



PARKS COMMITTEE

June 5, 2025

City Hall • 411 SW 9th Street • Conference Room 141

Virtual Meeting Option: [Join the meeting](#)

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PURPOSE STATEMENT: To plan, develop, and provide stewardship for City of Redmond's parks and open spaces while preserving natural areas and maximizing public enjoyment.

COMMITTEE MEMBERS

Alan Ewert
Chair

Erin Trimble
Vice Chair

Jeannie Cote-Lashonse
Member

Peter Gassner
Member

Shawna Hicks
Member

Eve Ponder
Member

Brad Porterfield
Member

Alison Aguilar
Youth Ex-Officio

Katie Hammer
RAPRD Ex-Officio

JUNE 5, 2025

MEETING AGENDA

3:30 PM

I. CALL TO ORDER / INTRODUCTIONS

II. COMMENTS FROM CITIZENS AT THE MEETING

Citizen comments are limited to three (3) minutes per person and will be accepted for a period of 30 minutes. Comments should be focused on City of Redmond business. Attendees are asked to refrain from interrupting, calling-out, or cheering during citizen comments.

III. ANNOUNCEMENTS

IV. APPROVAL OF MINUTES

A. Approval of May 1, 2025 Minutes

V. DISCUSSION / ACTION ITEMS

A. Consolidate committee comments from individual committee members site visits to Pershall and Elkhorn Park properties - (All 10 Minutes)

Review of 2024 Parks Master Plan Five-Year Community Park Plan Initiative

B. Complete the Workplan for the Joint Council Committee Meeting (All - 20 minutes)

C. Track Trails Discussion (Dusty Hood - 10 Minutes)

VI. UPDATES

A. Operations & Maintenance (Dusty Hood - 10 Minutes)

VII. COMMITTEE MEMBER UPDATES / COMMENTS

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.

VIII. UPCOMING AGENDA ITEMS

- A. July - No meeting
- B. August 7, 2025 - Workplan Prep and August 18, 2025 - Joint Council Meeting
- C. September - TBD

IX. ADJOURN

Meeting documents are available on the City's web site at redmondoregon.gov

PARKS COMMITTEE
Regular Meeting Minutes

May 1, 2025

City Hall Executive Conference Room 141

Present: Alan Ewert (Chair), Erin Trimble (Vice Chair), Brad Porterfield, Pete Gassner, Jeannie Cote-Lashonse, Shawna Hicks, Eve Ponder

Council Liaison: Shannon Wedding

Absent: Shannon Wedding, Katie Hammer RAPRD Ex-Officio, Alison Aguilar Youth Ex-Officio

RAPRD Ex Officio: Katie Hammer

Youth Ex Officio: Alison Aguilar

Staff Present: Special Projects and Natural Resource Manager Maria Ramirez, Arborist Avery McChristian, Recorder Brenda Pelly.

CALL TO ORDER/ESTABLISH A QUORUM:

Chair Alan Ewert called the meeting to order at 3:34PM. A quorum was established.

ANNOUNCEMENTS:

- Welcomed new committee member Eve Ponder.
- Avery reported that the City is looking into closed captioning for our meeting recordings.

PUBLIC COMMENTS:

- None

APPROVAL OF THE MINUTES

- April 3, 2025, minutes. Erin motioned to approve, Jeannie 2nd the motion. The minutes were unanimously approved.

DISCUSSIONS/ ACTION ITEMS

- Joint council meeting discussion. Avery reported on the upcoming meeting.
 - Director of Public Works and City Engineer Jessica MacClanahan explained during the last meeting that this committee has an advisory role for the City Council.
 - The Parks committee Council liaison will not be attending each meeting due to the workload of council members, so the council would like to have joint meetings more often.
 - The tentative date for the meeting is Monday August 18, 2025, at 3pm.
 - The intention of the meeting is to align the goals and objectives to work on during the year.
 - The Committee had a preparatory discussion of topics to include in the upcoming joint meeting.

