The PAC participates in Focus Group meetings

and provides input to assist the staff and the design team in keeping within the project budget and scope, as directed by Council. The PAC will provide recommendations and are charged with adherence to the guidance as provided by the CCS and the Sandy City Council. The PAC will be the technical voice of the community, and as such, will provide input into the project that meets Council objectives which are aligned with the community's needs and desires. The PAC is also the advocacy and support group that will be the key stakeholders who will provide momentum as the PAC, CCS, staff and Council move through this process.

Like the CCS, the PAC is not tasked with developing group recommendations or making design decisions. All feedback and recommendations of the individual team members will be summarized in meetings, and forwarded to the design team, and the Sandy City Council when appropriate (to be determined by staff). Any additional feedback, questions, or comments, from PAC members should be sent to Rochelle Anderholm-Parsch at the City of Sandy, OR.

PAC Membership and Meeting Frequency

- The PAC will include 8-10 members (3 City staff of which are from Parks or Development Services, 1-2 from the Parks and Trails Advisory Board, and 3 from City Council Community Campus Subcommittee (CCS))
- The PAC will meet approximately 1-2 times a month, or depending on the demand of each project phase, typically after 4pm with an option to meet during the business hours if agreed upon by the PAC
- Occasionally, and as necessary, the PAC will be invited to join meetings with project stakeholders and the design team (i.e. the Parks and Trails Advisory Board, open house events, focus group engagements). These joint meetings, or public engagement events, could replace one of the PAC monthly meetings.
- There is no need for a quorum for this group to meet, although feedback is strengthened by the diversity of perspectives and opinions captured in meetings.
- Due to the nature of this process, we will not use alternates. If a PAC member is unable to make it to a meeting, they may choose to submit their feedback in writing to the project manager, which will be circulated with other PAC members and the design team.

Meeting Guidelines

All participants agree to act in accordance with Resolution 2021-35 and in good faith in all aspects of decision-making. This includes being honest and refraining from any actions or undertakings that will undermine or threaten the process in any manner. This also includes behavior outside of meetings.

Expectations include:

- Arrive on time and prepared. As appropriate virtual meeting options will be made available for the convenience of the PAC and its members.
- Share the air – only one person will speak at a time, and we will allow others to speak once before we speak twice.
- Express our own views or those of our constituents; don't speak for others at the table.
- Listen carefully and keep an open mind.

- Respect the views and opinions of others, and refrain from personal attacks, both within and outside of meetings.
- Avoid side conversations.
- Focus questions and comments on the subject at hand and stick to the agenda.

When discussing the past, link the past to the current discussion constructively.

- Seek to find common ground with each other and consider the needs and concerns of the local community and the larger region.
- Turn off or put cell phones on silent mode. Focus on full engagement in the meeting, and refrain from conducting other work during meetings as much as possible.
- Notify project staff of any media inquiries and refer requests for official statements or viewpoints to the City Project Manager. Committee members will not speak to the media on behalf of the committee, and the City, but rather only on their own behalf.

Additional Roles and Responsibilities

- **City Council:** City council will make the final decisions on the approval of designs and plans for the Sandy Community Campus Park Improvement Project. Feedback from the design team, the PAC and broader community engagement will be considered in this decision-making.
- **City of Sandy staff:** Staff will provide key information and context as needed to the PAC members. Staff will also be responsible for sending out agendas, meeting material to PAC members, and scheduling meetings. If a member is unable to attend a meeting, they will work with staff to get the information they need or provide feedback in writing to the committee. Rochelle Anderholm-Parsch (randerholmparsch@ci.sandy.or.us) will be the primary contact for any questions or concerns, and to notify if a PAC member is unable to attend a meeting. All project communication shall be directed through the project manager.
- **Parks and Trails Advisory Board:** Advisory Board Member Chair and Co-Chair (optional) will represent the advisory boards opinion and provide their own technical insight and input. The PTAB Chair and/or Co-Chair will ensure that Board's advice and input are considered in decision-making.
- **Design Team:** A team of technical consultants will work with the PAC to understand the design considerations, review proposed plans, and assist the PAC in their review of the designs for the Park Improvement Project.



City of Sandy
39250 Pioneer Blvd.,
Sandy, OR 97055

Meeting Date: Jan 11, 2023
To: Parks and Trails Advisory Board
From: Rochelle Anderholm-Parsch
Subject: The Future of Pickleball In Sandy, Oregon

DISCUSSION TOPICS:

There are three main topics the Parks and Trails Advisory Board will discuss regarding the future of pickleball in the City of Sandy, OR.

1. Learn about current opportunities to play pickleball in the City of Sandy, OR
2. Discuss the idea of resurfacing existing basketball courts
3. Look at future park development and the interest of adding pickleball as a park element

PURPOSE / OBJECTIVE:

The objective of this meeting is to start the conversation and engage the Parks Board about current pickleball opportunities and to discuss the option of considering pickleball as a park element to include for future park development.

BACKGROUND / CONTEXT:

Pickleball is a popular sport geared towards all ages and is a growing trend. There has been an interest expressed by several community members to evaluate current and future opportunities regarding pickleball.

In the Parks and Trails Master Plan tennis/pickleball courts are listed as a service need. The Parks and Recreation Department currently has zero city owned pickleball/tennis courts. The recommended number of courts to meet current facility needs are four courts, and two additional courts to meet the level of service as the community continues to grow.

CURRENT OPPORTUNITIES:

Current opportunities include the Cedar Ridge Middle School's outdoor courts. The City partnered with the school district to add pickleball lines to the existing tennis courts which are owned and operated by the school district. The Parks Department secured and organized the donation of time and material, and installed a storage box to store and provide access to publicly available rackets, pickleball nets, and balls. The public pays an annual fee of \$20 to the Parks Department to have access to the storage box. In 2022, there were 34 people who paid the annual fee.

The courts at the middle school are available to the public after school hours, during the weekends, and during the summer when other school district programs are not scheduled (i.e.

courts are unavailable during summer school hours M-F from 8a-12p). Hours and access are controlled by the school district.

There is also an indoor option at Mt. Hood Athletic Club. According to their website pickleball is available Monday 4:00p-7:00p, and one court on Mon/Wed/Fridays from 11:00a-1:00pm.

RESURFACING EXISTING BASKETBALL COURTS / SHARED USE:

City staff has looked into the option of resurfacing existing basketball courts in three parks to accommodate both pickleball and basketball use. This scenario explores a shared use approach and the courts would be lined for both basketball and pickleball and designated times would be applied for each use.

The three parks with existing basketball courts that staff considered are; Tupper Park, Timberline Park, and Barlow Park. There are pros and cons to each site. Below is an evaluation of each park, and finally a summary of the feasibility to resurface to accommodate shared use.

PARK	PROS	CONS
Tupper / 1.66 acres	3 courts	No fence around existing court
	Improves an existing amenity	Site has extensive drainage issues
	Increased activities at our park	Close to homes on the North side of the park
		Limited on street parking
		Potential conflict with shared use
Timberline / 0.87 acres	2 courts	Located in the heart of a neighborhood
	Fenced on three sides	Higher likelihood of conflict with shared use
		Limited on street parking
Barlow / 0.69 acres	1 court	Short fence but fenced on three sides
		Limited on street parking with narrow streets
		Located in the heart of a neighborhood
		Small existing basketball court
		Highest likelihood of conflict with shared use

In summary, the feasibility of resurfacing existing basketball courts is not an ideal solution. The parks listed above are small neighborhood parks, or mini parks, and are surrounded by homes,

and these sites have limited on street parking. Resurfacing existing courts could create conflict between user groups, as the basketball courts are frequently used. Tupper has extensive drainage issues and the court regularly floods leaving behind sludge.

The best option is to consider adding pickleball courts to future park development.

FUTURE PARK DEVELOPMENT / PICKLEBALL COURTS:

It is the Department's goal over the next 3-5 years to build out 3 new parks as listed in the Parks and Trails Master Plan. Funding to help us build these parks will come through a combination of sources; System Development Charges (SDC's), grants, general fund, fundraising efforts, and development agreements. There is the potential as these new sites get developed to add pickleball courts.

Attached to this staff report are the concept plans for Deer Point Neighborhood Park, Ponder Lane Neighborhood Park, and Champion Way Neighborhood Park. These park concepts include lawn areas, and multi-use field space.

KEY CONSIDERATIONS / ANALYSIS:

Location should be considered. The sport of pickleball creates a subtle but consistent sound when the paddle hits the wiffle ball. Location of future pickleball courts should take into consideration the proximity to residential homes. The standard size of a pickleball court is 44' X 20', this does not include runoff. Ideally, a site should accommodate at least 4 pickleball courts, and to underscore the importance of location, a barrier, or maintaining a good distance from nearby residence is most suitable.

There is a cost associated with resurfacing existing basketball courts and varies. Depending on the condition of the existing basketball courts there would be added costs to repair and resurface the courts in need of more repairs. Any monetary investments should be done in a location that will last the 5-8 years of the resurface life cycle.

As listed in the Parks and Trails Master Plan, current tennis/pickleball court needs are 4, and 2 additional courts to meet the level of service as the community continues to grow. Staff will continue to pursue options to satisfy the number of courts recommended in the master plan.

RECOMMENDATION:

The Parks Board could explore the option of composing a correspondence from the Parks and Trails Advisory Board urging the Oregon Trail School District to allow the public better access and the option to update the courts.

Staff recommends that the best approach is to consider pickleball courts as an element when designing new parks. City staff will create a list of interested pickleball participants to reach out to when public engagement begins for the design of new parks.

BUDGET IMPACT:

General costs to build a pickleball court can range from \$200,000 to \$300,000. This includes fencing, lighting, and shade. Bend Parks and Recreation built 8 courts at Pine Nursery Park for \$250,000.

Recoating 3 to 4 pickleball courts is approximately \$14,000, depending on the condition of the existing surface and does not include sub materials, fencing, lighting or shade.

