



CAVE JUNCTION PARKS AND RECREATION MASTER PLAN

Prepared for:

City of Cave Junction
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About the Community Service Center

The Community Service Center (CSC) is a research center affiliated with the Department of Planning, Public Policy, and Management at the University of Oregon. It is an interdisciplinary organization that assists Oregon communities by providing planning and technical assistance to help solve local issues and improve the quality of life for Oregon residents. The role of the CSC is to link the skills, expertise, and innovation of higher education with the transportation, economic development, and environmental needs of communities and regions in the State of Oregon, thereby providing service to Oregon and learning opportunities to the students involved.

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One: **Introduction**

Residents of Cave Junction are full of ideas and enthusiasm for further developing their natural and recreational resources. The City of Cave Junction has never had an official Parks and Recreation Master Plan—as the community grows and changes, the City wants to have a guiding vision for the park system. In 2017, the City therefore worked with the University of Oregon’s Community Service Center (CSC) to develop this Parks and Recreation Master Plan. The plan provides a practical 10-year outline for developing, coordinating, and managing parks and recreation programming and facilities in Cave Junction. It presents the community’s park and recreation vision and goals, and will give Cave Junction a competitive edge when seeking funding for parks projects.

The Parks and Recreation Master Plan is the culmination of six months of inventory and outreach with community members and stakeholders, and is focused around seven goals:

- Coordination and Administration
- Safety and Security
- Maintenance
- Connectivity Between Parks
- Recreation Classes and Events
- Facility Improvements
- Long Term Funding and Partnerships

The Plan provides a roadmap for creating parks and recreation resources that will meet the needs of residents of Cave Junction. When implemented, it will promote the area’s recreational amenities, adding to livability, health, and quality of life in our city.

Planning Process

The City of Cave Junction contracted with the University of Oregon’s Community Service Center (CSC) to help facilitate the parks and recreation planning process, which included research, inventory, and extensive public engagement. These activities were designed to capture the priorities of community members with various socioeconomic backgrounds and experience, making this plan responsive to the entire Cave Junction community.

Socioeconomic Profile: The CSC team looked at data from the United States Census, American Community Survey, Oregon Employment Department, and other reports to develop a basic understanding of the context of parks and recreation in Cave Junction.

Inventory: The CSC team visited and documented the assets and constraints of Cave Junction’s parks and recreation facilities, including Jubilee Park, the Cave Junction Swimming Pool, Old Stage Park, and some school facilities. A team of landscape designers later visited Jubilee Park again to conduct a more in-depth site analysis in preparation for developing a new design concept for the park.

Stakeholder Interviews: Working with local point-person Roger Brandt (of the Illinois Valley Community Development Organization - IVCandO), the CSC team identified and contacted active community stakeholders of various backgrounds. The CSC team interviewed each stakeholder to better understand some of the main issues and opportunities for the Cave Junction park system. Several stakeholders suggested other important community members to interview, and the team conducted follow-up conversations with these stakeholders as well.

Project Advisory Committee Meetings: Several of the stakeholders interviewed by the CSC team agreed to serve on a project advisory committee for the Parks and Recreation Master Plan. The group met twice. During a project kickoff meeting in January, the committee reviewed the key themes from the stakeholder interviews and began to define priorities for the master plan. The committee met again in May to discuss the findings from the community outreach and to refine the goals and actions included in this plan. Committee members also assisted the CSC team with many of the community outreach events.

Community Workshops: The CSC team, with assistance from Project Advisory Committee members, conducted four main community outreach events:

- Initial community workshop in late March designed to explore community members' needs and desires for the Cave Junction park system.
- Booth at an emergency preparedness fair in April to provide updates on the parks planning process.
- Easter Egg Hunt activity in April to distribute surveys and gather additional input about preferred park system amenities.
- Youth outreach workshops at Lorna Byrne Middle School, Illinois Valley High School, and the Cave Junction Boys and Girls Club to gather input from Cave Junction's young people about their priorities for the park system.

Community Surveys: Based on the themes from the stakeholder interviews and early community outreach events, the CSC team developed an online community survey aimed at getting broad feedback on park system priorities. The survey received a total of 193 complete responses and 66 partial responses. See Appendix B for community survey methodology and results. The CSC team also administered a short survey during the workshop with high school students. These results can be found in Appendix C in the Memo 4: Youth Outreach Summary.

In addition to these activities, the CSC team worked with two landscape designers to develop a concept plan that further visualizes and explores the Jubilee Park facilities options. The team also researched and developed a swimming pool memo that details the logistics and cost of renovating and running an annual pool.

For more detailed information about planning and outreach activities, please see Appendices A, B, and C.

Two: **Community Context**

Cave Junction, and the greater Illinois Valley region within Josephine County, exhibit populations and economies in transition. The population of Cave Junction (including the Urban Growth Boundary) was 2,199 in 2010, and rose to 2,395 by 2015¹. According the Portland State University’s population forecasts, Cave Junction is expected to grow at a rate of around 1.4% between 2015 and 2035. This means that by 2035, Cave Junction’s population could swell to around 4,300.²

At the same time, Cave Junction and the surrounding area have been identified by the Oregon Department of Human Service (DHS) Office of Forecasting, Research, and Analysis as a poverty hotspot.³ Josephine County South had a poverty rate of 31%, compared to the county at 20%, and the state of Oregon at 16%.⁴ Between 2010 and 2015, the total number of South Josephine County residents receiving Supplemental Nutritional Assistance Program benefits (SNAP – also known as food stamps) increased from 20% to 33%.⁵

These characteristics are an important backdrop for the future development of the Cave Junction park system. An understanding of potential community needs embedded in the economic context will allow the City to develop a park system that is more responsive to all residents. This chapter of the Parks and Recreation Master Plan presents information about Cave Junction’s socioeconomic context as a way to illuminate specific community characteristics that should guide the park system’s development.

Regional Context and Planning Area

The City of Cave Junction, Oregon, is located within the foothills of the Illinois Valley in Josephine County. Before the City incorporated in 1948, the Illinois Valley was inhabited for thousands of years by the Takelma tribe. During the 1870s and 1880s, as the Oregon gold rush brought increased settlement, the local economy transformed to accommodate for growth by expanding agriculture, ranching, logging, fishing, tourism, and small-scale retail trades and crafts.⁶ Most of these industries are still active today.

Cave Junction has year-round mild weather and the surrounding areas offer exceptional access to outdoor recreation.⁷ The average temperature for Cave Junction is 55.8°F with an annual high temperature of 71.4°F, and an annual low temperature of 40.3°F.⁸ The City experiences an average rainfall precipitation of 63 inches per year, as well as an average annual snowfall of 12 inches.⁹

1 Portland State University Population Research Center. “Coordinated Population Forecast 2015-2065: Josephine County.” June 2015. P. 7.

2 *Ibid.*

3 South Josephine County is defined as Census Tract 3616 from the United States Census Bureau designations. The Oregon Department of Human Services used census data to determine high poverty census tracts.

4 U.S. Census Bureau. American Community Survey (2011-2015 ACS 5-year Estimates), Table DP03: Selected Economic Characteristics.

5 *Ibid.*

6 The Sierra Institute. “Northwest Economic Adjustment Initiative Assessment – Cave Junction, Illinois Valley, Oregon.” P.4.

7 Josephine County. “It’s the Climate.” <http://www.co.josephine.or.us/Page.asp?NavID=1726>

8 U.S. Climate Data. <http://www.usclimatedata.com/climate/cave-junction/oregon/united-states/usor0059>

9 *Ibid.*

cave junction PARKS

public park
space



public field
baseball



public field
tennis



public skate
park



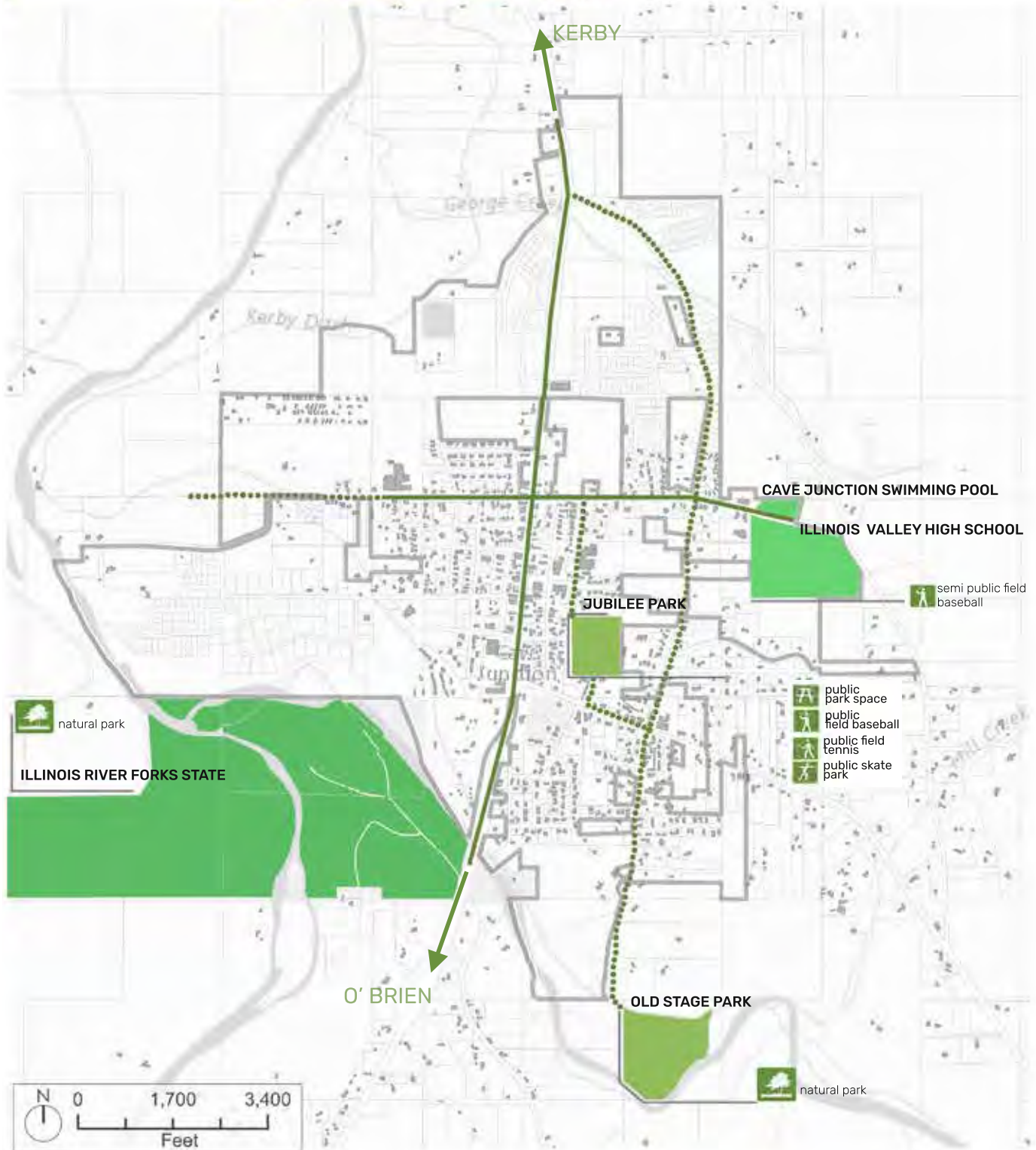
natural park



existing bike lanes



future proposed connections



Demographic Analysis

In 2015, Cave Junction had a population of 2,395 within its Urban Growth Boundary (UGB).¹⁰ According to the 2010 Census (the latest year with reliable data available for Cave Junction), the City's largest age groups are youth up to 19 years of age (19%), and seniors above 65 years of age (21%).¹¹ Age projections for Josephine County predict that the share of seniors above 65 years of age will increase to 33% of the population by 2035, making seniors the fastest growing age group in the county.¹² In terms of race, 92% of Cave Junction residents identify as white, and less than 1% as African American, American Indian, or Asian.¹³ Additionally, 8% identify as Hispanic and/or Latino/a.¹⁴

Economic Analysis

In 2015, the median household income for Cave Junction was \$27,347.¹⁵ This is about \$10,000 less than the median income for Josephine County. Additionally, while 16.5% of Oregon households are living below the poverty level, Cave Junction's poverty rate is twice the state average at 33.5%.¹⁶ These findings directly relate to parks as parks play an important role in providing low-cost and accessible recreation options for those who can't afford more costly entertainment and recreation.

Industries within Josephine County also play a vital role in the City's economic well-being. The largest employers in the county include Rouge Community College, Three Rivers Hospital, and Grants Pass School District.¹⁷ Three Rivers School District is the largest employer in Cave Junction, followed by Rough & Ready Lumber.¹⁸ While most land within Josephine County is owned by the Bureau of Land Management and the U.S. Forest Service, the remaining lands in the rich Illinois Valley are cultivated for food crops, wine, and, most recently, marijuana. Popular tourism attractions within Josephine County include Rogue River rafting trips, Hellgate Excursions jet boat rides, Lake Selmac, Indian Mary Park, and Oregon Caves National Monument.¹⁹

Recreation

Currently, the City of Cave Junction possesses three designated park areas which are all at different stages of development.²⁰ These include Jubilee Park, the City's only developed city park; Old Stage Park, a 40-acre, undeveloped plot of land along the Illinois River; and the community swimming pool, which has been out of service since 2008. The public schools of Cave Junction (Evergreen Elementary School, Lorna Byrne Middle School, and Illinois Valley High School) also include recreation options that residents may apply to use through the Three Rivers School District. Other recreational assets

10 Portland State University Population Research Center. "Coordinated Population Forecast 2015-2065: Josephine County." June 2015. P. 7.