ADDITIONAL CITIZEN COMMENTS: None

UPCOMING AGENDA ITEMS:

- June – Continue preparation for the joint council meeting.
- July – No meeting
- August – Joint council meeting.

ADJOURN: Meeting adjourned at 5:00PM.

APPROVED by and SIGNED by me this _____ day of _____, 2025.

ATTEST:

 Alan Ewert
 Parks Committee Chair

 Maria Ramirez
 Special Projects and Natural Resource Program Manager



TRACK Trail Partnership Memorandum of Understanding

Between the Blue Ridge Parkway Foundation’s
Kids in Parks program, City of Redmond
and Oregon Parks Forever
March 7, 2025

The Blue Ridge Parkway Foundation’s Kids in Parks program, City of Redmond, and Oregon Parks Forever have come together to install TRACK Trails on the Dry Canyon Trail; and

The partners have agreed to enter into this Memorandum of Understanding (MOU) in which Kids in Parks will be the lead agency, the City of Redmond will be the trail host partner; and Oregon Parks Forever will be the coordinating partner; and

All partners herein desire to enter into a MOU setting forth the services to be provided by the collaborative.

Purpose

The mission of the Kids in Parks program is to work together with partners throughout the country to promote children’s health and the health of our parks by increasing physical activity and engaging families in outdoor adventures that foster a meaningful connection to the natural and cultural world. Kids in Parks accomplishes its mission through the installation of TRACK Trails – a series of networked hiking trails that provide self-guided adventures designed to turn an ordinary outing into a fun-filled adventure.

The purpose of this MOU is to outline the responsibilities each agency will undertake through this partnership. The partnering agencies listed above agree that the TRACK Trails are a great partnership opportunity, connecting City of Redmond parks with the other TRACK Trail sites in Oregon and around the country for years to come.

Roles and Responsibilities

All partners, by way of this Memorandum of Understanding, agree to the following:

Kids in Parks will be responsible for:

- Designing, fabricating, and delivering the trailhead sign (high-pressure laminate sign)
- Fabricating and delivering the trailhead sign frame (aluminum upright frame, black)
- Developing and producing four (4) sets of self-guided brochures (2,000 copies of each); three (3) “standard” brochures, one (1) customized brochure for each TRACK Trail site (topics TBD)
- Developing and maintaining a webpage for each TRACK Trail on the Kids in Parks website
- Tracking and analyzing data collected about the registrations on your site’s TRACK Trail(s)
- Providing annual data reports about use and users on your site’s TRACK Trail(s)
- Creating a Partner Dashboard on the program’s website, allowing partner agency to monitor the use of its TRACK Trail(s).
- Distributing incentives to qualifying Trail TRACKers (kids who register) from your site’s TRACK Trail(s)
- Providing assistance to write and apply for grants that further support trail efforts
- Promoting and marketing the TRACK Trail through our various media outlets
- Providing ongoing support and resources to improve program engagement
- Providing assistance and consultation regarding the grand opening event

City of Redmond will be responsible for:

- Maintaining communication with Kids in Parks staff for the duration of the agreement
- Reviewing and approving of trailhead sign and brochure content before fabrication and printing
- Constructing and installing the TRACK Trail trailhead kiosk
- Maintaining the appearance of the trailhead (landscaping, fixing vandalized materials, etc.)
- Restocking the trailhead kiosk(s) with brochures as needed
- Maintaining the TRACK Trails(s), ensuring its safe passage (clearing debris, fixing dangerous situations, etc.)
- Advising Kids in Parks as to any managerial issues regarding the trail(s) (criminal activity, vandalism, etc.)
- Promoting the TRACK Trail(s) through various media outlets (website, e-newsletter, Facebook, etc.)
- Providing photos, testimonials and other important information regarding the TRACK Trail(s) to Kids in Parks

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- Coordinating a grand opening celebration

Oregon Parks Forever will provide the initial and ongoing funding for the TRACK Trail project accordingly:

- Oregon Parks Forever will provide \$6,000 in funding to support the startup costs for a TRACK Plus+ package as outlined in the attached budget (Exhibit 1) for each TRACK Trail site
- City of Redmond will be responsible for any additional startup fees above and beyond the \$6,000 being provided by Oregon Parks Forever for each TRACK Trail site.
- City of Redmond will be responsible for purchasing or printing brochures to keep their trail stocked in the future as outlined in Exhibit 2

Kids in Parks and Partner Agency Responsibilities Clause

The responsibilities listed in the sections above may change based on discussion with Kids in Parks staff and partner agency staff. Often times the MOU is entered into prior to certain decisions being finalized and, thereafter, the responsibilities may change slightly. For example, the trailhead sign kiosk/frame may be constructed by the partner agency on site, therefore negating the Kids in Parks program's responsibility to provide the sign frame.

Design and Edits

KIP agrees to provide design services as outlined in Exhibit 1 (Startup Costs). The estimated timeline for the completion of the design work is 12 weeks, beginning from the effective date of this Agreement, dependent on timely review of design drafts. Upon completion of the design work, KIP will submit the final design to the Partner for approval. The Partner shall approve or provide feedback. Unless otherwise stated, KIP will provide up to three rounds of minor revisions to the final design. Additional rounds of revisions or requests for significant design changes will be subject to additional fees, billed at \$100 per hour. The design will not proceed to production until final approval is given by the Partner.

Timeline

The roles and responsibilities described above are agreed to through this MOU from signed date and continuing for a period of three (3) years, at which time the MOU can be resigned, revised, or terminated. The MOU may also be revised at any time during the three-year period provided both parties agree to the revision(s) in writing. If the MOU expires without being resigned, the trail(s) will remain in network until a new MOU can be signed or is officially terminated.

Termination of Agreement

This Agreement may be terminated by either party for any reason. Such termination shall be effective thirty (30) days after written notice to the other party. Failure of one party to fulfill its responsibilities as outlined above may result in immediate termination of this MOU. In the event of termination, all products and materials with the Kids in Parks logo must be returned to the Kids in Parks program and/or destroyed within thirty (30) days.

Warranties

The Kids in Parks program's TRACK Trail materials come with varying levels of warranty from their manufacturer. For example, the HPL (high pressure laminate) trailhead sign comes with a 10-year manufacturer's warranty serviced by the manufacturer, and the brochure holders provided by Kids in Parks come with a 1-year warranty serviced by Kids in Parks. Please see Exhibit 3 for more information regarding warranty timelines. Note: Constructing a kiosk NOT provided as part of the Kids in Parks package may void your site's sign warranty.

Rights and Ownership

The Blue Ridge Parkway Foundation and Kids in Parks retain all rights to works created as part of TRACK Trail development. All signs and brochure content are the intellectual property of the Kids in Parks program. If partner agency's site(s) implement(s) a self-guided brochure or e-Adventure, and provides content (text, pictures, illustrations, diagrams, etc.) for the development of those materials, those elements remain in the control of partner agency. However, the packaged sign design, brochure design, and e-Adventure design as completed by the Kids in Parks staff cannot be repurposed, altered, edited, branded, or trademarked by the partner agency for its use.

Liability

Subject to and to the fullest extent permitted under applicable law, each party will defend, indemnify, and hold each other party and its Representatives (as defined below) harmless for, from, and against all claims, losses, damages, and/or liabilities, including, without limitation, attorney fees and related costs and expenses (collectively, "Damages"), arising out of or related to the party's performance of its obligations under this MOU. Each party's indemnification obligation under this MOU will survive the expiration or

Initials: BRPF-KIP _____ CoR _____ OPF _____

earlier termination of this MOU. For purposes of this MOU, the term "Representative(s)" means the directors, officers, members, employees, representatives, and agents of the identified party.

Subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the Parties will indemnify, defend, and hold harmless the other Party, its officers, employees, and agents, including assigned personnel, from all claims, suits, actions, or expenses of any nature resulting from or arising out of the indemnifying Party's acts, errors, or omissions, its agents or assigned personnel acting within the scope of employment or pursuant to the terms of this Agreement.