ATTACHMENTS:

Attachment A: Aerial photos of Barlow Park, Timberline Park, and Tupper Park

Attachment B: Concept Plans for Deer Point, Ponder Lane, and Champion Way



The Future of Pickleball in Sandy, OR

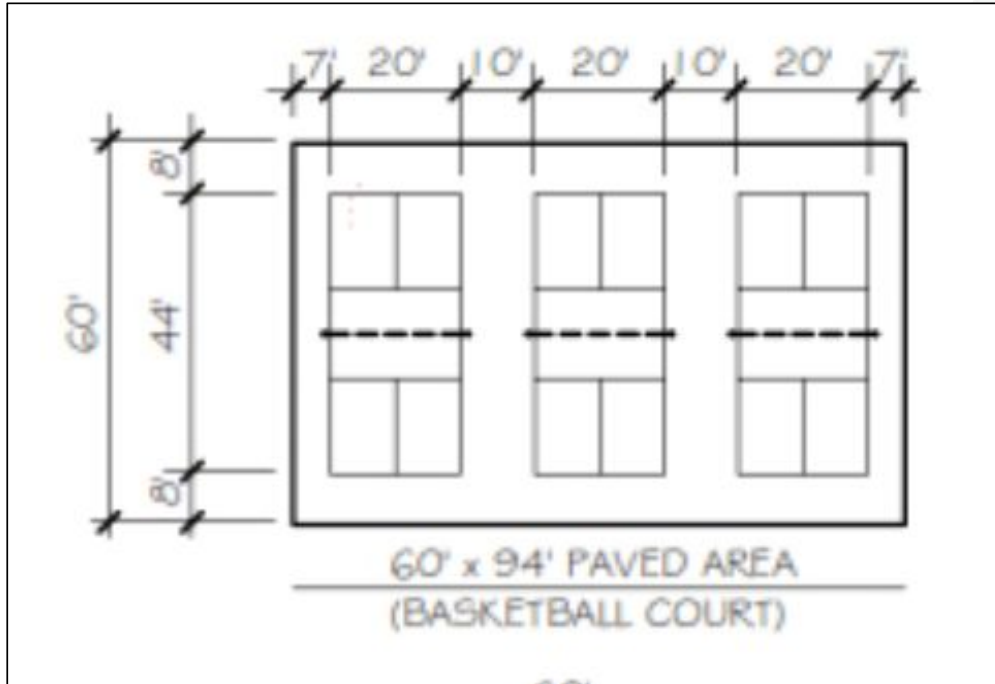
Jan. 11, 2023

Discussion Topics

1. Learn about current opportunities to play pickleball in the City of Sandy, OR
2. Discuss the idea of resurfacing existing basketball courts
3. Look at future park development and the interest of adding pickleball as a park element



Resurfacing Existing Basketball courts



Source:
USA PICKLEBALL website
<https://usapickleball.org/what-is-pickleball/court-diagram/temporary-court-setup/>

Resurfacing Existing Basketball courts



- 3 courts
- 60' X 100' basketball

Resurfacing Existing Basketball courts



- 2 courts
- 79' X 55' basketball Tupper

Resurfacing Existing Basketball courts



- 1 court
- 59' X 30' basketball

Future Park Development / Pickleball Courts

Deer Point Neighborhood Park

Deer Point is an existing, undeveloped 1.41-acre park located on the east side of Sandy, just south of Highway 26 and Sandy Vista apartments. The long, narrow, gently sloping parcel is bounded by neighborhood streets on two sides, Highway 26 on a third, and fields with clusters of mature trees to the east. The concept provides standard neighborhood park amenities including an accessible looped path, playground, multi-use field, picnic shelters and tables, and a sport court with the option to expand east into the undeveloped parcel identified as NP 7, Deer Point Expansion on Figure 8.



BULL RUN TERRACE 7-LOT SUBDIVISION



Future Park Development / Pickleball Courts

Ponder Lane Neighborhood Park

Ponder Lane is a recently acquired, undeveloped 1.94-acre parcel located on the south side of Sandy. The gently sloping park is bounded on the east by a single family residence, Highway 211 to the south, and an under-construction Gunderson Road and neighborhood development to the west and north, respectively. The concept would introduce standard neighborhood park amenities including an accessible looped path, playground, multi-use field, picnic shelter and tables, a fenced off-leash dog park, and a small parking area. See Appendix E for additional detail.



Figure 12

Future Park Development / Pickleball Courts

Champion Way Neighborhood Park

Champion Way is an existing, undeveloped 0.99-acre park located on the west side of Sandy, just south of Highway 26 and the Sandy Cinema. The gently sloping park is bounded by fenced retaining walls on both street frontages, houses and an alley on a third side, and transitions to a steeply sloping forested area on the fourth. The concept would introduce standard neighborhood park amenities including an accessible looped path, playground, open lawn, picnic shelter and tables, and screening planting.

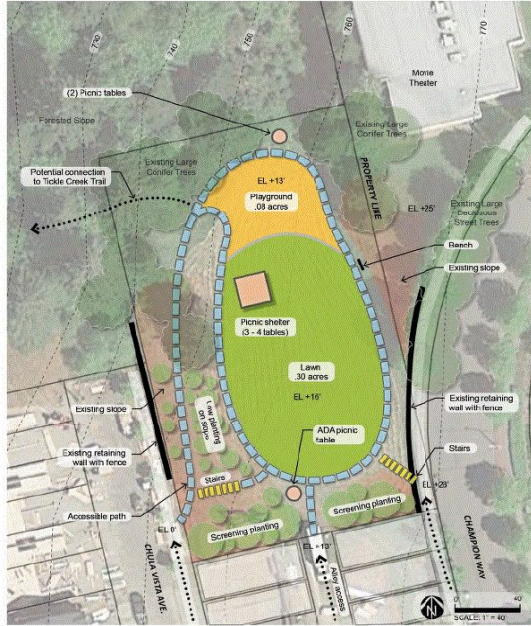


Figure 10

Conclusions and Recommendations

- PTAB explore option of composing a correspondence from them to the school district to allow better public access and the option to upgrade the courts
- Staff recommends that the best approach is to consider courts as an element when designing new parks.