11 U.S. Census Bureau. 2010 Census Summary File 1, Table QT-P1: Age Groups and Sex.

12 Portland State University Population Research Center. "Coordinated Population Forecast 2015-2065: Josephine County." June 2015. P. 22.

13 U.S. Census Bureau. 2010 Census Summary File 1, Table P9: Hispanic or Latino, and Not Hispanic or Latino by Race.

14 *Ibid.*

15 U.S. Census Bureau. American Community Survey (2011-2015 ACS 5-year Estimates), Table DP03: Selected Economic Characteristics.

16 U.S. Census Bureau. American Community Survey (2011-2015 ACS 5-year Estimates), Table: S17101.

17 "Major Employers in Josephine County." <http://kalmiopsiswild.org/wp-content/uploads/Josephine-County-Major-Employers.pdf>

18 *Ibid.*

19 Josephine County. "It's the Climate." <http://www.co.josephine.or.us/Page.asp?NavID=1726>

20 Note that a complete inventory of existing parks and recreation programs can be found in Chapter 3 of this Master Plan.



View into the tennis courts at Jubilee Park.

surrounding Cave Junction that are not owned by the City include the Rogue-Siskiyou National Forest, the Klamath National Forest, Illinois River Forks State Park, and Oregon Caves National Monument & Preserve. All of these amenities attract tourists each year.

Despite its small size, Cave Junction has several organized recreational opportunities for its residents, including Little League, City/Adult baseball league, student sports through the schools (such as basketball, volleyball, football, track & field, wrestling, and equestrian), and the Boys & Girls Club, which takes youths ages 6-18 to Jubilee Park and beyond during the summer months. To complement these activities, several nonprofits focused on health and youth development serve Josephine County, including Cave Junction. These organizations often provide outdoor-focused programming. Some examples include Healthy U's health and fitness classes, Rusk Ranch Nature Center's summer school, Siskiyou Field Institute outdoor programs, and Hearts and Hooves, a program that provides therapeutic horse riding for persons with disabilities.

Summary

Cave Junction will not remain static over the 10 years covered by this plan. The city's senior population will likely increase over the next 10 years and beyond, and poverty will likely continue to be a challenge. These two groups (seniors and low-income residents) have specific needs that the park system can strive to meet, while at the same time catering to the desires of other residents. Cave Junction already has many physical and programmatic assets for both residents and tourists. The City can build on these assets as it works to improve and expand the park system. At the same time, the City should focus some attention of building assets for its fastest-growing demographic (seniors) and its most under-resourced demographic (low-income families).

Three: **Parks and Recreation Inventory**

In early February, the CSC parks planning team visited Cave Junction’s parks to conduct an inventory of each of the City’s three park sites: Jubilee Park, the Cave Junction swimming pool, and Old Stage Park. The information below was gathered on site and from information shared by Travis Robbins of the City’s Public Works Department.

Jubilee Park

Jubilee Park is located on the southern end of Cave Junction, two blocks east of the intersection of Hwy 199 and Watkins Avenue. A sign for the park is stationed on South Junction Avenue. The lettering is poorly sized, but the location at the juncture of East Watkins Street and South Junction Avenue provides directions to visitors coming to the park from both South Junction Avenue and Hwy 199.



View from the East side of Jubilee Park toward the skate park.

Table 1: Inventory of Existing facilities and recreation amenities in Jubilee Park.

Features	Quantity
Parking spaces	84
Standard	80
ADA	4
Benches	6 to 8
Trash Receptacles	5 to 6
Flood Lights	5
Restrooms	6
Male	3
Female	3
Tennis Courts	2
Baseball Field	1
Skate Park	1
Amphitheater	1

Visitors are greeted by new play equipment (built in 2010) behind chain link fencing which extends along the western and southern edges of the park. The parking lot accommodates 80 delineated stalls, and 4 ADA stalls. The CSC team also documented several faded parking lines behind a row of bollards at the northeast corner of the parking lot. Many of these lines require restriping. While the existing parking is sufficient on most days, the parking lot gets overcrowded with cars during the big events, and many attendees struggle finding a safe place to park. Participants in the public outreach suggested the high school parking lot as an overflow-parking location with shuttle buses to drive event attendees to Jubilee Park.

The baseball field on the eastern edge of the site is an important amenity. During the baseball season (beginning in March), advisory committee members described the park as a hub of activity, with parking at capacity. The baseball field is in need of significant upgrades. Lighting structures around the field are outdated, creating large operations costs for



North edge of the skate park.

the city. Additionally, the field's backstop is constructed with asbestos covered material, creating a lingering public health hazard. Finally, the existing baseball facilities cannot adequately handle the current level of seasonal use.

The covered picnic table area holds approximately 24 picnic tables, and has an attached kitchen. The picnic table portion serves groups based on first a come-first serve basis, however the kitchen must be reserved and rented for a flat fee. The facility is well-used during the spring and summer seasons, during park events, and by residents for private gatherings.

Jubilee Park also hosts a new skate park, located on the northeastern side of the park, with a front view of the residential and street area and back view of an undeveloped forested park section. The skate park was funded by a State of Oregon Parks and Recreation Grant, and opened in August 2014. The development of the skate park was led by Maureen Connolly and Stacey Williams, the "SK8CJ" park organizers. The park is often used by the youth of the area. The skate park lacks a drainage system for the water, causing rain to create standing water in portions of the park. In addition, the park ramps themselves are plagued with frequent graffiti and various acts of vandalism.

People experiencing homelessness were seen occupying the wooded, northeastern portion of the park. Some city residents voiced concerns about public safety and cleanliness of the park. The park is regularly cleaned by the City, and as a result the bathrooms are in relatively good condition.

Overall, Jubilee Park is a highlight of the community for residents. Even though several community members mentioned some concerns about the park security and conditions, many positively mentioned their satisfaction with the park's programs and events.

Cave Junction Swimming Pool

The swimming pool is located near Cave Junction's High School, Senior Center, and Lutheran Church. The site was developed 45 years ago (1970s) by Josephine County, and then transferred to the City of Cave Junction in early 2000s. The City was then responsible for cleaning, heating, filtering, winterizing, and maintaining the facility.

According to Travis Robbins of Cave Junction's Public Works Department, it cost the City around \$30,000 per year to operate the pool facility. Due to high maintenance costs and a possible leak, the City closed the pool in 2008. Since then, the pool has become a stagnant water source and the facility is slowly deteriorating into rust, broken materials, and unusable systems.

Table 2: Inventory of existing facilities and recreation amenities in the Cave Junction Pool.

Features	Quantity
Parking Spaces	44
Standard	42
ADA	2
Swimming Pool	1
Locker Rooms	2
Male	1
Female	1
Lockers	228
Male	114
Female	114
Bathrooms	
Male Stalls	4
Male ADA	1
Male Urinals	3
Femal Stalls	5
Female ADA	1
Showers	14
Male	7
Female	1

The pool's parking lot is located on the western edge of the property in front of the main entrance, with some parking spaces in the back of the building. The Senior Center is located nearby across from the pool's main parking lot. Much of the site requires new paint and other surface renovations.

The building that houses the pool's reception area and locker rooms is ADA accessible. Outside on the pool deck, however, there are a few gaps in the flooring between the edge of the pool and the water that might be considered a safety issue for young children and people with disabilities.

The pool's front desk is in bad shape, along with the office and cabinets. The plastic pool cover has been stored in the front desk area. According to public works staff, this cover will likely need to be replaced. The men's and women's bathrooms have one ADA accessible stall each. It would be necessary for a specialist to evaluate the locker rooms, including plumbing systems, water fountains, bathrooms, showers, and lockers to determine the full extent of needed repairs.

The pool itself is contaminated and currently unusable. Six metal stairs into the pool require general maintenance, and the concrete/ tiled stairs and the tiles of the pool require replacement and repair. Despite the deterioration, the swimming pool is still equipped to use an existing propane system and solar pads to heat the water, and has an industrial filter system.

During the first Advisory Committee meeting, members expressed an interest in covering the pool for year-round use, instead of seasonal use. Such a development, however, would likely be quite costly and not necessarily alleviate the issue of the pool's high annual operational and maintenance costs.

Overall, the swimming pool would require fairly significant and expensive repairs to again become functional. In addition, several materials required for operation are missing and would have to be replaced. In order to clarify lingering uncertainties, the CSC team advised the City of Cave Junction to hire a professional engineering firm to determine the cost of renovation and maintenance.



Looking South from the Cave Junction Pool

Once operational, the pool can host up to 100 persons/day, and can serve the general public, the Senior Center, and the high school. While the pool has the potential to be an incredible asset for the community, the City will have to carefully weigh the costs of repairing and operating the pool. It may be that the costs of hiring a qualified consultant, plumbing, construction, materials, labor, and ongoing maintenance are unfeasible at this time.

Old Stage Park



View from the North bank of the East Forks Illinois River

Previously owned by Josephine County, Old Stage Park was donated to the City of Cave Junction around 1980. The park is 40-acres in size, and is located 1.5 miles southeast of downtown Cave Junction at the end of Old Stage Road. The park is currently undeveloped, and has one entry gate off of Old Stage Road. After the gate, a dirt road leads to the East Forks of the Illinois River. There are no designated parking spaces, restroom facilities, overhead lighting fixtures, or established trails in the area.

Prior to the construction of Hwy 199, Old Stage Road served as a transportation route during the Oregon gold rush of 1851. Mining supplies were initially brought in by train, and by 1857, a road was constructed to bring supplies from Crescent City to the Oregon mining towns of Waldo, Kerbyville, and Jacksonville. The wagon road went through Old Stage Park, and included a bridge that allowed drivers to cross the East Fork of the Illinois River. This route was used for almost 70 years until Hwy 199 was constructed in 1925.²¹

Since 1925, Old Stage Park has been used as an unofficial swimming area for residents, but is less popular compared to the established Illinois Forks State Park, located about a half-mile south of Cave Junction. Additionally, due to the shortage of security personnel, portions of the park have been used illegally as a growing area for marijuana plants. At times, the area has also been a camping/squatting location for transient populations.

There are two properties north of Old Stage Park owned by Paul Cunningham, Jr. and Lester & Mary Diane Story. The property to the east of the park is owned by Chaumont Realty Holding Co, LLC, care of Amy Schell-Lapora. The property to the south is owned by Jonathon Barlow. Additionally, there are three property owners west of Old Stage Park: Tyrone & Jeanette Montgomery, Marian Alderton Trust, and Gregg & Karen Brooks.

²¹ Highway 199. "Old Stage Park." <http://www.highway199.org/park-and-recreation-plan/park-recreation-plan-old-stage-park/>

Public School Facilities

Three Rivers School District cooperates with the community in providing use of the District facilities when possible. The District only requires that community use does not interfere with the schools' educational and activity programming or with the requirements for maintenance, operation, safety, and security of the school buildings and grounds. The District recognizes that its grounds are owned by the public, and it encourages the public use of its facilities outside of normal working hours.

The administrative regulations of the District include a detailed fee schedule, and procedures and rules pertaining to public use of school facilities. The District allows groups and organizations free usage, reduced rate usage, or full rate usage, depending upon the membership of the organization, and the kind of function for which the school facility will be used.

The following facilities may be used by the public with prior approval from Three Rivers School District:

Evergreen Elementary School:

- Gym
- Track
- Cafeteria

Lorna Bryne Middle School:

- Gym
- Commons/Cafeteria
- Track & field

Illinois Valley High School:

- Gym
- Multi-sport field
- Football field/track
- Commons

To apply for scheduled usage of the facilities mentioned, residents must submit a Facility Use Agreement Form and a Proof of Certificate of Liability Insurance (only required in certain circumstances).

Section D of Appendix E includes copies of the following policy forms:

- Facility Usage Procedures Policy Statement – Policy KG-AR(1)
- Rules Governing Community Use of District Facilities – Policy KG-AR(2)
- Fee Charges for use of District Facilities – Policy KG-AR(3)
- Community Use of Building – Policy KG

Four: **Park System Goals and Actions**

The Cave Junction community is eager to see positive development of its park system. The City already has many well-used and well-loved assets, and now residents are excited to take the next steps in improving and expanding their parks.

The CSC parks planning team reached over 550 residents of Cave Junction, including about 250 children and young adults, through stakeholder interviews, public outreach events, and the community survey. The input from these enthusiastic residents forms the basis of the goals and actions listed here to guide development of Cave Junction's parks and recreation system over the next 10 years.

This Parks and Recreation Master Plan seeks to provide concrete, manageable guidance to the City of Cave Junction and its partners. When implemented, the actions presented here will create a more vibrant, accessible, and sustainable parks and recreation system that will improve the community's health, well-being, and quality of life.

Goals and Actions

The seven goals and accompanying action items listed in the following pages are based on common themes and critical insight obtained from the research and community involvement – each goal includes justifications to explain its origin. Goals are defined as a solution to meet the needs identified through outreach. Actions and sub-actions are practical steps that can be taken to achieve goals. The goals and actions center around seven main topics:

- Coordination and Administration
- Safety and Security
- Maintenance
- Connectivity Between Parks
- Recreation Classes and Events
- Facility Improvements
- Long Term Funding and Partnerships

Goal 1:

Establish a formal parks and recreation coordination & administration system

Justification #1: Since a designated Cave Junction Parks Department does not exist, it is recommended that the residents of Cave Junction decide upon an administration strategy to delegate action items within the Cave Junction Parks & Recreation Master Plan.