Force Majeure

Neither party shall be in breach of its obligations under this agreement nor incur any liability to the other Party for any losses or damages of any nature whatsoever incurred or suffered by that Party if and to the extent that it is prevented from carrying out those obligations by, or such losses or damages are caused by, a Force Majeure Event except to the extent that the relevant breach of its obligations would have occurred, or the relevant losses or damages would have arisen, even if the Force Majeure Event had not occurred.

As soon as reasonably practicable following the date of commencement of a Force Majeure Event, and within a reasonable time following the date of termination of a Force Majeure Event, any party invoking it shall submit to the other Party reasonable proof of the nature of the Force Majeure Event and of its effect upon the performance of the Party's obligation under this Agreement.

Involved Parties

The Kids in Parks program is represented by: Carolyn Ward, CEO of the Blue Ridge Parkway Foundation; and Jason Urroz, Director of Kids in Parks.

City of Redmond is represented by: Dusty Hood, Parks, Facilities & Cemetery Division Manager, Public Works.

Oregon Parks Forever is represented by: Seth Miller, Executive Director.

Jason Urroz
Director
Date _____

Dusty Hood
Division Manager, Public Works
Date _____

Seth Miller
Executive Director
Date _____

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Kids in Parks TRACK Trails

Startup Costs

This document represents the standard startup cost to “franchise” into the Kids in Parks TRACK Trails program, and provides information about the costs of add-ons to improve the uniqueness of the TRACK Trail(s) at your site(s).

Base Package: \$4,999

The Base Package includes a trailhead kiosk/sign frame, four brochure holders, four sets of standard self-guided brochures (2,000 copies of each), a trail page on the Kids in Parks website, prizes disseminated to your trail’s registrants, and annual data reports regarding the use of your trail.

TRACK Plus+ Package: \$6,500

The TRACK Plus+ Package include everything in the Base Package plus:

- Premium Brochure Option: Choose one brochure from our catalog to customize for your site
- Travel: Visiting your site for trail evaluations and/or grand opening ceremony

TRACK Trail Add-ons: Prices Vary

Partners can enhance their TRACK Trail with custom materials, activity stations, interpretive panels, and other materials designed specifically for the resources at your site.

Materials / Deliverables	Description	Cost
Site-specific Brochure(s)	Site-specific brochure designed specifically for the TRACK Trail at your site(s). Printed in one-off batches. 2,000 copies. Starting at:	\$1,500+
e-Adventures	Site-specific e-Adventure content designed specifically for the TRACK Trail at your site(s). Web-based. Starting at:	\$1,500+
Interpretive Panels	Design and fabrication of an interpretive sign that can be installed along your TRACK Trail. Prices vary on size, materials, sign frame, and design time. Starting at:	\$2,000+

Community Integration Kits:

Build an environment of outdoor activity, with your TRACK Trail(s) at the center. Kids in Parks offers various materials, including: TRACK Rx materials regional healthcare providers can use to prescribe your trail, Backyard Adventure brochures that can be placed at community centers, rack cards, posters, and more. Please contact Kids in Parks for pricing options.

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Kids in Parks

Jason Urroz - Director
 322 Gashes Creek Rd. Asheville, NC 28803
 828.505-8495 - jurroz@brpfoundation.org

Date	QUOTE
03/07/2025	20240307

Bill To:
Oregon Parks Forever c/o Seth Miller

Rep	Quote Date
Jason	03/07/2025

Quantity	Description	Unit Price	Amount
1	TRACK Trail – TRACK Plus+ Package (Dry Canyon Trail) Kiosk: metal upright frame, high pressure laminate sign (w/ 10-year warranty), 4 brochure holders Brochures: three (3) Standard brochures and one (1) customized brochure (TBD); 2,000 copies of each Website Integration: trail page on program's website, access to partner dashboard Data Collection and Prizes: prizes mailed to kids that register hikes at your site, data collection, annual data reports re: use Travel: eliminated from budget to reduce cost (\$500)	\$6,500.00 (\$500)	\$6,500.00 (\$500)