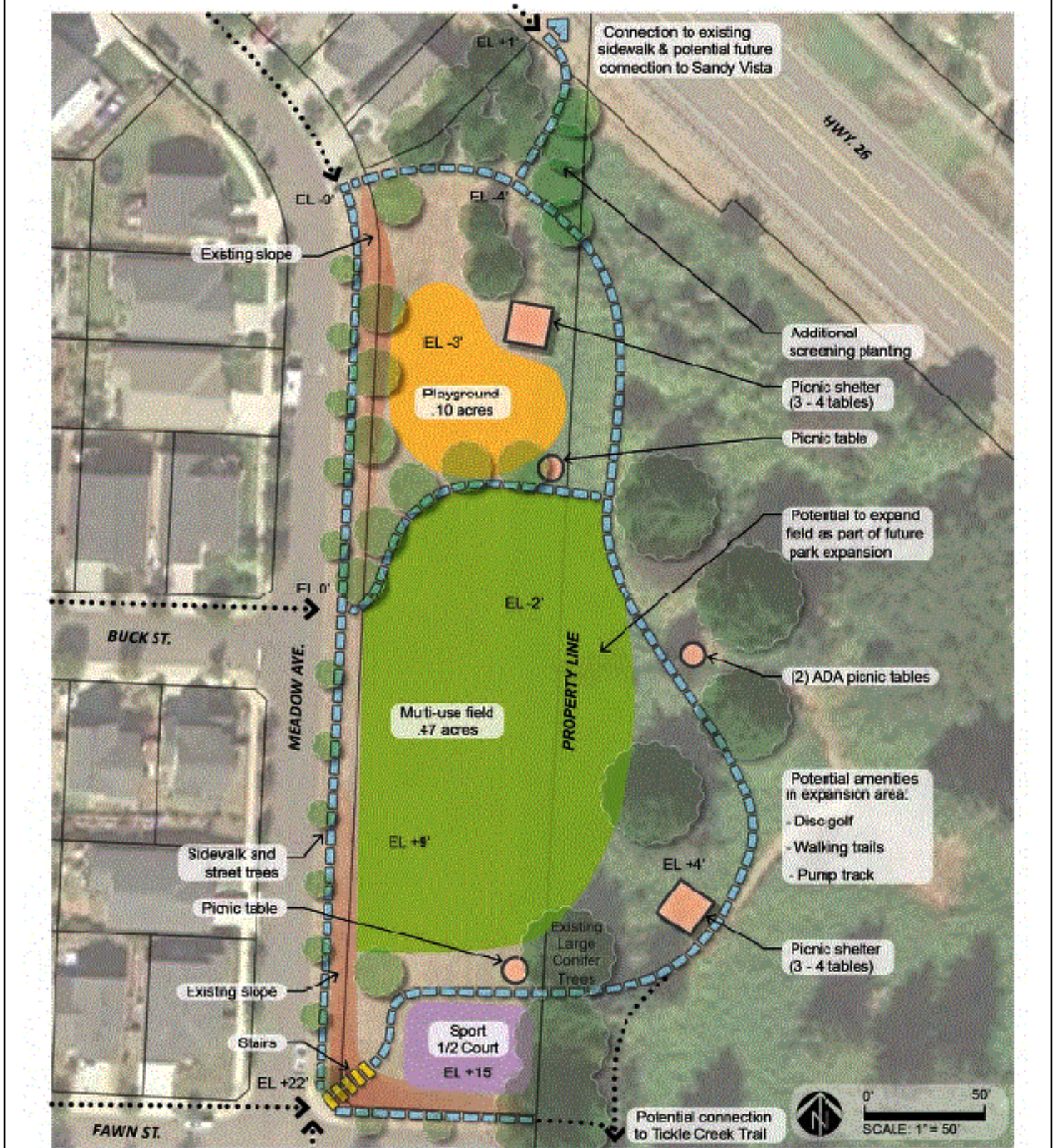
188 ft





Deer Point Neighborhood Park

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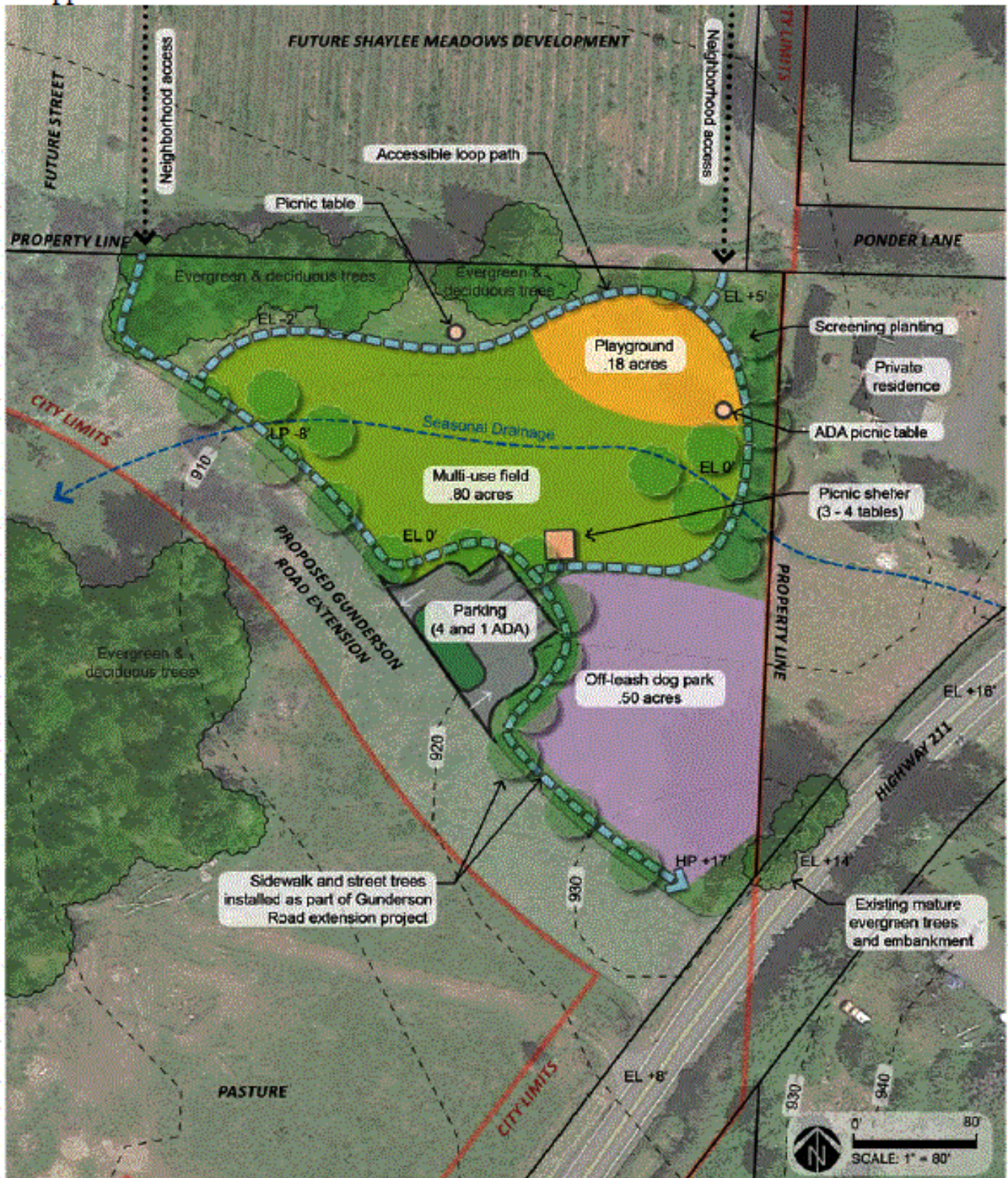


Figure 12

Champion Way Neighborhood Park

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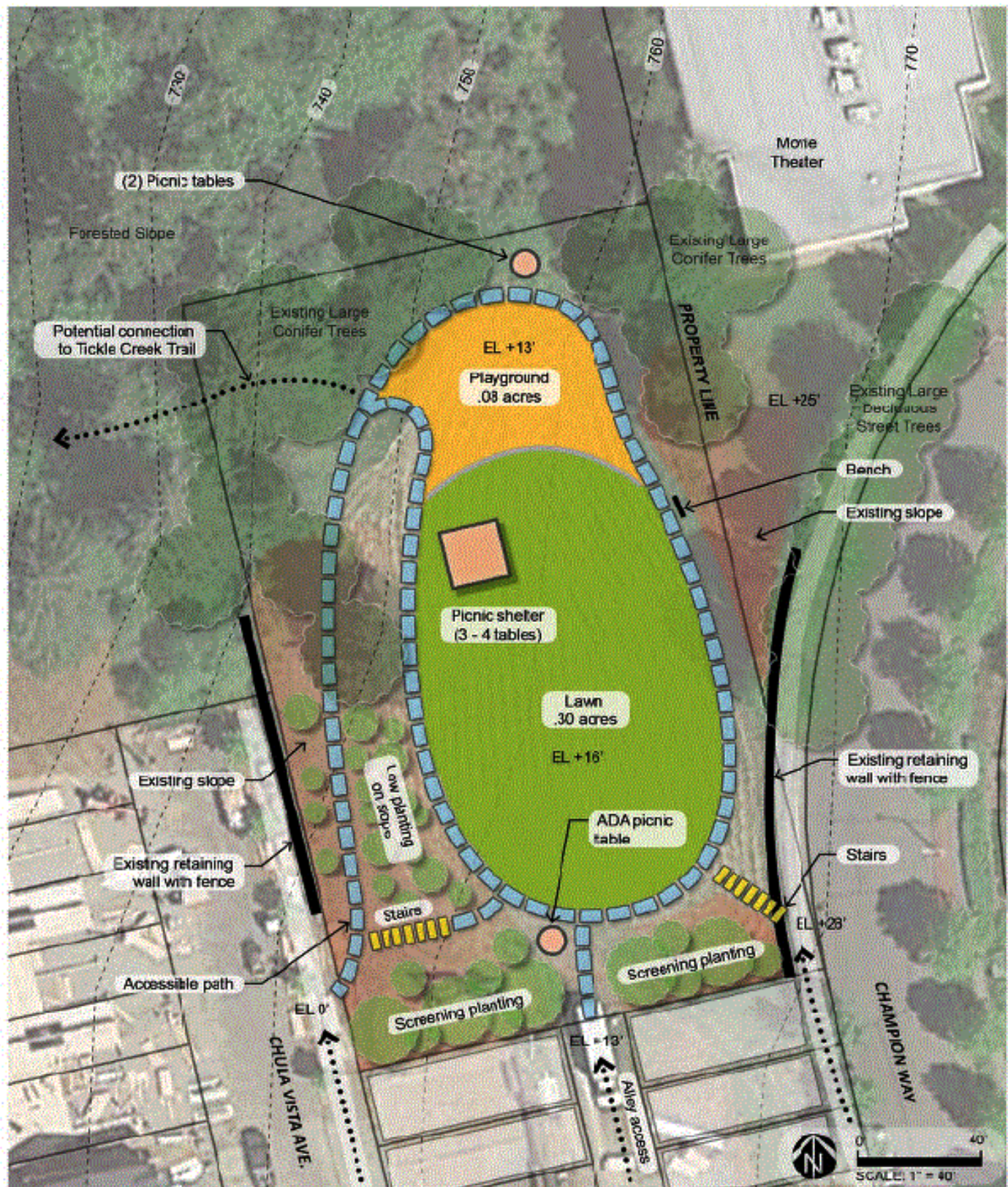


Figure 10



City of Sandy
39250 Pioneer Blvd.,
Sandy, OR 97055

Meeting Date: January 11, 2023
To: Parks and Trails Advisory Board
From: Tiana Rundell, Parks and Facilities Manager
Rochelle Anderholm-Parsch, Parks and Recreation Director
Subject: Integrated Pest Management Policy for Parks and Recreation Department

PURPOSE / OBJECTIVE:

There are two objectives:

- 1) Update by Tiana Rundell on her work with the working group to review the Department Integrated Pest Management Policy (IPM).
- 2) Unveil the new operational pest management policy.

BACKGROUND / CONTEXT:

On November 17, 2022 Tiana Rundell met with the Parks Board IPM working group to go page by page through the draft copy of the Department Integrated Pest management Policy. As a team they discussed items needing clarity and made changes if needed.

KEY CONSIDERATIONS / ANALYSIS:

Items that were discussed are as follows:

1. Page 5, why is Pesticide use singled out and placed first in the document?
 - a. The group discussed that although pesticide use is only one element of a comprehensive IPM that it creates tension and is of concern to the community. It was decided that it is appropriate to address it immediately and establish our commitment to health and safety if and when pesticides must be used.
2. Page 6. Worker Protection Standard. It was discussed whether this should be included in the document as the WPS legally applies to the aggregation field.
 - a. There is not another standard published to protect other categories of workers using pesticides. It was decided to leave the standard in the document and add the following sentence: **While this standard applies to the aggregation field by law the city will use it to guide worker safety.**
3. Page 7. It was recommended that early detection and response was added to this section. While reviewing this page there was also a suggestion for signs that read “be on the lookout” with a photo of problematic species and using trail stewards that can help the parks staff remove invasive/unwanted species.
 - a. Early detection and response was added to the training of staff bullet point.

- b. It is a goal of Tiana's to develop a "Friends of Sandy Parks" volunteer group where the photos of problematic species and trail stewards may become a great option but is not something that needs to be included in the operation policy.
- 4. Page 17 the team identified that listing a rodent as a vector problem wasn't clear as to why it would need to be contracted to a private pest control contractor.
 - a. The following sentence was added for clarification: Vectors are insects, ticks, rodents, some birds and other animals that can transmit disease and cause discomfort in humans. Control of these pests reduces the incidence of disease in the public.

The team reviewed the remainder of the document but no other changes were recommended.

RECOMMENDATION:

Approve the use of the Parks and Recreation Department's Integrated Pest Management Policy. Review again annually.

BUDGETARY IMPACT:

There will be some new costs incurred through the purchase of new personal protective equipment, storage equipment, exam fees and licensure fees. Exam fees are \$58 per attempt. License fees are \$50 a year.

SUGGESTED MOTION LANGUAGE:

None

LIST OF ATTACHMENTS / EXHIBITS:

Attachment A: IPM Policy



2022

Integrated Pest Management Practices

*Presented for review and approval by the
Parks and Trails Advisory Board and City Council*

Table of Contents

GENERAL INFORMATION

Mission Statement	2
Integrated Pest Management	3
Pesticide Use	4
Worker Protection Standard	5

PRACTICES AND PROCEDURES

Approved Pest Control Strategies	6
Criteria for Choosing a Chemical Pest Control Method	9

List of Practices

Number	Practice	
1.	Certification and Continuing Education	10
2.	Control Methods for Pest Problems	11
3.	Use of Protective Clothing and Equipment	12
4.	Storage of Pesticides	13
5.	Pesticide Application and Record Keeping	14
6.	Notification of Pesticide Use at a Site	15
7.	Rodent Control	16
8.	Pesticide Application on Park Property	17
9.	Use of Remaining Pesticide Solutions and Rinses	19
10.	Disposal of Empty Pesticide Containers and Unusable Pesticides	21
11.	Emergency Information Concerning Accidental Pesticide Exposure	24
12.	Pesticide Applications around Community Gardens	26
13.	Worker Protection Standard	27
14.	Pesticide Applications by Non-Sandy Employees	28
15.	Pesticide Spill Response Policy	29
16.	Waterways Pest Management Policy	30
.	Mulch Management	
	References	39
	Disclaimer	40

APPENDICES

Numeral	Appendix	
I	Pesticide Application Record	41
II	Do Not Enter Signs	42
III	Emergency Contact List	44
IV	Approved Pesticide List	45

Mission Statement

The City of Sandy Parks & Recreation team will help engage and strengthen community belonging by developing and maintaining safe, clean and accessible parks as well as providing inclusive and diverse programs and services.