Action #1	Purpose of Action
1. Choose the appropriate Parks and Recreation formal group to implement The Cave Junction Parks and Recreation Master Plan and oversee the park and recreation system.	Sustains the plan and future parks and recreation initiatives past the involvement of current members; creates a structure for the plan to be used for grant applications; serves as a centralized space for communication between different groups and community members on parks and recreation efforts.
Sub-Actions	
<p><i>Sub-Action #1:</i> Decide on whether to create an official Friends of Jubilee Park, a parks public committee, or an unofficial volunteer group.</p> <p><i>Sub-Action #2:</i> If a non-profit group is selected, apply for a 501(c)3 status within 1 month in order to apply for grant funding opportunities.</p> <p><i>Sub-Action #3:</i> Create roles and responsibilities for the formal parks and recreation group.</p>	
Action #2	Purpose of Action
2. Establish ongoing partnerships between the Parks and Recreation formal group and public/community organizations within Cave Junction.	Increases cost-sharing between organizations to support more community events, programming, and development.
Sub-Actions	
<p><i>Sub-Action #1:</i> Clarify which local organizations want to establish a formal partnership or an affiliate (periodic involvement).</p> <p><i>Sub-Action #2:</i> Establish Memorandums of Understanding (MOUs) with local organizations interested in partnerships (ongoing responsibilities, cost-sharing).</p>	
Action #3	Purpose of Action
3. Establish ongoing partnerships with regional, county, state, and federal organizations.	Supports the development of new recreation options for community members; facilitates shared resources.
Sub-Actions	
<p><i>Sub-action #1:</i> Establish a formal relationship with land management agencies (Illinois Valley Recreation Opportunities Collaborative (IVROC), Oregon State Parks, U.S. Forest Service, Bureau of Land Management, National Park Service).</p> <p><i>Sub-Action #2:</i> Designate a member of the Parks and Recreation formal group to attend Illinois Valley Recreation Opportunities Collaborative (IVROC).</p> <p><i>Sub-Action #3:</i> Designate a member of the Parks and Recreation formal group to keep up to date with the State of Oregon Parks and Recreation Commission & Oregon Recreation Trails Advisory Council (agenda, meeting minutes, and opportunities for public comment).</p>	

Action #4	Purpose of Action
4. Develop a joint use agreement with the Three Rivers School District to clarify public use of school recreation facilities.	Ensures rules are consistent between schools, and procedures are transparent and available to community members and local organizations.
Sub-Actions	
<i>Sub-Action #1:</i> Establish a policy for independent use of school facilities (playgrounds, fields). <i>Sub-Action #2:</i> Ensure that the policy is publically accessible. <i>Sub-Action #3:</i> Develop a strategy for addressing maintenance needs and system improvements.	
Action #5	Purpose of Action
5. Develop communication plan that informs local community members of Cave Junction Park initiatives, progress, and future development ideas.	Facilitates the coordination of park and recreation ideas by highlighting opportunities for local organizations to join together; prevents a disconnect between groups with similar goals.
Sub-Actions	
<i>Sub-Action #1:</i> Establish a centralized, covered kiosk in Jubilee Park to convey information to the public. <i>Sub-Action #2:</i> Establish a system for members of the public and community organizations to post events, classes, and other ideas for parks and recreation coordination. <i>Sub-Action #3:</i> Consider consolidating all online postings between the various online sites (Illinois Valley calendar, Rogue Valley calendars, Facebook, and other social media sites).	
Action #6	Purpose of Action
6. Coordinate with the City Council to ensure the Parks and Recreation formal group follows all city proclamations and ordinances related to parks, recreation, and open spaces.	Furtheres a united community vision for park and recreation efforts in Cave Junction; supports increased collaboration from area residents.
Sub-Actions	
<i>Sub-Action #1:</i> Honor the “Bee-Friendly” proclamation adopted by City Council by planting and maintaining native plants. <i>Sub-Action #2:</i> When possible, all recreational development will meet ADA requirements for accessible recreation. <i>Sub-Action #3:</i> All recreational development will be available to the public, regardless of age, race, ability, orientation, and religion.	

Goal 2:

Implement systems to increase security & safety in parks, recreation, and public spaces

Justification #1: Community survey responses show that many respondents (about 65%) were “somewhat dissatisfied” and “very dissatisfied” with the feelings of safety in Jubilee Park. Of the survey write-in comments for Jubilee Park, 87% were related to safety. About 68% of the comments mentioned concern for the presence of transients, drugs/drug use/paraphernalia, or otherwise general feelings of lack of safety.

Justification #2: Overall, high school students’ concerns for Jubilee Park stemmed from a lack of safety/security. Of the 112 additional comments given by high school students, 29 specifically mentioned safety/security as one of their recommendations; and 51 specifically mentioned a lack of cleanliness/homeless/drug use in Jubilee Park. Residents from the Senior Center Workshop also mentioned (5 times) the need for security/park host/police presence.

Justification #3: Seven people from the advisory community interviews shared their concerns about the need to have a safe place to enjoy the activities and facilities of the parks.

Action #1	Purpose of Action
1. Develop a two-person Park Host system for Jubilee Park in partnership with the City of Cave Junction Public Works Department.	Provides supervision over park visitors, and the physical park space; increases community sense of ownership of park and recreation spaces.
Sub-Actions	
<i>Sub-Action #1:</i> Designate security and safety roles for park hosts alongside Neighborhood Watch, Sheriff Department, and Cave Junction Patrol. <i>Sub-Action #2:</i> Develop Park Host roles and responsibilities (i.e. opening/closing bathrooms, maintenance, expectations for presence in Jubilee Park, time off, and to inform law enforcement of any immediate safety issues that arise, not to confront the situation themselves). <i>Sub-Action #3:</i> Establish park host training system (examples: Adopt-A-Park, partner with Oregon State Parks). <i>Sub-Action #4:</i> Formalize park host recruitment strategies (possible coordination with the United States Forest Service, National Park Service, Oregon State Parks, and Josephine County Parks). <i>Sub-Action #5:</i> Designate and make any necessary changes to site within Jubilee Park for the park hosts to put their residences (park host owned RV homes or similar mobile home).	
Action #2	Purpose of Action
2. Coordinate with Sheriff Department to integrate a Jubilee Park security patrol plan in the regular development of patrol schedules.	Addresses community concerns around safety; reduces maintenance needs by lowering the impact of individuals in the park at night.
Sub-Actions	
<i>Sub-Action #1:</i> Coordinate with the Sheriff Department for a scheduled nighttime patrol. <i>Sub-Action #2:</i> Coordinate with the Cave Junction Patrol to provide support to the Sheriff Department. <i>Sub-Action #3:</i> Identify methods of communication between park host and community patrols, law enforcement, and emergency personnel.	

Action #3	Purpose of Action
3. Establish a system to regularly address safety concerns regarding the conditions of public buildings and spaces within Cave Junction.	Increases the capacity to manage safety and health concerns for park, recreation, and public spaces before any community members become injured.
Sub-Actions	
<p><i>Sub-Action #1:</i> Contract with appropriate geo-technical engineers to determine the best way to address the safety and health hazards of the current conditions of the Cave Junction Swimming Pool site.</p> <p><i>Sub-Action #2:</i> Prioritize amendments to Little League field facilities that address health, safety, and accessibility considerations.</p> <p><i>Sub-Action #3:</i> For future parks developments, include design solutions that discourage vandalism and destruction of park infrastructure.</p>	
Action #4	Purpose of Action
4. Increase overhead lighting at Jubilee Park.	Increases visitors' ability to see park grounds and other visitors.
Sub-Actions	
<p><i>Sub-Action #1:</i> Add lighting around proposed walking trail circling Jubilee Park (Concept Plan).</p> <p><i>Sub-Action #2:</i> Include a timer that shuts off lights at 10pm, or utilize Park Host to turn off lights manually.</p>	

Goal 3:

Develop a Cave Junction Park and Recreation Maintenance Plan

Justification #1: Eight people from the advisory community interviews stated that Jubilee Park needs maintenance and an overall upgrade.

Justification #2: 50% of high school students are either somewhat or very dissatisfied with current park offerings. Additionally, the highest percentage of votes for Jubilee Park (56%) was to maintain the rest rooms.

Justification #3: About 47% of community survey respondents indicated that they like the natural areas of Jubilee Park, but wish it was better maintained.

Action #1	Purpose of Action
1. Create additional maintenance assistants for Jubilee Park.	Decreases delays in responding to facility issues.
Sub-Actions	
<i>Sub-Action #1:</i> Develop maintenance responsibilities for Park Hosts. <i>Sub-Action #2:</i> Leverage partnerships with local community organizations to provide unpaid student internships and job-training initiatives to assist with maintenance needs. <i>Sub-Action #3:</i> Develop a project list for local groups and schools to perform during community or school sponsored project days (e.g. Dan Fiske Community Work Day, College Dreams, Rotary Youth Program).	
Action #2	Purpose of Action
2. Integrate the Cave Junction Parks and Recreation Master Plan's maintenance-related recommended actions into the Park Facilities Maintenance Plan.	Prepare for future maintenance needs, particularly potential new facilities or park users.
Sub-Actions	
<i>Sub-Action #1:</i> Review and update the maintenance schedule for Jubilee Park. <i>Sub-Action #2:</i> Gain approval from City Council for maintenance schedule revisions. <i>Sub-Action #3:</i> Create a publically available schedule online (i.e. website, Facebook) to periodically review and update the maintenance needs and schedule for Jubilee park, and any new park, recreation, or public space.	
Action #3	Purpose of Action
3. Create a centralized public communication system for the public to report any vandalism/maintenance needs within parks, recreations, and public spaces.	Supports the capacity of maintenance personnel; publically available maintenance communication options illustrate the process for change within parks and recreation, increasing community support for park and recreation efforts.
Sub-Actions	
<i>Sub-Action #1:</i> Post City Hall contact numbers for the Public Works department on Jubilee Park facilities. <i>Sub-Action #2:</i> Publicize the public communication options on centralized websites (Facebook page, Illinois Valley Calendar, email listservs). <i>Sub-Action #3:</i> Publicize the public communication options in known community places (grocery stores, schools, senior center, and the future information kiosk in Jubilee Park).	

Action #4	Purpose of Action
4. Complete current maintenance needs for Jubilee Park restrooms.	Prioritization of specific maintenance needs serves to meet community members' desire to address safety within Jubilee Park.
Sub-Actions	
<i>Sub-Action #1:</i> Remove alcoves in Jubilee Park restrooms. <i>Sub-Action #2:</i> Repaint restroom interior with graffiti-resistant paint (paint with silicon). <i>Sub-Action #3:</i> Install protective devices around bathroom amenities (lights, soap dispensers).	
Action #5	Purpose of Action
5. Replace the current backstop and lighting fixtures for the baseball field in Jubilee Park.	Addresses safety concerns from the current lighting fixtures.
Sub-Actions	
<i>Sub-Action #1:</i> Determine timeframes for maintenance of new fixtures and eventual replacements; integrate into maintenance schedule.	
Action #6	Purpose of Action
6. Correct the drainage issue for the southwest corner of the skate park in Jubilee Park.	Addresses safety concerns for skate park users.
Sub-Actions	
<i>Sub-Action #1:</i> In the near-term, mitigate flooding with lower-cost stormwater management measures (native plants, swales). <i>Sub-Action #2:</i> Determine needed improvements/repairs, and phase them into maintenance schedule over the longer-term. <i>Sub-Action #3:</i> Pursue system development charges for stormwater management.	
Action #7	Purpose of Action
7. Add native plants to mitigate flooding in Jubilee Park within 2 years.	Addresses community interest and financial need to use low-impact and low-cost means to manage park and recreation spaces.
Sub-Actions	
<i>Sub-Action #1:</i> Partner with the Garden Club to coordinate new plantings with future capital projects in Jubilee Park.	

Goal 4:

Establish connectivity between parks

Justification #1: Six people from the advisory community interviews shared the desire to have the parks connected to one another, through hiking and bike trails.

Justification #2: Participants at several outreach workshops identified increased connectivity as a priority. Thirty-five percent of high school students voted for bike paths/trails that connect existing parks to the larger community.

Justification #3: The third highest community survey response for “What are your top priorities for Cave Junction Parks and Recreation in the next 10 years?” was to “build bike paths/trails to connect existing parks to larger community” (30% of respondents selected this option).

Action #1	Purpose of Action
1. Develop a trail plan within the next 4 years (begin in 3 years).	Increases the ability of different demographic groups to access park and recreation options; prioritizes safety in accessing park and recreation options.
Sub-Actions	
<i>Sub-Action #1:</i> Develop three major trail connections over the next 7-8 years. <i>Sub-Action #2:</i> Create a phased approach to establishing walking/bike routes between the parks; prioritize routes along existing roads. <i>Sub-Action #3:</i> Develop a short walking trail linking Jubilee Park with Lorna Byrne Middle School. <i>Sub-Action #4:</i> Develop a designated trail behind Healthy U building for student’s school commute. <i>Sub-Action #5:</i> Develop bike lanes and/or trails to connect to local public lands (U.S. Forest Service, Bureau of Land Management).	
Action #2	Purpose of Action
2. Revise the Cave Junction Transportation Plan within the next 6 years.	Increases the ability of different demographic groups to access park and recreation options; prioritizes safety in accessing park and recreation options.
Sub-Actions	
<i>Sub-Action #1:</i> Develop a system to clearly demonstrate the separation between cars and bike lanes for existing and future bike paths. <i>Sub-Action #2:</i> Coordinate with Josephine County and the Oregon Department of Transportation on transportation and trails plans, including streets designated as shared car/bike streets without established bike lanes. <i>Sub-Action #3:</i> Install separate bike lanes connecting Jubilee Park, Illinois Valley High School, Lorna Byrne Middle School, and Evergreen Elementary School along East River Street, West River Street, and South Junction Avenue.	