Total	\$6,000.00
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Initials: BRPF-KIP _____ CoR _____ OPF _____



Kids in Parks TRACK Trails Ongoing Budget

This budget document represents the ongoing costs and shipping fees to maintain the brochure supply for your site’s TRACK Trail. Depending upon the visitation at your site and the brochures selected for your site, the costs to restock the brochure-led adventures will vary. We print our most popular “Standard” brochures in larger quantities, allowing us to pass on the savings to our partner locations. Site-specific brochures are printed in one-off batches and are therefore more expensive. Please consult with Kids in Parks staff regarding your preferences before making your final selections.

Materials / Deliverables	Description	Cost
Standard Brochures	From our large batch print runs: Hide and Seek, Animal Athletes, Flower Power, Bug Out, Quest for Dragons, etc. Ask KIP for a complete list. Reorder. 2,000 copies.	\$300*
Customizable Brochure Option	Customized versions of our Standard Brochures and other brochure options. Printed in one-off batches. 2,000 copies.	\$600*
Site-Specific Brochure Option	Site-specific brochures created specifically for the TRACK Trail at your site(s). Printed in one-off batches. 2,000 copies.	\$600*
Shipping	Prices vary based on weight and location. ~\$50 per set of 2,000.	\$50*

*Recent and/or future supply chain issues may cause these prices to fluctuate.

Reducing Costs:

Partners can reduce the cost per brochure by ordering larger print quantities. However, be sure you have adequate storage space in a proper facility before considering this option. Contact KIP staff for pricing options.

Additional Brochures:

TRACK Trail partners have the option to have more than four brochure topics for their site(s), or to choose alternative brochure topics for future restocking/print runs. The costs associated with the restocking/printing of those brochure options vary depending upon the brochure topic selected and the category of that brochure in the Kids in Parks catalog, as noted above.

Printing Locally:

Your site may have alternative printing options (GPO, state printer, local printer). If you are mandated to use a particular printer, or you feel you can reduce costs by printing with a local vendor, KIP will provide you with print-ready PDF files and work with your printer to ensure quality standards are met. Brochures printed through another vendor must meet the following specs: 80#, White Gloss Book, FSC Certified, Legal Size, Tri-Folded, 4C/4C.

This option introduces a one-time Licensing Fee of \$150 per brochure topic.

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Kids in Parks TRACK Trails Warranties

From our signs to our kiosks, to our brochures and brochure holders, the Kids in Parks program strives to provide the highest quality materials for our TRACK Trail partners. This document provides a general outline of the warranties that come with your TRACK Trail package. Some of these warranties are provided by our vendors, and some of them are provided by Kids in Parks as a way to honor our products. Because MOU documents are generally entered into in advance of vendors being selected and materials being produced, this Exhibit serves as a generic statement regarding the warranties associated with our most commonly materials.

These warranties do not cover acts of vandalism or acts of god associated with nature or natural disasters (i.e., a tree falls on the kiosk and destroys the sign; a hurricane causes a flood and washes the kiosk away, etc.).

Signs:

Kids in Parks utilizes a variety of sign materials for its TRACK Trail installations, and warranties all of its TRACK Trail signs for 1-year against fading, delamination, or other manufacturing defects. However, depending upon the material selected by the partner, the sign may contain a manufacturer’s warranty that ranges from 1 to 10-years. Note: Kids in Parks is willing to work with its manufacturers to have warranted signs replaced, but is unable to guarantee sign warranties beyond 365-days from installation.

Trailhead Kiosks:

Kids in Parks has transitioned into using an upright metal kiosk/sign frame with a built-in plate that accepts the brochure holders. These high-quality kiosk frames come painted from the manufacturer in colors that (probably) align with other sign frames partner site(s) may be using. Partner sites may opt to use a similar kiosk/sign frame in an alternative style: wall mounted or 45* / 60* cantilever with brochure holder bracket mounts for each leg.