The City of Sandy Parks & Recreation Department embodies the principles of Integrated Pest Management (IPM). The City of Sandy Parks & Recreation Departments IPM Program uses multi-faceted pest control strategies that are safe, cost-effective, sustainable, and minimize the negative impact on the environment and human health.

Vision Statement

We aim to advance Sandy's parks, programs, services, and policies while striving to be a leader in the field of Parks and Recreations and a pillar to the community of Sandy.

Integrated Pest Management

The City of Sandy Parks and Recreation Department follows an Integrated Pest Management Policy adopted by the City of Sandy Parks and Recreation Department.

*The IPM process first determines if a pest needs to be managed, and if so, how best to do it. Key elements are information gathering, decision making, management action, and monitoring of results. IPM uses effective, low-risk strategies and practices. Management actions include cultural, physical, mechanical, manual, biological, and pesticidal. Licensed and trained Parks Maintenance professionals often select a combination of methods (pesticide applications being the method of last resort) to manage specific pest populations on a case-by-case basis, with a goal of reducing reliance on pesticides. Methods employed conform to recognized standards established and endorsed by state and federal regulatory agencies, state educational institutions, and organizations such as the Western Integrated Pest Management Center and National Pesticide Information Center.

Examples of IPM within the Parks & Recreation Department include:

- Mulching of planting beds to reduce establishment of weeds.
- Utilizing plants with natural resistance to pests.
- Design features to include concrete curbs, mow strips, and landscape designs.
- Release of natural biological controls to control non-natives such as plants and insects.
- Proper mowing, irrigation, and fertilization of park turf to increase vigor and reduce weed populations.
- Applications of selected herbicides to control invasive weeds before seed formation to prevent future weed infestations.
- Manual cultivation of weeds in shrub & landscape beds
- Pruning of trees and shrubs to increase air circulation and reduce susceptibility to disease and insect problems.

*Refer to page 9 "Criteria for choosing a pest control method"

Pesticide Use

Pesticide is a general term for any substance used to control pests. Pests include but are not limited to weeds, insects, diseases, disease-carrying organisms, slugs, snails and rodents. To control these pests, our personnel select the best methods available. When it is necessary to use chemical controls, The City of Sandy Parks & Recreation Department feels it can avoid or minimize risks by careful selection and application of the control measures. When all other IPM methods are exhausted within the parks system, we will then resort to using pesticides.

The City of Sandy Parks & Recreation Department has found that pesticides have been helpful tools in ensuring a high standard of performance when used in conjunction with other control methods. The City of Sandy Parks & Recreation Department employees are required to comply with all pesticide label directions, safety laws, and local, state, and federal pesticide regulations, and are required at a minimum to acquire a pesticide apprentice license and are encouraged to be licensed as a public applicator for the State of Oregon.

Sustainable management practices attempt to eliminate waste in any program. The City of Sandy Parks & Recreation Department employees avoid generating pesticide waste by use of several strategies. Advanced planning, purchasing the amount needed, and mixing only the precise amount needed to complete the job can usually avoid elimination of waste material. When waste material is generated, The City of Sandy Parks & Recreation Department adheres to the Oregon Department of Environmental Quality and the U.S. Environmental Protection Agency regulations for disposal.

The City of Sandy Parks and Recreation Department uses IPM methods to refrain from having to use pesticides within the parks system. IE: Mulching, installing pest resistance plants, proper watering, proper fertilization, pruning, hand weeding, burning, biological controls, etc. Once IPM methods have been used then chemical means may be required to control pests within the parks system.

Worker Protection Standard

In 1992, the U.S. Environmental Protection Agency (EPA) issued regulations pertaining to the Worker Protection Standard (WPS) for pesticides. The WPS is designed to protect employees engaged in pesticide application from aggregational occupational exposure to pesticides.

While this standard applies to the aggregation field by law the city will use it to guide worker safety.

The WPS is intended to reduce the risk of pesticide poisoning and injuries to pesticide applicators through appropriate measures.

The WPS contains requirements for notifying employees of applications, the use of personal protective equipment (PPE) and restrictions on entry into treated areas. The WPS also requires that certain actions be taken by employers to ensure worker safety.

WPS provisions are intended to:

1. Eliminate worker exposure to pesticides.
2. Mitigate any exposure that might occur.
3. Inform employees about the hazards of pesticides.
4. Eliminate pesticide exposure during handling. Handlers are prohibited from applying pesticides in a way that will expose workers or others.
5. PPE – The employer is required to provide PPE and appropriate training for the handlers.
6. Handlers are required to utilize, store, and maintain PPE as stated on the product label.

Definition of PPE: Apparel and devices worn to protect the body from contact with pesticides or pesticide residues. Although the following attire may not be defined as PPE, the labeling of pesticides may require the applicators to wear it for application tasks. If such non-PPE is required, the employers and applicators must follow minimal product label requirements for PPE and make sure that it is worn.

- Long-sleeved shirt
- Long pants
- Appropriate footwear as listed on the label
- Other items of regular work clothing
- Gloves—hand coverings listed on the label. Gloves or glove lining made of cotton, leather, or other absorbent materials must not be worn during the handling or application of pesticides.
- Protective eyewear—goggles; face shields or safety glasses with front brow and temple protection.
- Respirator—A device that will protect the respiratory system. The respirator will be appropriate for the pesticide product as per the label.

Practices and Procedures

Approved Pest Control Strategies

This is a short list of examples of possible control strategies among the many available.

Prevention through policy, planning, training, and maintenance practices is the first priority.

Next in priority are controls through cultural and mechanical practices, trapping, and biological controls.

Applications of biological products and chemical products are to be considered last.

Prevention

- **Acceptance of natural settings and natural appearances must be considered:** The level of care will be determined per site. Some sites such as high use parks, will receive a high level of care. Where open spaces will be left more natural.
- **Prioritization of park areas for control measures:** Different park areas have differing standards of acceptable care and appearance.
- **Establishment of thresholds for action and the level of tolerance for different pests:** These thresholds vary according to plant, pest, and site. Determination of action thresholds will be made on a case-by-case basis.
- **Training of staff:** Staff will attend training annually on different subject matters to maintain applicator apprenticeship or applicator status. Topics may include noxious weeds, early detection and rapid response to reduce the need of chemical applications.

Design and plant selection

- Use of disease or pest-resistant/tolerant plant species, which may include native varieties
- Use of certified weed-free plant materials, especially grass seed.
- Replacement or removal of pest-susceptible plants
- Elimination or modification of problematic areas
- Proper and adequate spacing of plant material to reduce the incidence of insect and disease problems
- Maintenance of high species diversity and elimination of monocultures in plantings
- Elimination of alternate hosts for diseases.

Practices and Procedures

CONTROL THROUGH IPM TECHNIQUES

Cultural practices

- Knowledge of species to provide the proper conditions for optimum plant health and pest-resistance.
- Adequate site preparations before plantings are installed. This can include soil improvements, pruning of surrounding vegetation, soil grade adjustments, drainage improvements, and installation of irrigation systems.
- Proper timing and use of water. Elimination of drought and heat stress to promote plant health.
- Proper timing and use of fertilization. The negative effects of over-fertilization on the target plant as well as run-off to surface and groundwater must be considered.
- Use of cover crops to improve soil structure and reduce soil erosion.
- Rotation of crops or planting of resistant plant species as replacements for removed plants.
- Aeration and/or over-seeding of turf and compacted areas.
- Raking and debris removal to remove possible contaminants.
- Using proper sanitation to prevent spread of pests.
- Proper timing of mowing to reduce and/or avoid weed seed production.
- Washing infested equipment after every use.

Mechanical controls

- Removal of diseased, damaged, or dead wood from the plant.
- Pruning and plant removal to promote air circulation and light penetration for healthy growth.
- Mechanical edging of turf.
- Removal of spent flowers on shrubs and annuals.
- Hand clearing in rough areas.
- Hand weeding in shrub beds.
- Tilling to remove large areas of weed seed crops.
- Mowing of rough areas for vegetation control.
- Burning weeds down

Non-chemical controls

- Traps: yellow sticky boards, traps for mammalian pests.
- Biological Controls: naturally occurring and introduced insect or disease parasitoids, predators, and microbial products.

Chemical or spray controls

- Pheromone traps
- Petroleum based horticultural oils
- Insecticidal soaps
- Botanically and bacterially derived pesticides (some disease control products contain fungi as biocontrol agents)
- Artificially synthesized pesticides

Practices and Procedures

Criteria for Choosing a Pest Control Method

All personnel responsible for pest control should consider all of these and any other factors that are relevant to the selection of a pesticide.

POSSIBLE HEALTH EFFECTS AND TOXICITY

Both acute (having and experiencing a rapid onset and short but severe course) and chronic (being long-lasting and recurrent) to the:

- Applicator
- Public
- Target pest
- Beneficial and non-target organisms including insects, birds, aquatic organisms, and mammals.
- Non-target plants
- Surrounding environment, bioaccumulation.

COSTS

Both short and long term as it relates to:

- Material costs
- Application costs
- Length of control
- Environmental costs

PHYSICAL CHARACTERISTICS OF THE PRODUCT (more detail as above)

- Residual effect and length, decomposition rates and breakdown products.
- Ability to be tank mixed with other products.
- Volatility at different temperatures.
- Product and package size and form.
- Leachability: Solubility, surface and soil bonding capability of the pesticide.
- Flammability of the product.
- Ease of cleaning equipment after use.

Practices and Procedures

SPECIAL CONSIDERATIONS

For each situation, consider:

- The kind of use a given area might receive. Consider what will enter the area treated and what kind of activities will take place.
- Application equipment available and the method of delivery.
- Current and anticipated weather conditions such as wind, rain, humidity, and temperature. The applicator should be aware of any existing or forecast temperature inversions
- Site conditions such as soil type, slope, grade, drainage patterns, and the presence of open or seasonal water.
- Previous pesticide applications to the site and the interval between treatments.
- Development of pest resistance to particular control methods. Proper rotation of chemicals, such as alternating pesticide products, can minimize the risk of resistance in certain cases.
- Residual buildup of pesticides in soil, water, or target site. The cumulative effect of repeated applications may need to be considered.
- Positive and negative synergistic effects of combining pesticides. Compatibility of different pesticides may be of concern, both regarding their physical traits, as well as their effects on the target pest or beneficial organisms.

**Licensing and Continuing Education
of Pest Control Personnel**

Practice #1

BACKGROUND

This policy defines the education and licensing requirements for The City of Sandy Parks & Recreation Department personnel who are applying pesticides or supervising others applying pesticides. The City of Sandy Parks & Recreation Department desires to remain current in the practices of the trade. Continuing education helps to keep personnel up-to-date on pest control methods.