Action #3	Purpose of Action
3. Install wayfinding signage for trail system map within the next 7 years.	Allows area residents to find parks or trails that may have previously been inaccessible; provides a way for visitors and travelers to experiences the public land surrounding Cave Junction.
Sub-Actions	
<i>Sub-Action #1:</i> Place a permanent trail system map in Jubilee Park.	
Action #4	Purpose of Action
4. Purchase land easements to connect to federal and state trail systems along Illinois River within the next 8 years.	Adds to recreation options by increasing ways area residents can access nearby public lands.
Sub-Actions	
<i>Sub-Action #1:</i> Conduct a feasibility study for constructing a bridge trail connecting Forks State Park to Cave Junction.	

Goal 5:

Increase diversity of recreation classes & events

Justification #1: Six people from the advisory committee interviews expressed their desire to see more programs, classes, and events being implemented in the park.

Justification #2: Forty-one percent of high school students were either somewhat or very dissatisfied with the current recreation amenities available. Twelve votes from the Easter Egg Outreach Event were given for more recreation classes/activities.

Justification #3: When asked if they would like to see special events added or expanded in the next 5 years, about 87% of 137 community survey respondents indicated “Yes”. About 97% of 135 respondents to the question “Would you like to see recreation classes, events, and teams expanded or added in the next 5 years?” reported “Yes”.

Action #1	Purpose of Action
1. Develop 2-3 new recreation classes, events, or programs within the next 2 years.	Addresses the need for increased recreation and community engagement opportunities for different demographics, particularly Cave Junction youth.
Sub-Actions	
<i>Sub-Action #1:</i> Identify the equipment needed and protocol for scheduling appropriate movies for family movie night at the park. <i>Sub-Action #2:</i> Establish a covered stage and electrical outlets near the parking area for Farmers Market performances. <i>Sub-Action #3:</i> Identify park improvements that might enable new events, competitions, or activities. <i>Sub-Action #4:</i> Support continuation of the Chamber of Commerce sponsored Concert in the Parks program.	
Action #2	Purpose of Action
2. Post recreation classes and events on centralized public online forums (social media, Illinois Valley calendar), and future information kiosk in Jubilee Park.	Reduces barriers to finding out about different recreation options; highlights possible overlaps in events and areas for coordination.
Sub-Actions	
<i>Sub-Action #1:</i> Ensure that a designated member of the Parks and Recreation formal group is responsible for posting classes and events.	
Action #3	Purpose of Action
3. Create a management system for renting park facilities (i.e. Jubilee Park shelter).	Provides a clear, consistent, and transparent set of rules and procedures for community members and organizations to rent park facilities.
Sub-Actions	
<i>Sub-Action #1:</i> Post the rental procedures and schedules (with available dates and times) on centralized online forums and the future information kiosk in Jubilee Park. <i>Sub-Action #2:</i> Ensure that services for reserving park facilities are available both online and in-person.	

Action #4	Purpose of Action
4. Develop a system that allows independent instructors to offer recreation classes in parks and charge fees.	Encourages people to offer classes by lowering the barriers to accessing possible venues and by creating clear methods for instructors to be compensated.
Sub-Actions	
<i>Sub-Action #1:</i> Designate ways for the City to rent spaces to instructors (in-person at City Hall, by phone, by mail, online), either by a set fee or by the number of people who attend a class. <i>Sub-Action #2:</i> Create a system of payment for instructors based on flat-rates or on number of attendees.	
Action #5	Purpose of Action
5. Assist in volunteer recruitment and event outreach for local partners' existing events and potential new events/classes	Increases the capacity of local organizations to develop and offer parks and recreation related programs, events, and classes.
Sub-Actions	
<i>Sub-Action #1:</i> Support and promote quarterly Cave Junction Clean-Up Days with local partners (i.e. Rotary Club). <i>Sub-Action #2:</i> Develop formal procedures and outreach templates to promote new events/classes.	

Goal 6:

Prioritize improving existing parks before developing new parks

Justification #1: Several of the advisory committee members expressed a desire to see new facilities and programs in Jubilee Park.

Justification #2: High school students prioritized the following for Jubilee Park: updated and expanded skate park (31%); basketball court (31%); water play area (30%); and enclosed dog park (27%).

Justification #3: Community survey respondents prioritized the following for Jubilee Park: water park/spray pad (45%); updated restrooms (42%); and a permanent, covered shelter for farmers' markets and other uses (27%).

Action #1	Purpose of Action
1. Coordinate with the City Council to adopt the Cave Junction Parks and Recreation Master Plan within 3 months.	Provides a mechanism for the plan to be a binding document that the City must consult when considering improvements and adding new parks and recreation facilities.
Sub-Actions	
<i>Sub-Action #1:</i> Ensure that the Jubilee Park Concept Plan is emphasized in City Council discussions.	
Action #2	Purpose of Action
2. Implement Jubilee Park Concept Plan; begin within 1 year.	Addresses a variety of park and recreation needs and interests over a longer-period of time; allows community members to see potential impact of plan.
Sub-Actions	
<i>Sub-Action #1:</i> Implement the concept plan in phases based on the features that are prioritized in the Cave Junction Parks and Recreation Master Plan.	
<i>Sub-Action #2:</i> Purchase wooded land adjacent to the northeast corner of Jubilee Park and convert it into a recreational resource.	
Action #3	Purpose of Action
3. Set up a schedule to periodically evaluate improvements of existing parks within the next year	Provides an actionable schedule for initiating development of new park and recreation facilities.
Sub-Actions	
<i>Sub-Action #1:</i> Determine the period of time that park improvements must be consistently maintained before new park and recreation facilities are developed.	
<i>Sub-Action #2:</i> Set-up procedures within the Parks and Recreation formal group for managing long-term projects.	
<i>Sub-Action #3:</i> Create a Pool Facility working group within the Park and Recreation formal group (see Appendix A. Pool Memo).	

Action #4	Purpose of Action
4. Set up a schedule to periodically evaluate parks and recreation needs and interests within the Cave Junction community within the next two years.	Ensures park and recreation priorities are consistent with the needs and interests of community members over time; necessary for community investment and support of parks and recreation efforts (volunteer, financial, or otherwise).
Sub-Actions	
<i>Sub-Action #1:</i> Set up procedures within the Parks and Recreation formal group for managing long-term projects.	
Action #5	Purpose of Action
5. Develop a master plan for Old Stage Park within the next 10 years.	Allows for the land to be used for the community goals that best fit the location and characteristics of the space.
Sub-Actions	
<i>Sub-Action #1:</i> Begin with an evaluation of the progress of other actions in the Cave Junction Parks and Recreation Master Plan	
<i>Sub-Action #2:</i> After progress has been made on implementing other Master Plan actions, determine which, if any, additional actions could be best accomplished using Old Stage Park	

Goal 7:

Establish long-term funding strategies

Justification #1: Without strategies for obtaining funds for park development and maintenance, the City will risk becoming accountable for building and sustaining facilities that it cannot afford.

Action #1	Purpose of Action
1. Distribute a community survey that asks residents how they would like to fund these initiatives (user fees, marijuana sales tax, City tax, Parks & Recreation Taxing District) within the next 6 months.	Encourages community investment in park and recreation funding decisions; method for determining the funding mechanisms that will be the most effective for the Cave Junction community.
Sub-Actions	
<i>Sub-Action #1:</i> Ensure the survey includes brief explanations of the different funding methods. <i>Sub-Action #2:</i> Hold public meetings and coordinate with community groups to explain the different funding methods.	
Action #2	Purpose of Action
2. Conduct a feasibility study for the development of a Parks and Recreation Taxing District within the next year.	Provides specific information on the necessary process and potential implications for funding parks and recreation efforts within Cave Junction.
Sub-Actions	
<i>Sub-Action #1:</i> Examine three different tax levels and the potential amount of funding that each level would generate. <i>Sub-Action #2:</i> Create a potential implementation plan and timeline to include in public discussions.	
Action #3	Purpose of Action
3. Conduct a feasibility study for adding System Development Charges (SDCs) for Parks & Recreation within the next year and a half.	Provides specific information on the necessary process and potential implications for funding parks and recreation efforts within Cave Junction.
Sub-Actions	
<i>Sub-Action #1:</i> Examine three different levels of charges and the potential amount of funding that each level would generate. <i>Sub-Action #2:</i> Create a potential implementation plan and timeline to include in public discussions.	
Action #4	Purpose of Action
4. Develop regular fundraising campaigns within the next 2 years (begin in 1 year).	Creates consistency in local fundraising efforts for ongoing parks and recreation needs.
Sub-Actions	
<i>Sub-Action #1:</i> Develop relationships with potential private donors. <i>Sub-Action #2:</i> Allow donors to purchase dedication plaques for benches within Jubilee Park (possibly give a 3-year limit with renewal options). <i>Sub-Action #3:</i> Coordinate with local community organizations for a new ongoing fundraiser around park specific needs and facilities.	

Action #5	Purpose of Action
5. Coordinate grant-writing and fundraising efforts within the Cave Junction community.	Increases the ability of community organizations to accomplish park and recreation related priorities; provides cost-sharing opportunities.
Sub-Actions	
<i>Sub-Action #1:</i> Apply for at least one grant per year. <i>Sub-Action #2:</i> Coordinate with existing fundraisers for any potential cost-sharing opportunities (i.e. efforts for the skate park, little league, arts programs). <i>Sub-Action #3:</i> Support and coordinate local community organizations' efforts to build a multi-use recreation center (i.e. the Boys & Girls Club).	
Action #6	Purpose of Action
6. Establish structures within the Parks and Recreation formal group to monitor funding opportunities and changes in potential financial options.	Enables the Cave Junction community to better respond to changes in funding opportunities; increases competitiveness for grants and the ability to prepare for future financial constraints.
Sub-Actions	
<i>Sub-Action #1:</i> Track relevant grant opportunities, cycles, and application periods by assigning this duty to a member of the Parks and Recreation formal group; create a shared forum for storing this information that can be easily passed on to future group members.	
<i>Sub-Action #2:</i> Keep up-to-date on changes in relevant funding streams within the Oregon State Legislature (i.e. updates on bills, opportunities for public comment) by assigning this duty to a member of the Parks and Recreation formal group; develop a relationship and regular contact with elected officials.	
Action #7	Purpose of Action
7. Review Capital Improvements Plan (CIP) twice a year within Parks and Recreation formal group and annually within the City budget review process.	Supports a continuous re-evaluation of the feasibility of capital projects.
<i>Sub-Action #1:</i> Integrate the pool development process in each review of the Capital Improvements Plan.	

Five: Jubilee Park

Design Opportunities

1. Future Skate Park Expansion

Area reserved for possible expansion of existing skate facilities

2. Native Plantings

Help manage stormwater and mitigate flooding, while promoting bee and pollinator health

3. Renovated Bathrooms

Improves visitor experience with repairs and maintenance

4. Informational Kiosk

Provides visitors with maps and information on park facilities and events

5. Covered Bike Parking

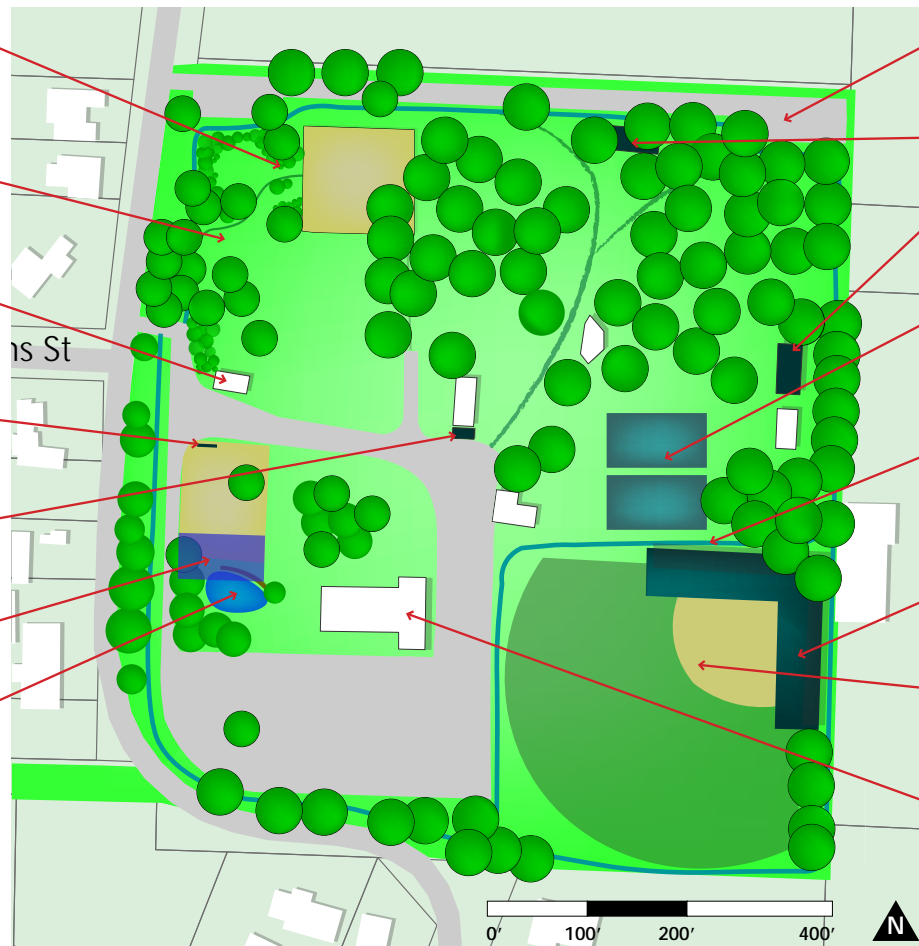
Provides a protected area for bikes, encouraging non-vehicular access to the park

6. Shade Structure

Provides shaded seating and rest area associated with play areas

7. Splash Pad

Expands recreation opportunities for children and provides an alternative play area during the hot summer months



8. North Entrance & Parking

Improves access and provides 10 additional parking spaces, bringing activity to this currently secluded area

9. RV Parking for Park Host

Provides a living space for a full time park monitor, improving visitor experience through better safety and upkeep

10. Mixed Use Courts

Resurfaced courts are striped for both tennis and basketball, providing flexible recreation opportunities

11. Walking Path

Increases access and provides recreational opportunities for park visitors

12. Shaded Stadium Seating

Provides seating and protection from the elements for baseball spectators

13. Renovated Baseball Field

Improves safety and comfort through relocated lighting, improved fencing, and adding a new backstop

14. Renovated Pavilion

Creates additional shaded gathering space and houses farmer's market on weekends

Jubilee Park is the flagship community park for the City of Cave Junction and an important community space for events, recreation, and informal gatherings. In addition to providing general guidelines for developing Cave Junction's park system, the Parks and Recreation Master Plan also includes a new design concept that highlights specific improvements for Jubilee Park. The Jubilee Park design serves as a guide for future development in the park.