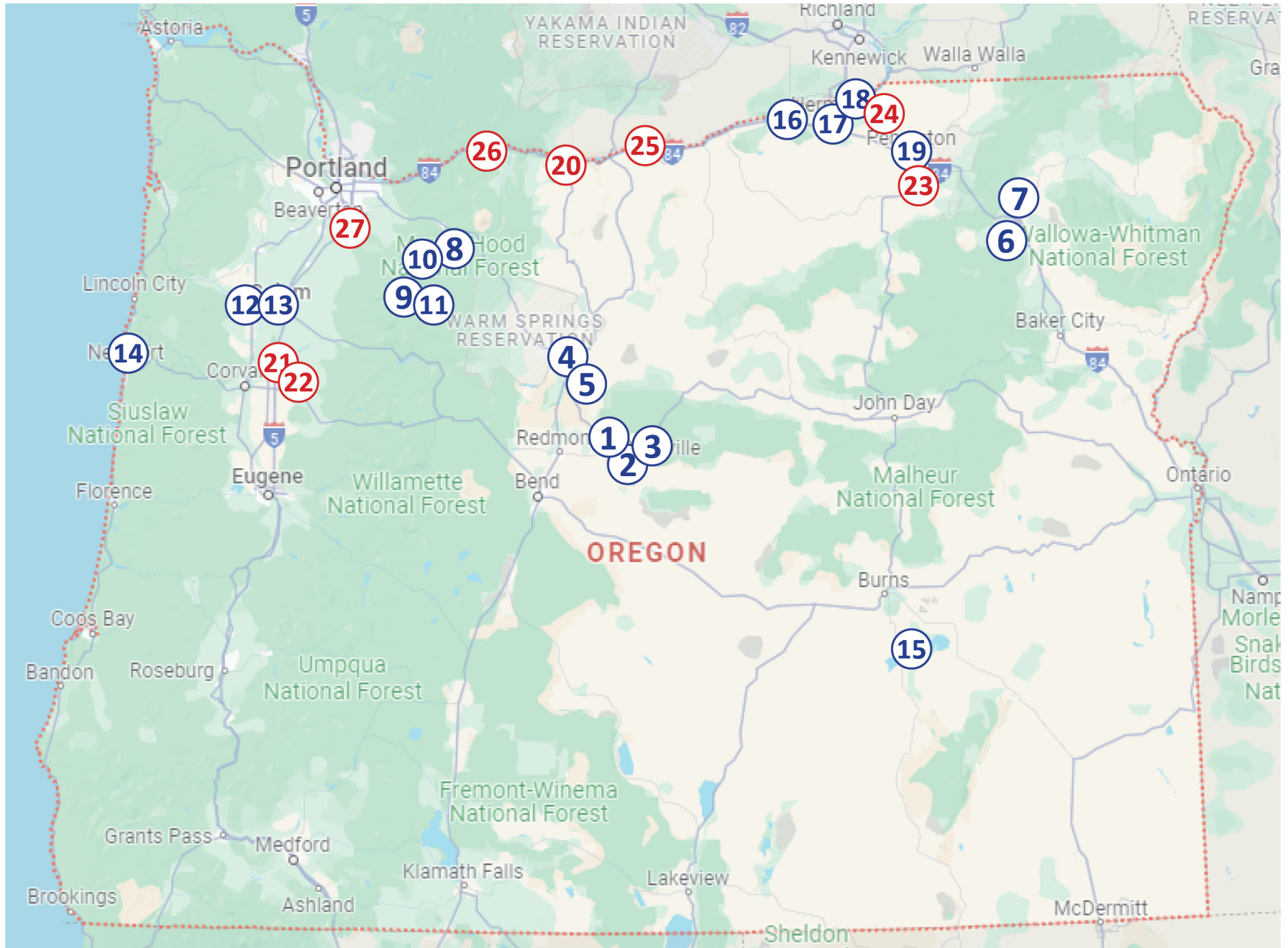
Partner sites may also choose to construct their own kiosk/sign frame; or, with appropriate permissions, utilize an existing kiosk/structure. However, this option may void the sign manufacturer’s warranty.