The City of Sandy Parks & Recreation Department requires that pesticides be applied by at a minimum a licensed apprentice. The Pesticide Apprentice is not a certified applicator. In order to renew this license, beyond the first year, the apprentice will need to attend eight (8) hours of approved continuing education classes. The eight hours must consist of at least four (4) hours of CORE credits. If the apprentice does not accrue the required credit hours, they will need to retake the Laws & Safety exam to re-license.

The city of Sandy Parks & Recreation Department requires that the Parks and Facilities Manager maintains a Commercial Pesticide Applicators license and highly encourages other staff to pursue this license after 1 year of maintaining an apprentice license. In order to maintain licensing, the applicant must acquire a minimum of 40 hours of accredited supplementary education over a five-year period. No more than 15 hours may be accumulated per year. The City of Sandy Parks & Recreation Department makes recertification training available to its employees each year. The City of Sandy Parks & Recreation Department desires to maintain the highest standards for professional conduct and will continue to equal or exceed the minimum requirements of the State.

PRACTICES

All City of Sandy Parks & Recreation Department personnel handling, or applying pesticides shall be a licensed applicator or supervised by a licensed applicator. The City of Sandy Parks & Recreation Department will continue to provide supplementary education to maintain licensing. All pesticide applicators are expected to participate in these training opportunities to enhance and maintain their expertise in pest management. Ultimate responsibility for maintaining a valid license lies with the applicator.

The City of Sandy Parks & Recreation Department will keep pesticide applicators informed of, and will pay for, approved supplemental education and licensing fees to meet continued certification and licensing requirements.

Control Methods for Pest Problems

Practice #2

BACKGROUND

The City of Sandy Parks & Recreation Department uses the principles of Integrated Pest Management in managing property. The following terms are used as defined:

- **Threshold:** The level of pest presence above which action should be taken before aesthetic compromise or unacceptable amounts of danger or injury are likely to occur.
- **Action level:** The point at which control measures are necessary to prevent a pest population from exceeding the threshold.

An example of threshold and action level is as follows.

- **Threshold:** 20% of an athletic field is clover, someone was stung from a bee on the flower of the clover
- **Action level:** Field Technicians report to the Parks Manager to approve the action to be taken for the clover removal

PRACTICES

The City of Sandy Parks & Recreation Department shall use Integrated Pest Management principles in controlling pest problems. Staff shall monitor plant status, pest presence, thresholds, and action levels. The staff shall use the “Approved Pest Control Strategies”, as per page #6, to determine an environmentally sound and cost-effective pest control method.

If a pesticide is chosen as the best method for control, then staff shall use the “Criteria for Choosing a Pest Control Method” as per page #8. After controls have been made, the results should be monitored for effectiveness.

Use of Personal Protective Equipment

Practice #3

BACKGROUND

This practice outlines the requirements for the use of protective clothing and equipment by Parks personnel when applying pesticides. Specific information on protective equipment is available on the product label and in the Safety Data Sheets.

PRACTICES

Personnel engaged in any way with the contact of pesticides shall follow all of the clothing and equipment requirements listed on the pesticide label, or in the Safety Data Sheets for the appropriate pesticide.

The clothing and personal protective equipment shall be provided by The City of Sandy Parks & Recreation Department on a regular basis. Time will be made available to wash up before lunch and at the end of the day. The applicator is responsible for cleaning, storing, and maintaining spray clothing and equipment in a safe and useful manner.

Storage of Pesticides

Practice #4

BACKGROUND

This practice defines the method and procedure for storing pesticide materials. Several agencies are involved in regulating certain aspects of pesticide storage. No agency has comprehensive authority. Agencies involved include State of Oregon Department of Agriculture, Oregon Department of Environmental Quality, U.S. Environmental Protection Agency, Oregon State Fire Marshal, and The City of Sandy Fire Department

PRACTICES

Pesticides or pesticide containers shall be kept in secure and safe locations in accordance with existing laws. They shall be kept locked up and, if possible, in a heated, well-ventilated area. Areas used for storage shall be labeled.

Pesticides shall be safeguarded from environmental damage (for example, including, but not limited to freezing, vaporizing, photodecomposition or exposure to excess moisture). All pesticides in stock shall be inventoried annually and, if necessary, rotated on the shelf to assure that the oldest dated items are used first.

The City of Sandy Parks & Recreation Department staff will clean each pesticide storage facility. The frequency of cleaning will be monitored by supervisory personnel, but will not be less than once per year.

The City of Sandy Parks & Recreation Department staff will inventory each pesticide storage facility. The frequency of inventory will be monitored by supervisory personnel, but will not be less than once per year.

Pesticides being transported shall be appropriately and safely secured in the vehicle. Only licensed pesticide applicators shall transport pesticides. An appropriate spill kit must be immediately available for the materials being transported.

Pesticides shall not be transported in passenger cabs of vehicles. In the event of a spill contact Oregon Emergency Response System (OERS), 1-800-452-0311.

Pesticide Application and Record Keeping

Practice #5

BACKGROUND

This practice outlines methods for record keeping related to pesticide application by City of Sandy Parks & Recreation Department personnel. State law requires that written records be kept and that licensed applicators record the details of pesticide applications and keep these records for no less than three years. These records must be stored in a central location and be available for review.

PRACTICES

It is the practice of the City of Sandy Parks & Recreation Department to record and keep records of all pesticide applications performed by the City of Sandy Parks & Recreation Department personnel (see Appendix #1). Copies of these records shall be kept at the Maintenance Operations Office, and overseen by the Parks and Facilities Manager and or their designee. These records shall be retained for no less than three years.

Notification of Pesticide Use at a Site

Practice #6

BACKGROUND

This practice outlines the methods and procedures for notifying the public that an application of a pesticide is being planned giving a minimum of 24 hours notice ahead of time and different more detailed signage once the application is being made at a specific park site. The majority of products that the City of Sandy Parks and Recreation Department uses do not require re-entry postings unless listed by the label but to keep park users informed we will post at time of all applications.

PRACTICES

It is the practice of City of Sandy Parks and Recreation to notify the public of pesticide applications on park sites with a notification sign listing targets, product used, date, time of application and any restricted entry if listed on label. These signs are posted at the site of application along pathways in highly visible locations, at conspicuous entries and at natural area trailheads. The intent of sign placement is so park users will encounter them before they enter the treated area. Signs will be removed when product is dry, dust has settled in dry or granular applications or when re-entry time has been met.

City of Sandy Parks & Recreation Department facilities will be notified of targets, product used, date and time of application before it is made to their site when required.

Example of signages can be found Appendix II

*Signage practice was updated in 2022

Rodent Control

Practice #7

BACKGROUND

This practice outlines procedures for rodent control measures on City of Sandy Parks & Recreation Department managed property.

PRACTICES

Control of rodents is considered a vector problem. Vectors are insects, ticks, rodents, some birds and other animals that can transmit disease and cause discomfort in humans. Control of these pests reduces the incidence of disease in the public.

If necessary, chemical control will be contracted out to private pest control professionals.

**Pesticide Application on City of Sandy
Parks and Recreation Department Managed Property**

Practice #8

BACKGROUND

This practice outlines procedures for pesticide application in a safe and legal manner on property that is maintained by the City of Sandy Parks & Recreation Department employees. Directions for use, safety, mixing, diluting, storage, and disposal, as well as restrictions on re-entry, must be met as per state rules and product labels.

The law allows an applicator to:

- Apply a pesticide at any dosage, concentration or frequency less than that listed on the label,
- Use any equipment or method of application not prohibited by the label,
- Mix a pesticide or pesticides with fertilizer if the mixture is not prohibited by the label,
- Mix two or more pesticides, if all the dosages are at or below the recommended rate.

PRACTICES

It is the practice of the City of Sandy Parks & Recreation Department for their employees to apply pesticides in a safe and legal manner on City of Sandy Parks & Recreation Department managed property and to adhere strictly to all requirements for the safe and efficient use of pesticides.

The following criteria shall be met when applying pesticides. Some of these are addressed further in other policies.

- The label is the law.
- Safety equipment and protective clothing shall be used wherever indicated and maintained in a safe condition.
- Spray equipment shall be maintained in a safe and useful condition. Spray equipment shall be calibrated regularly.
- Anti-siphoning devices shall be used when filling spray equipment.
- Fill the spray tank with water before adding pesticide
- Fill on an impervious surface or, if you fill in-field, rotate location
- Secure the water hose 6 inches above the tank opening to ensure at least a 6 inch air gap
- "Criteria for Choosing a Pest Control Method", as outlined in "Approved Pest Control Strategies," page #9, shall be considered in making choices.
- Pesticides shall be applied only when appropriate weather conditions exist.
- Areas where pesticides are applied shall be posted with notification signs where required by label, page #16.
- Pesticides shall not be applied within playground boundaries.
- All applications shall be recorded on approved application forms.

**Pesticide Application on City of Sandy
Parks and Recreation Department Managed Property**

Practice #8

PROCEDURES

Applying Pesticides on City of Sandy Parks & Recreation Department -Managed Property.

1. Certified staff will determine the threshold and action levels for the specific pest problem.
2. Control strategies are decided on by the licensed applicator, supervisor (or designee) or inspector. (Special situations may require expertise from outside the City of Sandy Parks & Recreation Department). The "Approved Pest Control Strategies" as per page #6, shall be used as a guide for decision-making.

When pesticides are to be used:

1. Choose an approved pesticide using the "Criteria for Choosing a Pest Control Method" as per the IPM strategy on page 9.
2. Post signs at the pesticide application site 24 hours ahead of planned application notifying the public of the upcoming application.
3. Check and calibrate application equipment for safety and efficiency.
4. Check weather conditions, including wind, rain, humidity, and temperature. Applications should be done with calm wind conditions to prevent drift. Adjustments should be made for droplet size and pressure if marginal conditions exist. No application should be done where there is unacceptable drift.
5. Post signs at the pesticide application site in accordance with Practice #6.
6. List re-entry specifications on the signs if required by the label.
7. Apply material according to the label and in accordance with state and federal regulations.
8. Record applications of pesticides on the Pesticide Application Record. See Appendix #1.
9. Evaluate the results of control measures.

**Use of Remaining Pesticides
Solutions and Rinses**

Practice #9

BACKGROUND

This practice outlines methods for use of remaining pesticide solutions and rinses in a legal and safe manner. Applicable laws require that all pesticide solutions and rinses be applied to target areas according to label directions. These solutions and rinses may also be disposed of at an authorized pesticide disposal site.