The following proposals for the renovation and development of Jubilee Park were developed by CSC staff designers and planners through conversations with and outreach to the Cave Junction community. The associated recommendations represent a vision for the future that balances community priorities with economic feasibility and sound design principles. These recommendations are intended to serve the city as a guide to community desires and economic feasibility as development of the park continues. This section includes 1) a concept plan for the park (see previous page); 2) cost investigations and estimates for proposed elements of park expansion or improvement; and 3) a feasibility study for the addition of a dog park.



Various views of the wooded area of Jubilee Park.

Cost Estimates

1. *Future Skate Park Expansion (NA)*



Inner view of the skate park in Jubilee Park.

While there has been talk of expanding the skate park, this did not emerge as a priority among community members in outreach events. The current plan reserves the area adjacent to the existing skate park for future expansions if desired but does not propose any development or project development costs at this time.

2. ***Native Plantings (\$3,125 soil preparation only – \$18,125 soil prep and plants – additional costs for grading plan)***

The cost of plantings will be highly variable based on the plants chosen and the degree to which volunteer labor or in-house staff are able to do installation, as well as based on the amount of area covered by plantings. The low-lying northwest section of the park is approximately 25,000 square feet in total. To cover a quarter of this area with plantings would require 6,250 square feet of plantings. With soil prep at a projected cost of \$0.25 per square foot and topsoil costing \$25 per cubic yard and covering 100 square feet, the preparation of this area is projected to cost approximately \$3,125. This area could be covered by 500 shrubs (assuming a mature diameter of 4 feet); at a projected cost of \$30 a plant, the total cost for plants would be \$15,000.

The cost of these improvements could potentially be reduced by the use of donated plant material, through the careful choice of more cost effective species, or through the substitution of fast-growing vines, perennials, and groundcovers in place of shrubs. The use of a more varied plant palette would have advantages for species diversity and utility to wildlife, but would also necessitate more frequent maintenance. This could be a potential area for volunteer labor.

To adequately address drainage issues on site, it is recommended that an engineer or landscape architect be consulted for a grading plan in this area, a cost which is not included in the current projected cost.



First Jubilee Park bathroom. on the Western edge.

3. Renovated Bathrooms (\$12,000 – \$156,000)

Park restroom precedent studies may be found in Section A of Appendix E. Based on these studies, new restrooms could be expected to run from \$82,500 – \$156,000. Materials and supplies for renovating existing restrooms to be more vandalism resistant would run approximately \$3,000 per restroom (\$12,000 total to renovate the park's existing 2 male and 2 female restrooms).

4. Informational Kiosk (\$1,000 - \$ 2,000)

Both prefabricated message centers and custom wood kiosks typically cost between \$1,000 and \$2,000, not including installation. This structure might be particularly appropriate as an Eagle Scout project or high school shop class project, which could reduce labor and installation costs.

5. Covered Bike Parking (\$1,300 – \$7,000)

The cost of bike parking varies widely; a Federal Highway Administration study found a range in installation costs from just \$64 to over \$3,000, with an average cost of \$660(1).

Jubilee Park visitors have requested covered bike parking, which increases the cost of bike infrastructure significantly. Basic prefab bike shelters can be purchased for around \$4,000 (2). This does not include the cost of concrete pads and rack installation. Because such prefab structures may be prohibitively expensive, Portland Public Schools produced a reduced cost plan for bike shelter construction to be used by volunteer groups at public schools (3); the projected cost for these shelters was \$647, not including racks. A 140 square foot concrete pad was projected to cost an additional \$2,000.

Installation, surfacing, and a prefab shelter could easily cost over \$6,000. If bike parking could be located on existing surfacing and volunteer labor could be used for construction, covered bike parking could cost as little as \$1,300.

Sources:

1. https://georgiabikes.org/files/Costs_for_Pedestrian_and_Bicycle_Improvements_2013.pdf
2. <https://www.theparkcatalog.com/bike-racks>
3. https://bikeportland.org/wp-content/uploads/2012/05/PPS_Bike_Shelter_Guide_March_2012.pdf

6. Shade Structure (\$1,000 – \$10,000)

Two main constructed options exist for shading seating areas near the playground and proposed splash pad: traditional metal structures or tensile fabric. A small (between 100 and 400 square feet) metal canopy or pavilion typically costs between \$1,800 and \$10,000 depending on the size and type of construction (1,2,3). Such structures can be expected to run between \$18 and \$24 per square foot (3). Tensile fabric may be a more cost effective option, costing between \$10 and 20 per square foot (3,4).

Trees may be a significantly cheaper, ecologically friendly, and aesthetically pleasing alternative to a constructed shade structure. Several trees already exist near the playground and proposed splash pad area and siting any new benches or tables beneath these could provide shade for visitors at no additional cost. Although it takes several years for new trees to become established enough to produce shade, careful planning now could produce needed shade in future years and would save the city hundreds or thousands of dollars.

Sources:

1. <http://www.detailedplaypro.com/shade-structures.htm>
2. <http://www.bluegrassplaygrounds.com/shade-structures-shelters-and-gazebos-shades.html>
3. <http://www.ultimateshadeusa.com/frequently-asked-questions/>
4. <http://www.shadeindustries.com/FAQ.php>

7. Splash Pad (\$65,000-\$500,000)

A splash pad has been frequently requested by community members as a desired amenity to complement the existing playground. Splash pads provide an alternative to traditional playgrounds in the hot summer months and may be a cheaper and safer alternative to traditional pools.

Splash pads represent a significant upfront expenditure and require ongoing maintenance. At a minimum, the installation of a commercial grade splash pad can be expected to exceed \$65,000 (1). In a review of public splash pad installations in the southeastern U.S., the majority were found to cost local governments between \$100,000 and \$300,000 in installation although some exceeded this amount (2). These numbers do not include utilities and maintenance, as well as the cost of hiring an attendant.

Sources;

1. <http://www.splashpadsusa.com/splash-pad-cost/>
2. http://www.archwaypartnership.uga.edu/wp-content/uploads/2013/11/Best-Practices-for-Public-Splash-Pads_Taha-Hameddudin_FINAL.pdf

8. North End Entrance and Parking Lot (\$13,250 – \$48,000)

Asphalt paving is projected at \$3.00 per square foot. At this price point, the specified 20 foot wide two-way entrance drive and a 10 car capacity lot (28 feet by 90 feet) would cost approximately \$48,000. Reducing the entry drive to a single 12 foot lane and using gravel (projected at \$1.25 per square foot) rather than asphalt could reduce the cost to around \$13,250.

9. Park Host Infrastructure (\$1,712 - \$3,424, plus hookups)

The two main expenditures for accommodating a park host are the installation of a poured concrete pad and the installation of water, sewer, and electrical hookups. At \$4.28 per square foot, a 400 square foot pad (large enough to accommodate a 30' long RV) would cost \$1,712 to install. To accommodate an additional park host, the cost would double, to \$3,424.

Water, sewer, and electrical hookups will need to be installed at each park host site. Cost for providing these hookups is site-specific, but will likely be relatively inexpensive since utilities already exist on site. Quotes should be obtained from contractors for these elements.

10. Mixed Use Court Renovation (\$5,000-\$12,000)



Existing tennis court in Jubilee Park.

Resurfacing the tennis court is projected to cost between \$4,000 and \$10,000 depending on the state of the current surface. Basketball hoops will cost an additional \$1,000 - \$2,000. Should renovations or replacement of the existing fence be necessary, these costs are projected at between \$15 and \$40 per linear foot (for 10' chain link fence), not included in the above estimate.

Sources:

1. http://www.sportmaster.net/faq_resurface/

11. Walking Path (\$12,741 - \$83,800)

3,267 linear feet of walking paths are proposed to circumnavigate the park. At a cost of \$4.28 per square foot, a 6-foot wide concrete path over this area would cost \$83,888. A soft-surface trail at 5 feet wide over the same distance would cost significantly less, around \$12,741, but would not be ADA accessible.

12. Shaded Stadium Seating (\$14,400 - \$19,200)

Community members have expressed a desire to provide shade for spectators on either side of the baseball field. Adding two 10 x 40 foot shade structures over existing seating at the estimated \$18-24 per square foot would cost \$14,400 - \$19,200. The height

requirements for the shade structure due to bleacher height may push these costs higher than those of typical shade structures.

In general, the community agrees that the quality and amount of seating at the baseball field is currently sufficient. Should additional seating be added or replaced, bleachers could be expected to run between \$2,900 – 17,500 depending on size and design (1, 2). This cost of additional seating is not included in the total cost listed above.

Sources:

1. <http://www.ondecksports.com/VIP-Bleachers>
2. <https://www.theparkcatalog.com/bleachers>

13. Baseball Field Renovations (\$206,350 – \$451,700)



Baseball field adjacent to main parking lot.

Renovations of the existing baseball field will represent a significant financial input on the part of the City. At a minimum, the following renovations have been requested: relocation/replacement of lights, replacement of the backstop, the addition of a robust outfield fence or protection of some kind, and the relocation of the southern fence to accommodate an access road. Resurfacing of the turf is also likely desirable but is not included in the cost estimates as it should be done regularly as part of ongoing maintenance.

Replacing the backstop can be expected to cost between \$1,100 and \$8,500, depending on how much of the labor is done in house (1,2,3). Kits can be purchased for as little as \$1,100 but would require significant labor, expertise, and equipment to assemble, likely resulting in additional costs. Kits with preassembled panels are also available, though these tend to cost slightly more. Including labor, delivery, and equipment rental, costs for the backstop could run around \$8,500.

At a minimum, fencing will need to be replaced on the south side of the field to make room for the desired access road. Chain link fencing typically costs between \$15 and \$40 per linear foot, depending on height and other variables. Replacing the fencing along the 270 foot side of the field could be expected to cost at least \$4,050.

Due to the field's proximity to other park amenities, protection has been requested around the outfield as well. In addition to replacing the fence on the south side, existing fencing could be replaced by taller, 10 foot chain link fencing. The replacement of fencing around the entire perimeter of the field (approximately 1,080 feet) is projected to cost between \$16,200 and \$43,200.

A much cheaper and potentially more effective alternative to the requested fence is the use of foul ball netting. Netting could be added above a chain link fence to protect pedestrians and cars outside the field, without removing or replacing the existing fence. Suitable netting typically runs approximately \$1.00 per square foot, significantly cheaper than fencing options (4, 5). Additionally, netting will likely provide better protection because it can extend significantly higher than a fence would. At this price, a 20 foot tall net surrounding the entire field (approximately 300 feet per side) would cost \$1,200, plus costs for installing posts and hardware for mounting. It should be noted that netting of this sort is typically used to protect spectators from foul balls near the infield and is thus typically only used along the baselines. In this case, due to the sensitive location of the parking lot next to the outfield, it is recommended that additional netting be used in the outfield area as well.

The largest expenditure will likely be the replacement and relocation of existing lighting. It is possible to light municipal baseball facilities for under \$200,000, although sports field lighting can run up to \$400,000 (7,8). Exact costs will depend on a variety of factors, including factors such as the desired new stadium capacity, the kinds of events the city hopes to host, and the degree to which lighting will impact park neighbors. Since the major concern with existing lighting is the location of the posts within the outfield area and not the lights themselves, it might be possible to relocate the existing fixtures for a reduced cost; pricing for such a move would require a quote from a lighting professional. The existing posts are in poor condition and would need to be moved and replaced even if the lighting fixtures themselves can be retained.