Brochure Holders:

Kids in Parks provides a 1-year warranty against defects in the brochure holders it provides. Such defects may include breaking due to natural causes, delamination of glue, weathering, leaking, etc. Brochure holders that have been maliciously vandalized by park visitors are EXPLICITLY EXCLUDED FROM THIS WARRANTY.

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Oregon TRACK Trails Map



Current TRACK Trails:

1. Crooked River Wetlands, Prineville
2. Rimrock Park, Prineville
3. Barnes Butte Park, Prineville
4. Willow Creek Canyon, Madras
5. M-Hill, Madras
6. Morgan Lake, La Grande
7. Mount Emily Rec. Area, La Grande
8. Eagle Fern Park, Eagle Creek
9. Metzler Park, Estacada

Trails in Progress:

10. Timber Park, Estacada
11. Metzler Park NTDGC, Estacada
12. Dallas City Park, Dallas
13. Roger Jordan Park, Dallas
14. Agate Beach, Newport
15. Malheur NWR, Princeton
16. River Walk Park, Boardman
17. Riverfront Park, Hermiston
18. McNary Dam, McNary
19. Community Park, Pendleton

Trails in Progress:

20. The Dalles Dam, The Dalles
21. Oak Creek Trail, Albany
22. Talking Water Gardens, Albany
23. McKay NWR, Pendleton
24. Cold Springs NWR, Stanfield
25. John Day Dam, Rufus
26. Bonneville Dam, Cascade Locks
27. Oregon City (TBD)

Become a part of the TRACK Trail Network

By joining the TRACK Trail network, your site will provide added value to your visitors. The activity brochures available at the trailhead ensure they will have an enriching experience. The prize system will keep them coming back. The network will bring new visitors who discover you on their Trail TRACKer journey. Most important, you will be a part of the movement to improve the health of kids and public lands.



sign & frame
36" x 24" sign on aluminum frame. Includes 4 plastic brochure holders.

brochures
4 sets of 2,000 activity brochures from our "standard" selection.

webpage
Trail page on kidsinparks.com with info, photos, maps, and more.

sticker
Custom sticker that kids receive for registering a hike on your TRACK Trail.

prizes
Prizes mailed to kids who register hikes at your TRACK Trail.

NEW
+ e-Adventures on select brochures

Oregon Parks Forever is supporting an effort by the Kids In Parks program (www.kidsinparks.com) at the Blue Ridge Parkway Foundation to bring at least 50 TRACK Trails to Oregon parks. **We are offering to fund:**

1. Development and manufacturing of a trailhead sign for each trail chosen. (We are offering the pre-manufactured metal sign frames. If you choose a different material, we will contribute the cost of the metal frame to your costs of producing the trailhead sign.)
2. Printing of the first 8,000 brochures for each trail (est. 2-3 year supply).
3. Webpage, prize acquisition, custom sticker and fulfillment by Kids In Parks for three years.

Your park agency would be responsible for:

1. Selection of an appropriate trail for children in the first through sixth grade age range that isn't too challenging but has enough interesting things to find.
2. Selection of 3 brochures from a catalog of 30 available brochures showing things that kids can find on the trail.
3. Selection of an image to represent your trail(s) on the trail sticker.
4. Providing a map and description of the trail to the Kids In Parks graphic designer, and approval of the final trailhead sign.
5. Installation of the Trailhead sign
6. Keeping the brochure boxes stocked. (There will be QR codes on the lids so that if there is cell service and the box is empty, the missing brochure can be downloaded.)

For future years, the agency would be responsible for printing of additional brochures as needed, Printing currently ranges \$300-500 per 2,000. Replacement costs are dependent upon whether the topic is a "standard" or custom brochure.

Timeline: It takes about 10 weeks after you have approved the final sign for everything to be manufactured and delivered. Target installation would be Spring 2024.