PRACTICES

It is the practice of the City of Sandy Parks & Recreation Department to conduct our pesticide operations so that disposal of material is not necessary. Pesticide solutions and rinses are applied according to the label and to legal target areas so there are no remaining pesticides. This shall be accomplished by accurately gauging the amount of pesticide needed for the job. The City of Sandy Parks & Recreation Department promotes the use of advance planning to minimize the number of times it is necessary to switch pesticides in spray equipment. In order to reduce the amount of excess rinsate, it is the practice of the City of Sandy Parks & Recreation Department to rinse equipment only at the end of the spray cycle or when changing to pesticides that are incompatible with those in the tank.

PROCEDURES

Following are some considerations to make before starting to spray to ensure the proper amount of pesticide is mixed.

Advance considerations:

- Weather conditions and predictions.
- Acreage / square footage of the job site.
- Calendar: special events, mowing, irrigation, etc.
- Type and size of the equipment appropriate to do the job.
- Mix only enough product to perform the job.

**Use of Remaining Pesticides
Solutions and Rinses**

Practice #9

Rinse the sprayer if the following conditions apply:

- It is necessary to use a pesticide that is incompatible with that previously used.
- It is the end of a spraying cycle.

Use the following rinse process:

1. Read the pesticide label. The following should not conflict with label information or state or federal regulations. Contact your supervisor if you see a conflict or have questions.
2. Wear protective clothing, as listed on the label or in the Safety Data Sheets when handling pesticides, pesticide containers or pesticide equipment.
3. A Standard Triple-Rinse Procedure for Cleaning Spray tanks:
1st rinse: Drain remaining pesticide from the spray tank and hose down the interior surfaces of the tank. Then flush the tank, hoses, boom, and nozzles with clean water for 10 minutes.
2nd rinse: Fill the tank with water, add detergent or other recommended cleaner (see table), and recirculate for 15 minutes. Spray some of the rinsate through the boom and nozzles, then drain the tank.
4. Pesticide labels for very-low-use-rate herbicides (such as Aim) or growth regulators (such as Landmaster and 2,4-D) often recommend that the cleaning solution be allowed to stand for a few hours in the sprayer, sometimes as long as overnight.
5. Remove the nozzles and screens, and clean them separately.
6. 3rd rinse: Drain the cleaning solution from the tank, rinse with clean water, then spray rinsate through the boom. Repeat steps 2 and 3 for difficult to remove herbicides.

**Disposal of Empty Pesticide Containers,
Unusable Pesticides and Equipment**

Practice #10

BACKGROUND

This practice defines the methods and procedures for disposing of pesticide containers and unusable pesticides or those pesticides whose registrations have been totally or partially suspended.

The City of Sandy Parks & Recreation Department considers proper disposal of pesticides and pesticide containers to be of the utmost importance to the safety and well-being of employees and the public.

Several governmental agencies regulate pesticide disposal. No one agency has comprehensive authority. Agencies involved may include the Oregon State Department of Agriculture, Oregon Department of Environmental Quality, U.S. Environmental Protection Agency, and state and federal Occupational Safety and Health Administration (OSHA) programs.

PRACTICES

The City of Sandy Parks & Recreation Department shall dispose of pesticides and empty pesticide containers in accordance with all State and Federal regulations and label recommendations. The disposal of these materials requires care in handling and use of all necessary protective equipment.

PROCEDURES

Read the pesticide label. The following steps should not conflict with label information or state and federal regulations. Contact your supervisor if you see a conflict or have questions.

Wear protective clothing when handling pesticides or pesticide containers, as listed on the label or on the Safety Data Sheets.

Non-rigid containers (including bags and sacks)

1. Pesticide material must be emptied into application equipment to the extent made possible by physical agitation of the container.
2. Visually verify that residues have been removed.
3. Roll up the container when empty.
4. Dispose as per label.

**Disposal of Empty Pesticide Containers,
Unusable Pesticides and Equipment**

Practice #10

Rigid containers (such as plastic or metal)

1. Pesticide material must be emptied into application equipment to the extent possible by pouring, then visually verifying that the residues have been removed.
2. The container must be at least triple-rinsed with clean water until clean, with the contaminated rinse water being poured into the spray equipment. Empty the pesticide and all rinses into the sprayer before the full amount of diluting water is added to the spray equipment. After the container is clean, it shall be punctured and crushed.
3. Dispose as per label.

DISPOSAL OF UNUSABLE PESTICIDES

Unusable pesticides are ones that: 1) are damaged through vaporization, freezing, infiltration of moisture to containers, or photo decomposition; 2) have exceeded their shelf life; or 3) have visually changed their composition or structure in some manner.

1. The Parks and Recreation Director and or their designee should be informed of the plans in advance to dispose of pesticides.
2. The person disposing of pesticides should keep a record of distribution on file for three years stored with the other spray records.
3. If the pesticide has reduced effectiveness for example, due to the long storage, moisture or freeze damage, follow the recommendations of the dealer, manufacturer, or licensed consultant and use procedures in this practice as they apply.
 - If this option cannot be followed legally, follow recommendations of the dealer or manufacturer or licensed consultant. It is not legal to transfer damaged or altered pesticides to another party for use. It may be necessary to arrange for disposal of the pesticide in a manner recommended by D.E.Q.

**Disposal of Empty Pesticide Containers,
Unusable Pesticides and Equipment**

Practice #10

Disposal of Pesticides with Totally or Partially Suspended Registrations, which are rendered legally unusable by the City of Sandy Parks & Recreation Department.

1. Keep up-to-date on the industry news and status of current product registration.
2. Follow the recommendation of the manufacturer or dealer in finding a legal user for the pesticide.
3. If the pesticide is unopened and/or still retains its integrity, it may be possible to transfer the pesticide to a legally registered bureau, agency or group for use.
4. Dispose of the pesticide in a manner recommended by D.E.Q.

**Emergency Information Concerning
Accidental Pesticide Exposure**

Practice #11

BACKGROUND

This practice defines the City of Sandy Parks & Recreation Department's response to inquiries by employees and the general public concerning adverse health effects as a result of accidental exposure to pesticides. Due to public concerns, handling of inquiries needs to be professional, calm and prompt.

In the event of accidental exposure, staff should immediately contact the City of Sandy Fire Department.

PRACTICES

The City of Sandy Parks & Recreation Department will keep employees who apply pesticides informed of proper procedures to be taken in case of pesticide exposure. Anyone inquiring about pesticide exposure will be referred to his or her personal physician, the Oregon Poison Center (OPC), and the Pesticide and Analytical Response Center (PARC). City of Sandy employees contact the Sandy Adventist Health Urgent Care. A list of these authorities and their phone numbers are listed in Appendix III. A physician who does not deal in these issues could use this list for reference. This list shall be reviewed and updated yearly.

Safety Data Sheet information is available online to all personnel for their own use. This information includes symptoms produced by the product and procedures for handling overexposure to individual pesticides. If symptoms of illness occur during or shortly after applying pesticides, call OPC or get the patient to medical attention immediately.

Non-emergency questions received by City of Sandy Parks & Recreation shall be referred to the Parks and Facilities Manager and or their designee. He / she will refer the questioner to the appropriate individuals or sources for more information.

PROCEDURES

Use planning to avoid emergencies and to expedite aid should an accident occur.

- Research symptoms and problems of each pesticide to be used, in Safety Data Sheets.
- Use all safety procedures and protective gear as recommended on the label or in the Safety Data Sheets.
- Have a copy of the appropriate label available while applying or transporting pesticides both concentrated and diluted.

**Emergency Information Concerning
Accidental Pesticide Exposure**

Practice #11

In case of a medical emergency related to suspected pesticide exposure:

- Handle any emergency situation as per First Aid instructions.
- Call for emergency backup if necessary.
- Refer to Oregon Poison Center.
- Take a label for reference for medical personnel if it is necessary to leave the site.
- Inform your supervisor as soon as possible.

In response to a non-emergency inquiry:

- Respond to simple direct questions.
- Refer further questions or concerns to your supervisor.
- Inform your supervisor.

**Pesticide Applications Around
Community and Pollinator Gardens**

Practice #12

BACKGROUND

The existence of community/pollinator gardens within parks raises the need for special considerations. The gardeners of the Gardens Program are of diverse backgrounds and have differing views about pesticide applications in and around the gardens. Since many of the crops derived from the gardens are food crops, care is needed to ensure its quality. Additionally we want to protect pollinators.

PRACTICES

In order to protect food derived from garden sites and pollinators, be sensitive to the differing viewpoints of the program participants, and adhere to the policies of the Community Gardens Program, the following rules are in effect:

- Garden guidelines prohibit the use of herbicides on Community Garden sites. This specifically refers to garden plots, and pathways.
- Mechanical means, such as cutting, hoeing and mulching, can be used to remove or control weeds in the Community Garden sites and perimeters.
- Garden participants are not allowed to spray herbicides on Community Garden Plots.
- As a last resort the use of pesticides must be approved by the Parks Manager.
- We will operate as per the IPM strategy beginning on page 7.

Worker Protection Standards

Practice #13

BACKGROUND

The Worker Protection Standard (WPS) is a regulation issued by the Environmental Protection Agency. To reduce the risk of pesticide related illness and injury, standards for training, protection, and mitigation were adopted.

PRACTICES

The WPS requires that steps are taken to reduce the risk of pesticide-related illness and injury to the handlers and workers exposed to pesticides. It is therefore essential that all WPS requirements be satisfied for all employees involved with entry into areas where pesticides may be applied.

This is accomplished by the following:

Training

- Pesticide safety training.
- Display of WPS safety poster.
- Access to labeling information.
- Access to application records.

Practices

- Proper pesticide applications.
- Exclusion of workers from areas being treated.
- Adherence to the Restricted-Entry Interval (REI).
- Provision of decontamination sites for handlers and workers.
- Emergency medical and transportation assistance availability.

**Pesticide Applications by
Non-City of Sandy Parks Department Employees**

Practice #14

BACKGROUND

Pesticide applications that are carried out by personnel other than City of Sandy Parks & Recreation Department employees, such as those done by private contractors must undergo a preliminary approval process before the work begins.

PRACTICES

Contractors anticipating pesticide use shall submit a proposed pesticide application plan to the Parks and Facilities Manager and or their designee for evaluation. The form must list all the details of the proposed application. Contractors shall provide both commercial operators and applicators license numbers. They must identify and describe fully the materials to be applied, proposed methods, equipment employed, the purpose of the application, and supply the appropriate labels and SDS information. They must also follow all City of Sandy Parks & Recreation Department notification procedures that will be used.

Furthermore, they must satisfy all of the additional City of Sandy Parks & Recreation Department contractual language pertaining to pesticide applications. These subjects may include safety precautions, liability issues and responsibilities. These issues are dealt with in the contract language agreed to before the project has begun by the Parks and Facilities Manager and or their designee and the contractor.