Sources:

1. <http://www.chainlinkfence.com/backstop.html> (kit) \$1,100
2. <http://www.hooverfence.com/backstop/> (2,000 – 4,000)
3. <http://www.allcostdata.info/detail.html/027116201/Baseball-Backstop,-Galvanized-Regulation> (including delivery, installation, etc.) \$8500
4. http://www.cascadenets.com/barrier_netting.php?gclid=EAIaIQobChMInYXuuYWj1QIVkLbACh3ppQF1EAAYASAAEgL8xfD_BwE
5. <http://www.betterbaseball.com/calculator>
6. http://www.shorenwesttoday.com/upper_township/news/upper-township-receives-bid-for-baseball-field-lighting/article_86c48e81-f836-5b67-b459-613dde2e5b5a.html
7. http://www.stma.org/sites/stma/files/STMA_Bulletins/SportFieldLighting_SAFE.pdf
8. http://assets.ngin.com/attachments/document/0063/4980/Musco_Lighting_Brochure.pdf

14. Pavilion Renovation (\$1,000 – \$75,000)

The cost for renovating the existing pavilion will vary widely, depending upon the degree of renovation desired. At a minimum, it is recommended that the fencing around the structure be removed, allowing for regular visitor access and informal gatherings. The heavy furniture currently in the structure is problematic in most contexts: it prevents the structure from being used for the farmer's market because it is challenging to move

out of the way and also prevents the structure from being used on a daily basis because concerns of vandalism to the furniture cause the pavilion to be gated except when events are hosted there.



Existing pavilion at Jubilee Park.

Three options are presented for renovating the pavilion, each with a different focus and price point:

1. **Minimal intervention**, prioritizing informal uses (\$1,000 - \$2,000): gates are removed from the structure, lighting is improved, and through the addition of the park host activity in the shelter is monitored. The concern of vandalism to the furniture is valid but this option assumes that some cost of ongoing repair and maintenance will be cheaper than additional renovations. This option also provides visitors with a shaded seating area which is currently lacking in the park. Costs would be minimal for this option: the labor and equipment costs for the removal of the fencing and the cost of additional lighting fixtures would be the only significant costs other than ongoing maintenance. However, it should be noted that this option does not address the desire to have a permanent structure for the farmer's market.
2. **Moderate intervention**, prioritizing flexible use (\$5,000 - \$8,000): As with the minimal intervention option, this option recommends that the gates be removed and lighting improved; additionally, in this case the heavy furniture is sold and portable furniture is added and stored when the area is not used for events. This option is not ideal for daily use of the structure since it doesn't provide a seating option for visitors, but would greatly facilitate the use of the space for the farmer's market and other events.

Commercial grade folding tables can be purchased for \$100-\$200 a piece, costing \$1,000-\$2,000 for a set of 10; 100 chairs would run an additional \$3,000 - \$5,000. It should be noted that storage of this equipment would be necessary, as even commercial grade tables and chairs are easily stolen or vandalized. Ideally, there would be a secure space within the pavilion to store the furniture. If sufficient room is not available, an adjoining storage shelter might be constructed at additional cost; alternatively other structures exist on site and could likely be used for storage at no additional renovation cost.

This option provides some opportunities for offsetting the construction costs, first through the sale of the existing wooden furniture and secondarily through the possibility of event rentals in the space. Keeping the space filled with events as frequently as possible would also be a positive way to deter unwanted activity in the structure once the gates have been removed.

3. **Significant intervention**, providing designated spaces for both formal and informal uses (\$50,000 – \$75,000): As with all previous options, the gates surrounding the structure are removed. Vandalism-resistant fixed furniture (concrete or metal) is added in place of the existing wooden elements. Commercial grade picnic tables typically cost between \$800 and \$1,500—depending on the quantity desired, this furniture could cost the park between \$5,000 and \$15,000 (1). Ideally, siting of this furniture would be done in consultation with the farmer’s market and other community groups using the space to best keep flexible use options open.

An adjoining structure for the farmer’s market would be added to the current pavilion. This structure would likely be located along the parking lot for easy vehicular access but should be situated with input from the market vendors. As with other metal shade structures, such a structure is expected to cost between \$18 and \$24 per square foot. The current structure is roughly 5,000 square feet; to add a structure half this size would cost the park between \$45,000 and 60,000 (2).

Sources:

1. <https://www.theparkcatalog.com/picnic-tables>
2. <http://www.bluegrassplaygrounds.com/shade-structures-shelters-and-gazebos-shades.html>

Overall Cost Estimates:

\$337,878 – \$1,386,249

Overall cost projections are based on the high and low numbers given for each amenity above. As noted more specifically in each section, there are cost saving opportunities for many amenities, as well as potentially desirable expenditures that are not factored into these numbers. Please note also that these numbers reflect initial construction costs only and do not reflect ongoing maintenance, which may be substantial. These numbers are for planning purposes only; costs of labor and equipment rentals are highly variable and local contractors should be consulted for formal estimates.

These cost projections show that with careful planning, costs can be significantly reduced and held well below \$500,000, an exceptionally modest budget for a park the scale of Jubilee. The breakdown of these projections by amenity should empower the community to choose how and where to allocate limited funds and to prioritize projects in phases.

Dog Park Feasibility Investigation



Size: The parcel under consideration is approximately 1.4 acres. Typical recommendations for dog park size suggest 1 acre minimum to prevent overuse. The size of this parcel is appropriate for development as a dog park.

Access: The parcel does not currently have any developed access for pedestrians or vehicles. To create access to this property for pedestrians and maintenance vehicles, the existing baseball field would need to be shortened along the third base foul line.

Because the first base side of the field is currently 10 feet shorter than the third base side, shortening this end of the field by 10 feet would create an even field (270 feet square) while also making room for pedestrian and maintenance vehicle access. It should be noted that the existing dimensions of the field are already smaller than minimum outfield sizing recommendations (at least 300' from home plate to outfield fence) and reducing the footprint of the field will only exacerbate this situation. If access is added in this area, appropriate precautions should be taken through the addition of protective netting or fencing, as well as signage, to assure visitor safety.

Access and parking for visitor vehicles is not recommended, as two-way traffic is not possible on a 10 foot wide access road. However, there may be future possibilities for acquiring additional land for vehicle entry and parking.

Neighboring uses: The location of the parcel adjacent to Jubilee Park makes it an ideal site for further development. However, the parcel's proximity to several residences may be problematic.

Amenities: Fencing and utilities are the two most important amenities required for a dog park. Six foot tall chain link fencing is typically recommended, with double entry gates for added security. Water access is required and lighting is strongly recommended. In addition to these basic amenities, trash cans and cleaning supplies, seating, a walking loop, and signage regarding rules and regulations are all strongly encouraged. Although a shade structure is typically encouraged, existing trees on site may make this unnecessary.

Cost: The cost of a dog park includes the cost of physical amenities such as fencing, trails, and benches; the installation of utility lines; site preparation such as brush clearing and grass seeding; and ongoing maintenance. Based on these criteria, the overall cost of dog parks can vary greatly. In a cost analysis, the town of Chapel Hill, North Carolina found that minimal development of a 63,000 square foot parcel (similar in size to the current 66,000 square foot parcel under consideration) would cost approximately \$43,400 in upfront costs with an annual maintenance budget of \$11,700. The city of Mt. Pleasant, Michigan, budgeted between \$150,000 and \$300,000 for the development of their facility with additional amenities and anticipated between \$30,000 and \$40,000 of maintenance annually. The largest cost faced in installation is typically fencing, which can be expected to cost between \$25 and \$30 per linear foot. For the current site, approximately 10,000 linear feet of fence would be needed, resulting in a price tag of \$25,000-\$30,000 for fencing alone. Additionally, appropriate maintenance of the site is imperative and should be considered in the budget.

Conclusions: The parcel has potential for development as a dog park due to its size and location near other public land. However, several constraints and limitations need to be considered. First, the existing baseball field prohibits vehicular access; access to the parcel will be limited to pedestrian traffic only. Additionally, added foot traffic in this area may be undesirable for park neighbors whose properties border this parcel. In addition to these physical constraints, the cost of development is perhaps the most prohibitive challenge. In addition to sizable upfront costs, the development of a dog park would require the city to commit thousands of dollars annually to park maintenance, including mowing, grass reseeding, brush clearing, trash service and utilities, and basic infrastructural maintenance. It is recommended that the development of this parcel not be pursued until the city budget can include not only the upfront installation costs but also the annual maintenance costs.

Six: **Funding Options**

A healthy parks and recreation system is built on a foundation of strong financial and community support. For cities across Oregon, particularly small cities, procuring adequate funding for the development, maintenance, and operation of parks and recreational programming can be a particular challenge. Ultimately, cities with the most successful parks and recreation systems are those with a strong base of volunteer support. Since ongoing maintenance and operation costs can rarely be covered by tax revenue and other fees, parks and recreation systems must rely on the community's volunteer labor and fundraising efforts to ensure parks remain well-maintained and responsive to residents' needs.

In this chapter, we briefly discuss common funding mechanisms for parks and recreation systems that the City should consider as it begins to generate a funding plan. For more detailed information about these options, see Section B: Parks and Recreation Funding Sources of Appendix E.

Traditional funding sources such as tax levies, system development charges, and grants are vital to the development, maintenance, and operation of parks and recreation systems. But in addition to these traditional options, we urge the City to cultivate a dedicated corps of volunteers who can provide ongoing support for maintaining and improving Cave Junction's parks. In the long run, community supporters and volunteers will likely be the key to the sustained success of Cave Junction's parks and recreation system.

Revenue Generation

At the most basic level, cities receive tax revenue that can be channeled in part towards supporting parks and recreation. Cities generally allocate some of the resources in their General Fund to parks and recreation. In addition to this, however, cities have a few other options for generating additional revenue that can be applied towards parks and recreation.

Bonds

Cities can issue general obligation bonds to fund capital improvements. Bonds may not be issued for maturity longer than the project's useful life: residents should not be paying for a major park or recreational facility after it is no longer in use.²²

Used For: Capital improvements

Drawbacks: Bonds must be approved by voters, who are often reluctant to approve additional government spending.

Benefits: Bonds can generate a substantial amount of capital. This capital can then be used for land acquisition or improvements to existing parks, which are often very expensive projects.

²² Crompton, John L. 1999. Financing and Acquiring Park and Recreation Resources. Champaign, IL, Human Kinetics.

Recommendation: Since this Master Plan does not suggest major land acquisitions or hugely expensive park improvements, bonds are not a good fit for funding the City's park system at this time.

Tax Levies

In addition to the base property tax rate, cities can ask voters to approve a local option tax levy. This levy may be used to fund capital projects over a specified period of time, up to ten years. In addition to local option tax levies, it is also possible to form a parks and recreation special district with taxing authority. A parks and recreation special district has the ability to levy up to 0.5% of the real market value of all taxable property within the district. The special district boundaries do not necessarily have to match the city limits.

Used For: Local option tax levy – capital improvements; Special district – capital improvements and ongoing maintenance/operation.

Drawbacks: Tax levies must be approved by voters, who are often reluctant to approve an additional tax burden. It may be particularly difficult to convince voters to approve the formation of a new taxing district.

Benefits: Tax levies can generate a substantial amount of revenue which can help cover expensive capital projects. In the case of a special district, tax revenue can also fund ongoing maintenance and operations, aspects of a parks and recreation system that are particularly challenging to fund.

Recommendation: Since this Master Plan does not suggest major land acquisitions or hugely expensive park improvements, tax levies and/or special district formation are not a good fit funding the City's park system at this time.

System Development Charges (SDCs)

According to Oregon's Legislative Committee Services, System Development Charges (SDCs) are one-time fees charged on new development, and certain types of redevelopment, to help pay for existing and planned infrastructure to serve the development.²³ Cave Junction currently does not have SDCs for parks.

Used For: Capital improvements

Drawbacks: SDCs increase the costs of development, which may deter developers from building in Cave Junction. SDCs also may not raise significant capital for development and improvement of parks unless Cave Junction experiences a large amount of development.

Benefits: SDCs are an equitable way to distribute the burden of funding the park system. They ensure that cities can accommodate the increased use of parks and recreation systems brought by new development, and that the new users of the system are helping to pay for the system's expansion.

²³ Adkins, Janet. "A Background Brief on System Development Charges." May 2004. Legislative Committee Services Background Brief. Volume 2, Issue 1. https://www.oregonlegislature.gov/lpro/Publications/2004GG_System_Development_Charges.pdf

Recommendation: Cave Junction should explore the possibility of adding a parks SDC. Many cities in Josephine and Jackson Counties charge SDCs for parks. These funds have improved the ability of cities to pursue new park development in the long term.

User Fees

User fees are charged directly to park and recreation patrons for a specific purpose or activity. Examples include rental fees for picnic pavilions or fees charged for participating in recreational programming. In some cases, cities may also charge parking fees to help support the park system, or add an additional fee on residents' utility bill that can be applied towards park maintenance.

Used For: Primarily ongoing maintenance and programming

Drawbacks: User fees typically generate only a fraction of the funds needed for ongoing maintenance. They may also deter residents, particularly low-income residents, from using parks and recreation facilities.

Benefits: Since there are very few options for generating additional funding for ongoing maintenance and programming, user fees are often essential to sustaining facilities and programming. They are also equitable in that they require the direct users of a service to pay for it.

Recommendation: Cave Junction already makes use of some user fees (rental fees for example), but it would be useful to explore additional options. In particular, many cities have found success in charging a small additional fee for parks and recreation on residents' utility bills. Although the revenue may be small, every little bit helps.

Grants

Grants are a good strategy to supplement park acquisition and development funds. Many grant organizations fund park acquisition and improvements, although few provide funds for ongoing maintenance activities. There are many potential sources for grants. In particular, small cities often turn to the Oregon Parks and Recreation Department's (OPRD) Local Government Grant Program. OPRD grants have funded countless park projects across the state. Section B: Parks and Recreation Funding Sources of Appendix E contains a list of potential grants for the City to explore.