The City of Sandy does not approve volunteers applying chemicals on public lands, nor does State law. State law requires that anyone applying chemical on public lands must be "public lands certified"

PROCEDURE

After receiving the contractor proposal, the Parks and Facilities Manager and or their designee shall review the proposal and approve or deny the request based on the principles of this practice. The same criteria for determining the best method of pest control for City of Sandy Parks & Recreation Department applications shall be applied to the evaluation of contractor proposals. IPM techniques and methodology shall be required and employed.

SPILL PREVENTION/RESPONSE

City of Sandy Parks and Recreation personnel will employ a variety of practices to reduce the potential of a pesticide spill. These will include the following:

Training

City of Sandy Employees are to be trained to locate and read the Safety Data Sheets (SDS). Employees will also be trained in proper hazardous waste containment, to include communication with the city's hazardous response team.

Purchasing

When procuring chemicals, a factor in determining which chemical formulation to purchase will be the ease with which it can be cleaned up in the event of a spill. Types of packaging and formulations that may help to prevent a spill from occurring will be factors as well. Characteristics of the pesticide, such as toxicity and reactivity that may affect the seriousness of a spill, will also be considered.

Preparation

Planning, training of personnel, and acquisition and maintenance of equipment and supplies will be done to reduce the risk of a spill occurring, and to minimize damage, should one occur. For example, regular preventative maintenance will be done on sprayers, replacing hoses and valves before they wear out. Transportation of chemicals will be as minimal as possible, IE: mixing onsite etc.

Work Practices

Maintenance personnel will use practices to minimize the potential for a spill to occur and to ease clean up should one occur. For example, pesticides should be placed in a leak-proof container while being transported.

We will operate as per the IPM strategy beginning on page 7.

Waterways Pest Management

Practice #16

General Goals and Philosophy

The City of Sandy Parks and Recreation Department recognizes the special importance of the rivers, streams, ponds, water quality facilities, and wetlands that fall under our stewardship. The sensitive nature of such habitats, their plant and animal communities, and their direct link with other waterways require that we establish specific practices to ensure their integrity. This addition to the City of Sandy Parks and Recreation Department Pest Management Program outlines this special treatment. It establishes clear guidelines and limitations regarding maintenance methods and materials for both these waterways and the parklands adjacent to them.

As in the rest of the Pest Management Program, Integrated Pest Management principles will be employed in all landscape management decision-making. Control of unwanted vegetation, diseases, and pests will follow the IPM decision-making rationale.

- Proper planning and management decisions begin the IPM process.
- Cultural methods of vegetation and pest control are preferred and will be employed next.
- Mechanical means of vegetation and pest control are next in line of preference, and will be utilized where feasible.
- Biological methods of vegetation and pest control are to be considered where and when they are feasible.
- Botanical and synthetic pesticides will be used only when no other feasible methods exist.
- Products used near waterways have been approved for aquatic use

**Management Practices, Materials, and Limitations
For Parks Waterways and Buffers**

Definitions

The buffer zone and high-water line referred to in this practice is defined as a corridor of land that is defined by Oregon Division of State Lands

Application Equipment Used

Pesticide delivery for all listed areas in this practice will be carried out by hand with directed, low volume, single wand sprayers, wiping, daubing, and painting equipment, injections systems, or drop spreaders. Typically, this is done by backpack sprayers, but may also include sprayers with larger fill tanks as long as the same kind of hand application methods is used. These methods of delivery result in low volume applications and low-pressure spraying. This minimizes the formation of fine mists that might be carried off target. These practices ensure that applied materials will reach targeted plants or targeted soil surfaces.

Waterways Pest Management

Practice #16

Pesticide Drift

When applications of pesticides are being made within the buffer zone, great care will be exercised in the process. Drift control is of particular importance when surface waters are nearby. Equipment used in the application shall employ all necessary methods to limit drift. Nozzle size, pressure regulation, droplet size, and height of spray wand, are all techniques that can be modified to reduce unwanted drift of pesticides.

Spray applications will not be allowed in the buffer zone when:

- Wind speed is above 5 mph.
- Wind direction or activity would carry pesticides toward, or deposit them upon open water.

Pesticides Available

To more clearly regulate any possible aquatic impacts, the City of Sandy Parks and Recreation Department Pesticide Approval Committee shall approve the herbicides used in these buffer zones.

Materials available for tree injections in buffer zones:

In the event a pest or disease threatens the health of important and valuable trees within a buffer zone, there may be a need to treat them. Instances of this occurring are rare. However, in these special cases, the use of injectable pesticides may be employed when necessary, with the following limitations. The pesticide applied must be delivered by methods that inject or otherwise distribute the material entirely within interior tree tissues. Pesticides will not be injected into the soil surrounding the tree. Tree surfaces will not be sprayed or treated with pesticides. The intent and limit of this exception to the approved buffer zone, is the necessity to combat direct threats to the health of valuable trees.

Materials for all other areas:

The City of Sandy Parks and Recreation Department general Pest Management practice approved pesticides may be used outside the waterway and buffer zones, where not otherwise prohibited by this practice.

Record Keeping Requirements

All regular application record keeping requirements will be adhered to for all pesticide applications. This includes date and the time intervals of the application, temperature and wind conditions, location of application, chemicals used, (including surfactants and dyes), concentrations used, amount applied, coverage rate, equipment used, applicator information and license number.

Additionally, record-keeping requirements will be amended for applications within the buffer zone or for aquatic situations. Standard application record forms will have space added to denote these special treatments. These special treatments will then be tracked and monitored by the Park Deputy Director or their designee. This information will be made available to agencies that request it.

Waterways Pest Management

Practice #16

Personnel Requirements

All those applying pesticides to City of Sandy Parks and Recreation Department lands and city owned property must be Oregon Department of Agriculture licensed applicators.

Changes to the PRACTICES

A need may arise for modifications or additions to the City of Sandy Parks and Recreation Department Waterways Pest Management practice.

Emergency / Short Term Process

There may be situations where the City of Sandy Parks and Recreation Department cannot wait for the formal review process to take place. An example is the unlikely, but possible, introduction of a new and destructive pest that needs to be treated within a short time frame. In such a case, City of Sandy Parks and Recreation Department representatives will develop an IPM strategy to deal with the threat.

City of Sandy Parks and Recreation Department Buffer Zone Landscape Classification and Practices

Classification of Buffer Zone Landscapes Near Waterways, Lakes and Ponds

Park landscapes near waterways, lakes and ponds are divided into four classifications (A, B, C, & D), that describe their current features, as well as define the differing objectives and maintenance rationales of their care.

A. Highly Managed Areas

Example: Meinig Memorial Park and Sandy bluff park

Features of Highly Managed Areas:

- Ornamental landscape
- Public access and activity
- High public use
- Mowing of turf, sometimes to edge of waterway
- May have facilities adjacent to water
- May have highly modified stream banks
- Often limited planting in buffer

Objectives for Highly Managed Areas:

- Healthy plants and turf.
- Maintain ability to handle high use.
- Minimize need for chemical intervention.
- Control invasive plants.
- Safe access.
- No bare soil areas.
- Low tolerance for pests.
- High expectation for aesthetics in general.

Waterways Pest Management

Practice #16

B. Intermediate Managed Areas

Example: Knollwood Park

Features of Intermediate Areas:

- Stream banks have some buffering with predominantly native plants.
- Some impacts from use and park development are apparent.
- Managed landscape may be nearby.
- Stream bank erosion may be occurring due to use.

Objectives for Intermediate Areas:

- Maintain healthy plant buffers.
- Minimize need for chemical intervention.
- Control invasive plants where feasible.
- Minimize impact on buffer.
- No bare soil areas.
- At tolerance exists for natural appearance and pests.

C. Impacted Natural Areas

Example: Tickle Creek Trail system

Features of Impacted Areas:

- Very limited impact to these areas.
- Stream banks have buffering with predominantly native plants.
- Limited impacts from use and park development apparent.
- Managed landscapes are not nearby.

Objectives for Impacted Areas:

- Maintain healthy plant buffers.
- Minimize need for chemical intervention.
- Threshold level is more tolerant of pests than in level B.
- Minimize any impacts on the buffer.
- No bare soil areas.

Waterways Pest Management

Practice #16

D. Intact Natural Areas

Example: Sandy River Park

Features of Intact Natural Areas:

- Very limited visitor impact.
- Native plant communities exist.
- No nearby developed park areas.

Objectives for Intact Natural Areas:

- Maintain healthy plant buffers.
- Threshold level is more tolerant of pests than in level C.
- Minimize any impacts from activities.

Management Practices for Buffer Zones of Waterways, Lakes and Ponds

The guidelines for use of pesticides and fertilizers in the buffer zones of waterways have varying levels of management. Use of pesticides and fertilizers also vary depending on whether they are being used for routine maintenance or for restoration and construction projects.

Use of pesticides and fertilizers within buffer zones of all waterways

Requires approval of the Parks and Facilities Manager or their designee.

USE OF MULCHES

Mulches and other ground coverings are often employed during the installation and restoration of landscapes as well as their ongoing maintenance. They are utilized for a variety of reasons. Mulches suppress weeds, help to retain moisture around plants, reduce possible erosion, and provide visual enhancement.

Use of landscape mulches in buffer areas should be considered for any possible impacts to the buffer as well as nearby waterways. These impacts may include:

- Inadvertent introduction of non-native weeds to the site.
- Migration of mulch material into waterways.
- Nutrient leaching into waterways.

Choices of mulches should take these concerns into account. Routine maintenance in A, B, and C class area buffers should minimize the use of mulches. Class D area buffers should use mulches only as a part of restoration activity. Mulching in areas that are below typical high-water lines is discouraged in any buffer areas. Seeding of cover crops for erosion control is allowed in buffer zones. Use of cover crops in class D areas should never introduce any persistent non-native plant species.

Management Practices Within Bodies of Water, Biofilters and Wetlands

The following describes specific practices that may be used within the actual bodies of water:

Within Streams

In the rare need for control of noxious weeds and invasive non-native plants within a stream itself, mechanical and biological means will be utilized where possible. When these methods are not feasible, emergent weeds only may be controlled with an approved herbicide and surfactant if needed. Although rare, control of noxious and invasive weeds may be needed to maintain a healthy environment. Applicable permits from appropriate outside agencies will be obtained before this kind of treatment takes place. Submerged weeds will not be controlled by chemical means in streams and rivers or other moving waters.

Waterways Pest Management

Practice #16

Within Pond Areas

Within the pond itself, herbicides will be used only for the control of noxious weeds and non-natives that threaten the health of the habitat. A list of these potential target weed species shall be developed by the Parks and Facilities Manager and or their designee.