Used For: Capital improvements

Drawbacks: Two factors that make grants challenging are (1) most grant organizations have lengthy processes that will require staff time and effort, and (2) grants usually have very specific guidelines and only fund projects that specifically address their overall goals.

Benefits: Expensive capital projects (such as land acquisition or park re-design) are often not possible without supplemental funding from grant sources, particularly for small cities.

Recommendation: Although obtaining and managing grants may be onerous, Cave Junction will likely have to apply for grant funding to help meet the expenses of future park development. In particular, grants will likely be necessary to help cover the proposed improvements to Jubilee Park.

Donations, Partnerships, and Volunteering

To complement revenue from taxes and user fees, we strongly suggest that Cave Junction solicit donations (either monetary or physical, including parkland), pursue partnerships, and encourage volunteerism. As previously mentioned, the products of “community goodwill” can be essential to building and sustaining the parks and recreation system.

In particular, we recommend that Cave Junction work to form a “Friends of the Parks” nonprofit organization, or seek out another existing nonprofit organization that might be willing to take up the cause of parks and recreation in the city. Such an organization is essential in many small cities for organizing volunteers, fundraising, and managing financial donations.

Some additional strategies for rallying support around parks and recreation include:

- **Park Dedication in Lieu of Fees** – Developers may not be required to pay SDCs if they agree to donate land for parks.
- **Sponsorship/Adopt-a-Park** – Some organizations may be willing to “adopt a park” (or part of a park) and take charge of maintenance and fundraising for their adopted area.
- **Annual fundraising events** – Many cities rely on events such as races, pancake breakfasts, and special dinners to gather donations either for specific park projects, or for ongoing maintenance.
- **General volunteerism** – Many existing groups may be interested in one time or ongoing involvement in maintaining or building parks. Cave Junction should consider reaching out to the following groups for help with parks maintenance, or assistance with installing new park features:
 - K-12 classes, clubs, and community service programs
 - Civic groups, such as Lions Club
 - Businesses

Section C of Appendix E contains a more extensive list of potential partners who might assist with implementing this master plan.

Cave Junction Parks & Recreation Master Plan – Volume II



July 2017

Volume II - Appendices

Prepared for:

City of Cave Junction

222 W Lister Street
Cave Junction, OR 97523

Prepared by:

Community Service Center

A Program of the
University of Oregon,
School of Planning, Public Policy and Management



UNIVERSITY OF OREGON

CSC
Community Service Center

Special Thanks & Acknowledgements

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City of Cave Junction

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Lindsey B. Gillette
Travis Robbins

Boys and Girls Club

Jenna Larkin

Cave Junction Senior Center

Amelia Benson

Farmers Market

Sarah Kuhn

Handicap Support Access League

Randy Samuelson

Illinois Valley Community Development Organization

Roger Brandt
Kate Dwyer
Menno Kraai
Kenny Houck
Judy Hoyle
Mary Reynolds

Illinois Valley Garden Club

Jeanette Rogers
KXCJ Radio
Keeeth Withrieas

Lions Club

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About the Community Service Center

The Community Service Center (CSC) is a research center affiliated with the Department of Planning, Public Policy, and Management at the University of Oregon. It is an interdisciplinary organization that assists Oregon communities by providing planning and technical assistance to help solve local issues and improve the quality of life for Oregon residents. The role of the CSC is to link the skills, expertise, and innovation of higher education with the transportation, economic development, and environmental needs of communities and regions in the State of Oregon, thereby providing service to Oregon and learning opportunities to the students involved.

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APPENDIX A: EVENT AND PROGRAM INVENTORY

This appendix contains the inventory of community oriented events and sport programs in Cave Junction. This inventory is presented in the form of tables on the following pages, and contains the name of the event or program and the group that organizes the events or programs.

Event Inventory

Event	Location	Organizer	Timeline	Note
Antique Auto Show	Jubilee Park	Lion's Club	Last Weekend in June	
Labor Day Festival	Jubilee Park	Lion's Club, John Waltermeyer	Labor Day Weekend (Friday, Saturday, Sunday)	Free; fees charged for some activities. First held in 1937.
Summer Concerts in the Park	Jubilee Park	Chamber of Commerce	Thursdays: – Mid-June till July (7 weeks)	
Easter Egg Hunt	Jubilee Park	Lion's Club	Easter Sunday (early-mid April)	
Children Fair and Pet Parade	Jubilee Park		May 6th, 2017	
Farmers Market	Jubilee Park	Farmers Market	Fridays, 4-7pm; (Opens April 21st this year)	
IV by Candlelight: Lighting our way to Safety	Jubilee Park	CJ Patrols, IV Fire District, Neighborhood Watch	July	
Barter Faire	Lake Selmac	Dome School	Third Weekend in June	
Siskiyou Folk & Bluegrass Festival	Lake Selmac	Chamber of Commerce	Mid-July	fee; \$12-15 ticket; \$5 parking
Moon Tree Run (5K and 10K)	Smokeyjumper Museum, IV Airport (4.5 miles S. of CJ)	Siskiyou Smokejumper Base Museum	Early June Weekend	
River Festival	Illinois River Forks State Park (half a mile S. of CJ)	Forks State Park	Second Saturday in June	
Birds and Brews Fundraiser	Selma	Siskiyou Field Institute	First Weekend in June	
Acorn Festival	Selma Center (9 miles N. of CJ)	Cultural and Ecological Enhancement Network	First Weekend in October	Free; Native America acorn use history, and techniques; basket weaving classes.
Quilt Show	Senior Center	Valley Girls Quilt Club	Third Weekend in October	Entrance fee raggle; supports youth & senior center programs
Annual Flea Market	Senior Center	Senior Center	Early June	
Artober Festival	Kerby Belt Building	Southern Oregon Guild, Joyce Abrams	Third Weekend in October	
Chili Cook Off	Kerby Belt Building	Sarah Kuhn, CJ Farmers Market	March 17th	Farmers Market and KXCJ Radio fundraiser; \$5

Event Inventory

Event	Location	Organizer	Timeline	Note
Chili Cook Off		Shelly Davis	Early March	Annual fundraiser for Little League
Cave Junction Clean Up Day	IV Family Resource Center	Rotary Club	Mid-March	
Disc Golf Tournament		Illinois Valley Community Development Organization, Roger Brandt	First Weekend in October	
The Freakin' Fabulous Fermentation Festival	Frog Farm: 9044 Takilma Rd, Cave Junction, Oregon	Spiral Living Center	Late October	
Highway 199 Yard Sale	Properties along Highway 199	Eastern Star, Hazel Griffith	August	
Spring & Fall Plant Sale	Oregon Mountain Real Estate Parking Lot, CJ	IV Garden Club	Late May & October	Proceeds to IV High School Scholarship Fund
Artisan Holiday Faire	Community Bible Church, CJ	Illinois River Valley Arts Council	Early December	
Mardi Gras Masked Ball	Takilma Community Building, CJ	Dome School	Late February	
Illinois Valley Whirlwind Play Festival	Takilma Community Building, CJ	Dome School	Early February	
New Year's Eve Party & Gingerbread Burn	Takilma Community Building, CJ	Dome School	New Year Eve	
Winter Holiday Bazaar	Takilma Community Building, CJ	Dome School	Early December and Mid-April	
Elders Day Celebration	Takilma Community Building, CJ	Dome School	Early August	2nd Annual
Martin Luther King Celebration and Dance Benefit	Takilma Community Building, CJ	Dome School	MLK Saturday	11th Annual
Women's Cafe Art and Performances	Takilma Community Building, CJ	Dome School	Mid-March	\$8-15 fee

Program Inventory

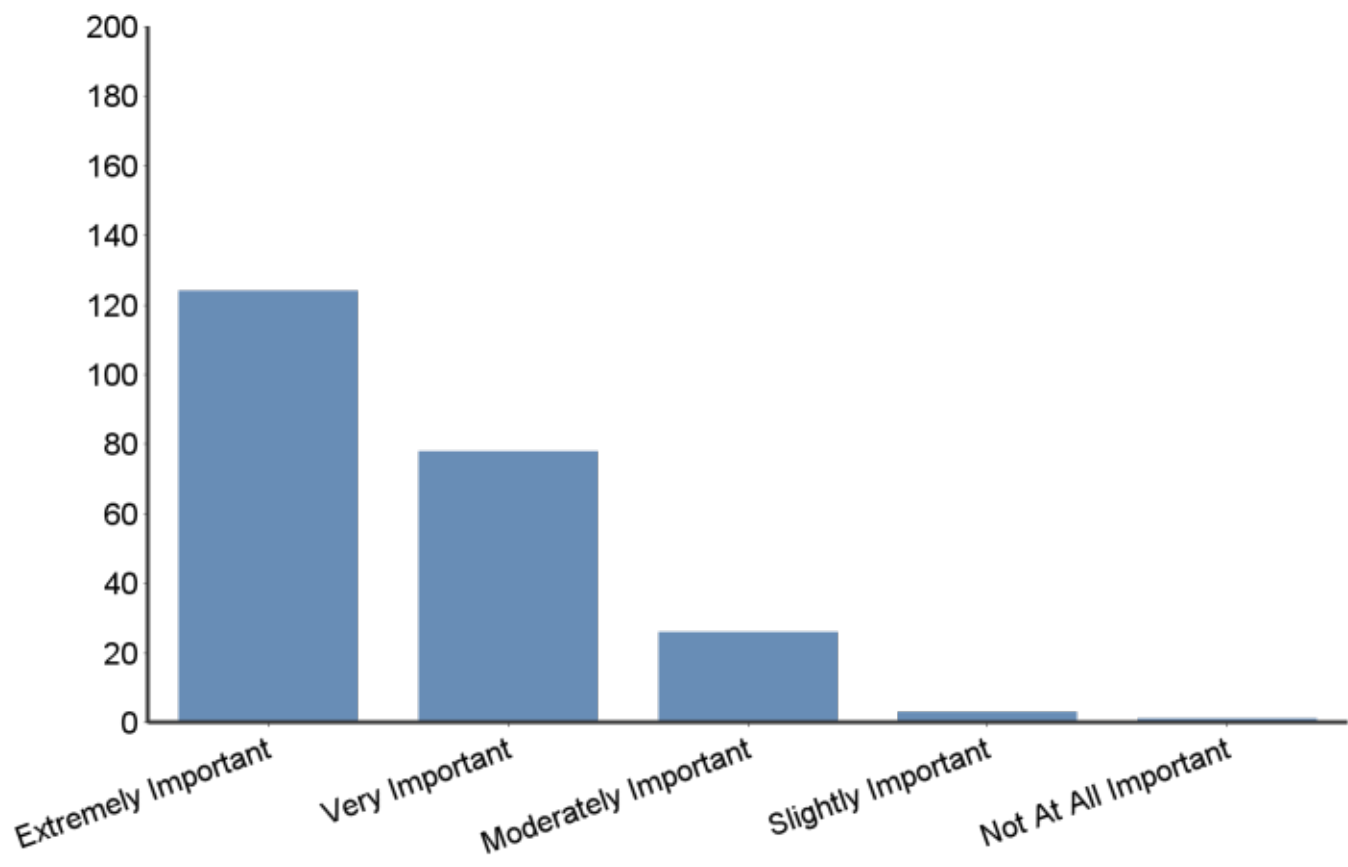
Program	Location	Organizer	Timeline	Note
Football	Lorna Byrne Middle School	Sarah McNamara, Athletic Director		
Basketball (Boys & Girls)	Lorna Byrne Middle School	Sarah McNamara, Athletic Director		
Wrestling	Lorna Byrne Middle School	Sarah McNamara, Athletic Director		
Volleyball	Lorna Byrne Middle School	Sarah McNamara, Athletic Director		
Track & Field	Lorna Byrne Middle School	Sarah McNamara, Athletic Director		
Football	Illinois Valley High School	Bruce Reese, Athletic Director		
Golf (Boys & Girls)	Illinois Valley High School	Bruce Reese, Athletic Director		
Cross Country	Illinois Valley High School	Bruce Reese, Athletic Director		
Equestrian	Illinois Valley High School	Bruce Reese, Athletic Director		
Basketball (Boys & Girls)	Illinois Valley High School	Bruce Reese, Athletic Director		
Wrestling	Illinois Valley High School	Bruce Reese, Athletic Director		
Volleyball	Illinois Valley High School	Bruce Reese, Athletic Director		
Cheerleading	Illinois Valley High School	Bruce Reese, Athletic Director		
Baseball/Softball	Illinois Valley High School	Bruce Reese, Athletic Director		
Football	Illinois Valley High School	Bruce Reese, Athletic Director		
Track & Field	Illinois Valley High School	Bruce Reese, Athletic Director		
Little League	Jubilee Park	Little League	Mid-February - Late June	
City/ Adult League	Jubilee Park	Little League	Late June - Early September	
Community Music Night	Old Bridgeview Community Church, CJ	Old Bridgeview Community Church	1st and 3rd Sundays	
Health & Fitness Classes	Healthy U	Healthy U	Ongoing	
Educational Meetings; Community Projects	Methodist Church, CJ	IV Garden Club	Ongoing	
SUN School	Rusk Ranch Nature Center, CJ	Rusk Ranch Nature Center	Summer	Summer school for low-income children (no public summer school option)
Senior Center Public Events	Senior Center	Senior Center	Ongoing	Saturday Breakfast, bingo
Cave Junction Patrol	Monthly Meetings - Wild River Pizza Deli	IVCanDo supports	Ongoing	
RiverStars Performing Arts	Evergreen Elementary, CJ	Oregon Community Foundation, IVCanDo, Three Rivers School District, & Dancefarm.	Ongoing	Free, designed for kids who can't afford arts classes
Learning through Arts	After School program, CJ	Illinois River Valley Arts Council	Ongoing	
Hearts and Hooves	Holland Loop Road, CJ	Hearts and Hooves	Ongoing	Theapeutic horse riding for those with disabilities
Youth and Adult Education Programs	Siskiyou Field Institute (Selma, 20 miles from CJ)	Siskiyou Field Institute	Ongoing	

APPENDIX B: COMMUNITY SURVEY

This appendix contains the results of the Community Survey administered by the CSC team between April 18 to May 16, 2017. During this process, the CSC collected a total of 259 responses (193 full responses and 66 partial responses). The CSC team used the results of the Community Survey, along with feedback from outreach events, to develop priority goals and actions to guide future development of the Cave Junction parks and recreation system.