When chemical methods are necessary within the pond itself, only an approved aquatic surfactant shall be employed.

In the event an emergency situation arises where habitat is endangered by non-native invasive submerged weeds in ponds, the Parks and Facilities Manager and or their designee may approve the use of an appropriate herbicide for control as a last resort. This will only be allowed where there is no direct outflow of the treated water to fish bearing streams or waterways. The herbicide utilized shall have very low toxicity to aquatic organisms and be applied in such a way that there are no appreciable negative effects on the health of the aquatic environment.

Within Wetland Areas

Example: FSH Boundary Sandy Bluff Park

Within the wetland itself, herbicides will be used only for the control of noxious weeds and non-natives that threaten the health of the habitat. A list of these potential target weed species shall be developed by the Parks Deputy Director and or their designee. When chemical methods are necessary within the wetland itself, only an approved aquatic surfactant shall be employed.

References

1. Oregon Department Environmental Quality www.deq.state.or.us
2. Fisher. Glenn, et al. Pacific Northwest Insect Control Handbook, March, 2009. Agricultural Communications, Oregon State University, Washington State University and University of Idaho
3. Shenk, Myron, Oregon Pesticide Safety Education Manual, January, 2004. Agricultural Communications, Oregon State University, Washington State University, and University of Idaho
4. Oregon Department of Agriculture-web site <http://www.oregon.gov/ODA/PEST/index.shtml>
5. Myron Shenk. Oregon Pesticide Applicator Manual 2006 Pesticide Safety Education Program Coordinator, Oregon State University, Washington State University, and University of Idaho.
6. Lake Oswego Park and Recreation Department
7. City of Gresham Park and Recreation Department
7. National Pesticide Information Center <http://npic.orst.edu/>
8. MichiganStatUniversity-website
https://www.canr.msu.edu/news/protect_your_water_supply_from_backsiphoning_of_pesticides

Disclaimer

DISCLAIMER

The use of pesticide trade names in this document does not constitute an endorsement by the City of Sandy Parks and Recreation Department. Trade names have been used specifically for reasons of reader familiarity and no discrimination is intended.

Pesticide Application Log

Appendix #I

Chemical Application Record		<i>PLEASE PRINT LEGIBLY</i>	
		Date:	
City of City of Sandy-Parks	Name of Applicator:	Start Time:	
	Applicator License #:	End Time:	
Location:			

Equipment Used:

Backpack sprayer	
Broadcast spreader	
Drop spreader	
Mechanical sprayer	
Boom Sprayer	
Other:	

Reason For Application:

Weed Control	Rodent Control	Plant growth reg.
Disease Ctrl	Slug Control	Other:
Moss Control	Insect Control	

Weather Condition:

Sunny	Cloudy	Rainy
Cool	Warm	Hot
Wind speed:	Temp:	

Purchased From:

Pro Turf Sply	Marion Ag	Wilbur Ellis.
Other:		

LIQUID						
Chemicals:	EPA #	Application Rate				Amount of Chemical Used
SureGaurd SC	71368-114	.5 oz per gal.	.75 oz per gal.	1.5 oz per gal.	2 oz per gal.	
Rodeo 53.8%	62719-324	.5 oz per gal.	.75 oz per gal.	1.5 oz per gal.	2 oz per gal.	
Speed Zone	2217-833	.5 oz per gal.	.75 oz per gal.	1.5 oz per gal.	2 oz per gal.	
Garlon 3A	62719-37	.5 oz per gal.	.75 oz per gal.	1.5 oz per gal.	2 oz per gal.	
Vastlan	62719-687	.5 oz per gal.	.75 oz per gal.	1.5 oz per gal.	2 oz per gal.	
Crop Oil		1 oz per gal.				
Blue Highlight		.5 oz per 3 gallons				
GRANULAR						
Chemicals:	EPA #	Application Rate				Amount of Chemical Used
Snapshot	62719-175	3 lbs. per 1000 sq. ft.				
Ronstar G	432-886	100-200lbs per acre-depends on application				
Sureguard	59639-120	5cc(1blue scoop) per gallon.				

Exact Area Treated/Area Size: (Explain in detail):-

Additional Applicator:

Applicator License #:

Additional Notes:

Application Notification Sign Example

Appendix #II



Upcoming Herbicide Application

The city will be applying herbicides to control noxious weeds at this location on _____.
Look for signs like this posted in the affected area. The signs will be posted before, during, and after the application. The health and well-being of residents is the city's top priority. Herbicides are carefully selected and applied by professionals. Applications are made in accordance with the city's integrated pest management plan, state and federal regulations.



Want to learn more about herbicide use?
Call or visit:
npic NATIONAL PESTICIDE INFORMATION CENTER
<http://npic.orst.edu/>
1-800-858-7378

Concerns please call:
Sandy Parks & Recreation Department
SANDY PARKS AND RECREATION
503-489-0929



Pronto Aplicación de Herbicidas

La Ciudad estará aplicando herbicidas para controlar el crecimiento de plantas invasivas en este lugar _____. Identifique señales de información como esta, Las señales serán puestas antes y después de ser tratadas con los pesticidas. La salud y el bienestar de los residentes es nuestra prioridad. Las herbicidas son cuidadosamente seleccionadas y aplicadas de acuerdo con la integridad de los pesticidas y su administración, adjunto con las regulaciones federales y estatales.



¿Para más información sobre los herbicidas?
Llama o visita:
npic NATIONAL PESTICIDE INFORMATION CENTER
<http://npic.orst.edu/>
1-800-858-7378

Preguntas; favor de llamar:
Sandy Parks & Recreation Department
SANDY PARKS AND RECREATION
503-489-0929



Herbicide Application

Areas marked with dye have been treated with an approved herbicide to treat noxious weeds at this location. Please avoid direct contact with these areas for 48 hours. The health and well-being of residents is the city's top priority. Herbicides are carefully selected and applied by professionals. Applications are made in accordance with the city's integrated pest management plan, state and federal regulations.



TIME OF APPLICATION: _____ AM/PM DATE: _____
HERBICIDE USED: _____
AREAS OR CROP TREATED: _____

Want to learn more about herbicide use?
Call or visit:
npic NATIONAL PESTICIDE INFORMATION CENTER
<http://npic.orst.edu/>
1-800-858-7378

Concerns please call?
Call Sandy Parks & Recreation Department
SANDY PARKS AND RECREATION
503-489-0929



Aplicación de Herbicidas

Las áreas marcadas de color an sido tratads con herbicidas aprovadas para tratar plantas invasivas en este lugar, Por favor evite el contacto en estas areas por 48 horas despues de ser tratadas. La salud y el bienestar de los residentes es nuestra prioridad. Las herbicidas son cuidadosamente seleccionadas y aplicadas de acuerdo con la integridad de pesticidas y su administración, adjunto con las regulaciones requeridas por la leyes federales y estatales.



HORA DE APLICACION: _____ AM/PM FECHA: _____
HERBICIDA UTILIZADO: _____
AREAS DE PLANTAS TRATADOS: _____

¿Para más información sobre los herbicidas?
Llama o visita:
npic NATIONAL PESTICIDE INFORMATION CENTER
<http://npic.orst.edu/>
1-800-858-7378

Preguntas; favor de llamar:
Call Sandy Parks & Recreation Department
SANDY PARKS AND RECREATION
503-489-0929

Emergency Contact List

Appendix #III

Oregon Poison Center Emergencies: 1-800-222-1222

Pesticide Analytical Response Center: 503-986-6470 or 211

Adventist Health Urgent Care: 503-668-8002

Approved Pesticide List

Appendix #IV

Approved Pesticide List

Following are lists of pesticides that are approved for use in specific work units in parks. Part of a good IPM approach allows for the choice of ideal materials for a specific need and for managing pest resistance with rotations of different products rather than using a "one material fits all" approach.

It is also important to understand that pesticide applications are used after many other IPM strategies have first been either employed, or considered. The majority of City of Sandy Parks & Recreation pest management practices never involve the use of pesticides. Similarly, the majority of park acreage never receives any kind of pesticide application. Other IPM strategies City of Sandy Parks & Recreation employs include prevention of pests through policy, design and selection, and control of pests through cultural practices, physical means, and mechanical methods.

All pesticides available for use within parks must first be placed upon an approved list after undergoing a centralized review process that carefully examines the characteristics of the individual product and whether it would be an appropriate addition within our program. Issues of efficacy, public health and safety, potential environmental impacts, overall plant health requirements, land management needs, and other concerns are considered during this process. Applicators within a specific work unit must then make their choices of materials from the specific work unit approved list. Individual work units have different responsibilities and pest management requirements for the lands under their care. The individually tailored approved lists reflect these differences. Occasionally, subsets of work units may receive approval for certain materials that are not on their general approved list.

All applicators in each work unit are limited to the pesticides appearing on their specific approved list. Pesticides not appearing on a particular list are not available for use. Careful attention should be paid to the further limitations of pesticides available for use within waterway buffer zones and aquatic sites as outlined and defined in the Waterways Policy. Additions to the approved lists must follow the process as described in the "Pesticides Approved for Use in Parks" Policy.

Note this list is not exclusive. It includes materials currently used or may be used in the future. Other materials may be considered for use depending upon the given conditions for different situations. Glyphosate/Round-up is the most commonly used by the division most other chemicals are used infrequently if at all during the course of a year.

Approved Pesticide List

Appendix #IV

APPROVED PESTICIDE LIST

Post-emergent		Parks	Natural Areas
Rodeo, Ranger or other named 41% Glyphosate products	Glyphosate	X	X
Cheetah Pro (Glyphosate alternative trialing)	Glufosinate ammonium	X	X
Garlon 3A or Vastlan	Triclopyr	X	X
Milestone	Tri Isopropanol Ammonium salt of 2-pyridine carboxylic acid, 4-amino-3,6-dichloro-		X
Speedzone	2,4-D, 2-ethylhexyl ester, Mecoprop-p acid, Dicamba acid, Carfentrazone-ethyl	X	

Pre-emergent			
Sureguard	Flumioxazin	X	
Ronstar G	Oxadiazon	X	
Snapshot	Trifluralin	X	

Surfactant			
Competitor	Surfactant	X	X
Crop Oil	Mineral Oil Polyoxyethylated	X	X
Class Act	Surfactant		X

Fungicides			
Turfcide	Pentochloronitrobenzene 40%		
Prophecy	Propiconazole .72%		
Instrata	Propiconazole 4.7% Fluidoxinol 1.2%		
Affirm	Polyoxin D zinc salt 11.3%		
Secure	Fluazinam 40%		