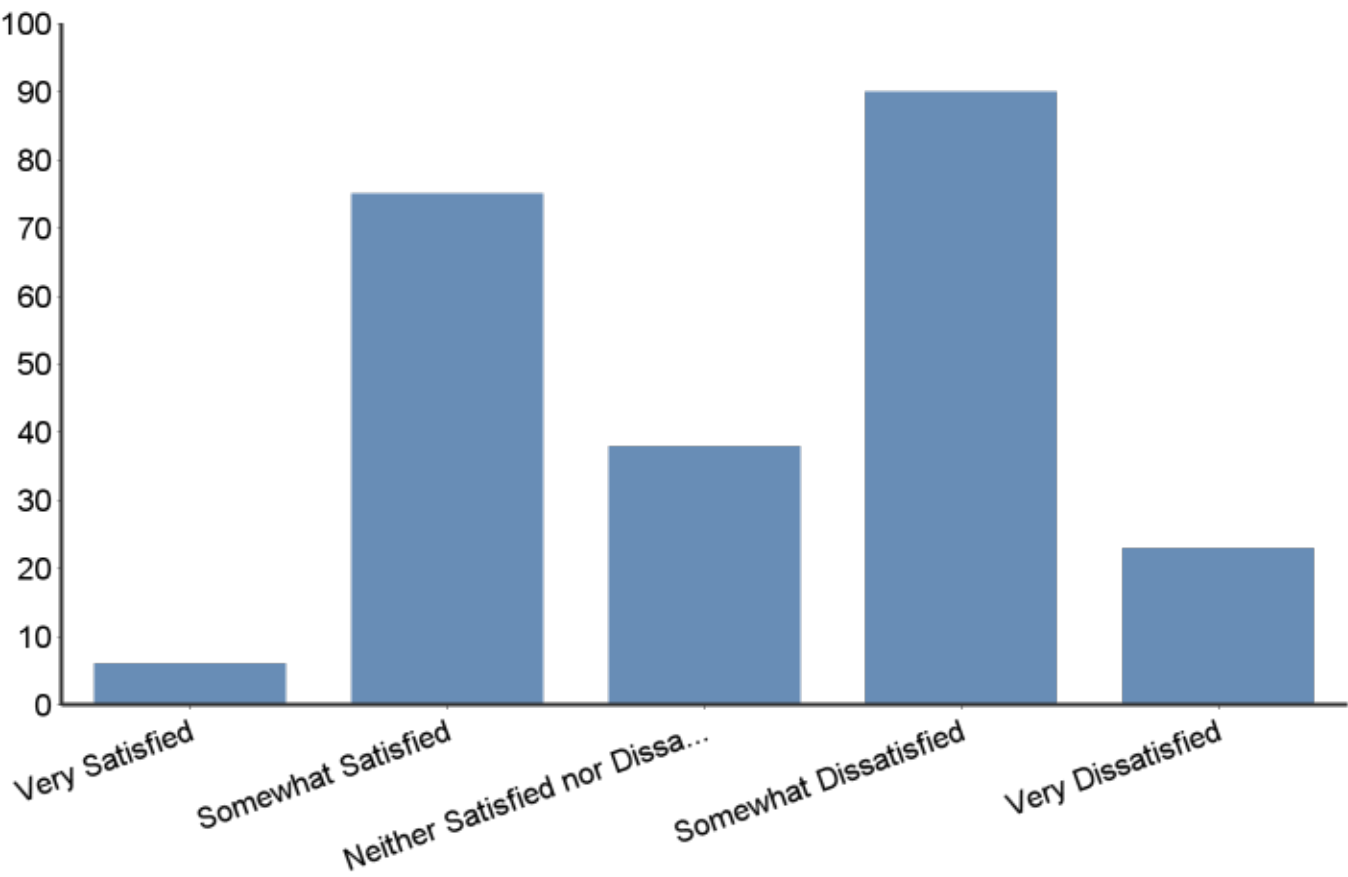
The information contained in this appendix includes summary graphs of the responses to each of the survey questions, and tables that present the responses to open-ended (write-in) survey questions.

1. How important are parks and recreation to your quality of life (including facilities, classes, events, and teams)?



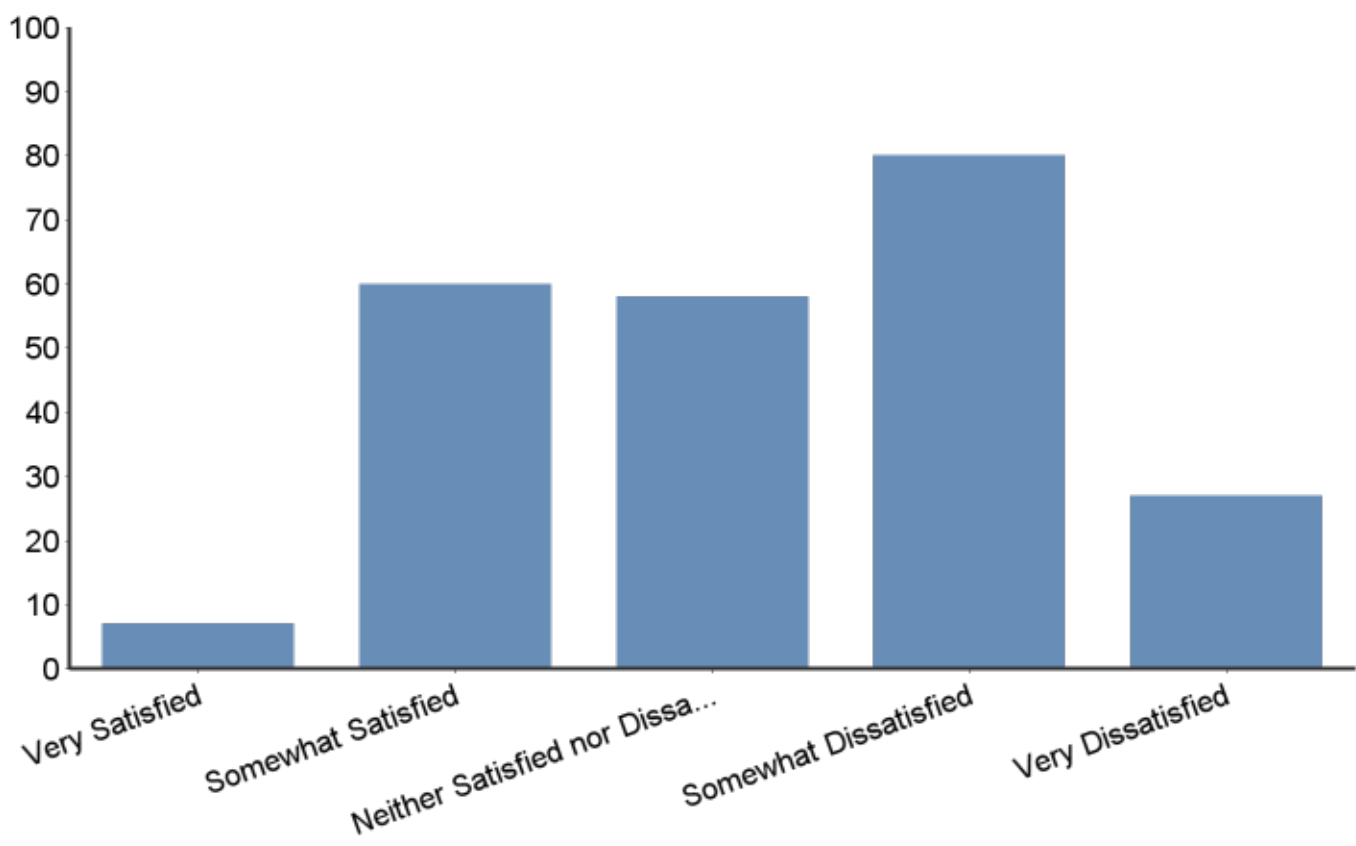
#	Answer	Bar	Response	%
1	Extremely Important	<div></div>	124	53.45%
2	Very Important	<div></div>	78	33.62%
3	Moderately Important	<div></div>	26	11.21%
4	Slightly Important	<div></div>	3	1.29%
5	Not At All Important	<div></div>	1	0.43%
	Total		232	100.00%

2. What is your level of satisfaction with the park offerings in Cave Junction?



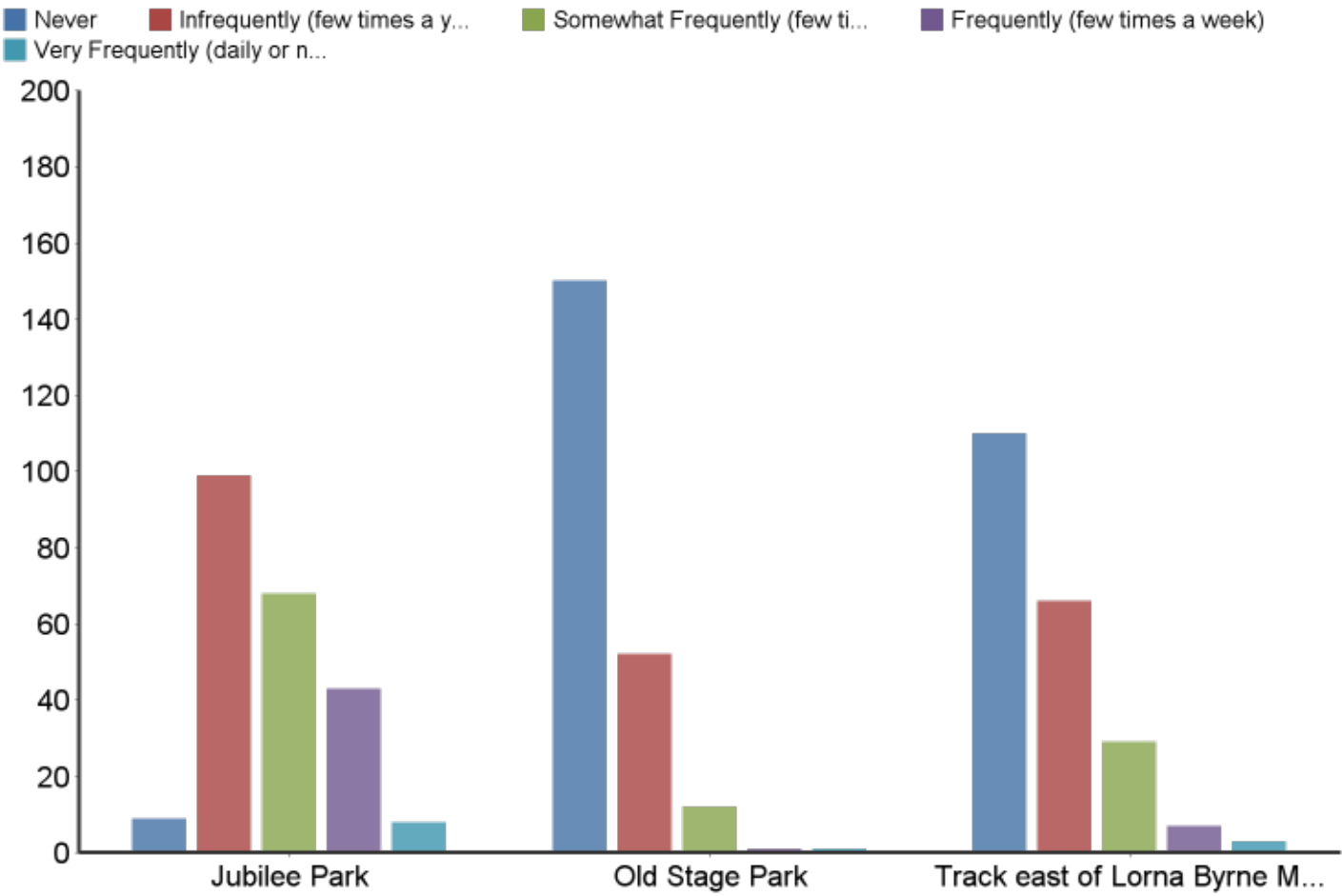
#	Answer	Bar	Response	%
1	Very Satisfied	<div></div>	6	2.59%
2	Somewhat Satisfied	<div></div>	75	32.33%
3	Neither Satisfied nor Dissatisfied	<div></div>	38	16.38%
4	Somewhat Dissatisfied	<div></div>	90	38.79%
5	Very Dissatisfied	<div></div>	23	9.91%
	Total		232	100.00%

3. What is your level of satisfaction with the recreation (classes, events, and outdoor activities) offerings in Cave Junction?



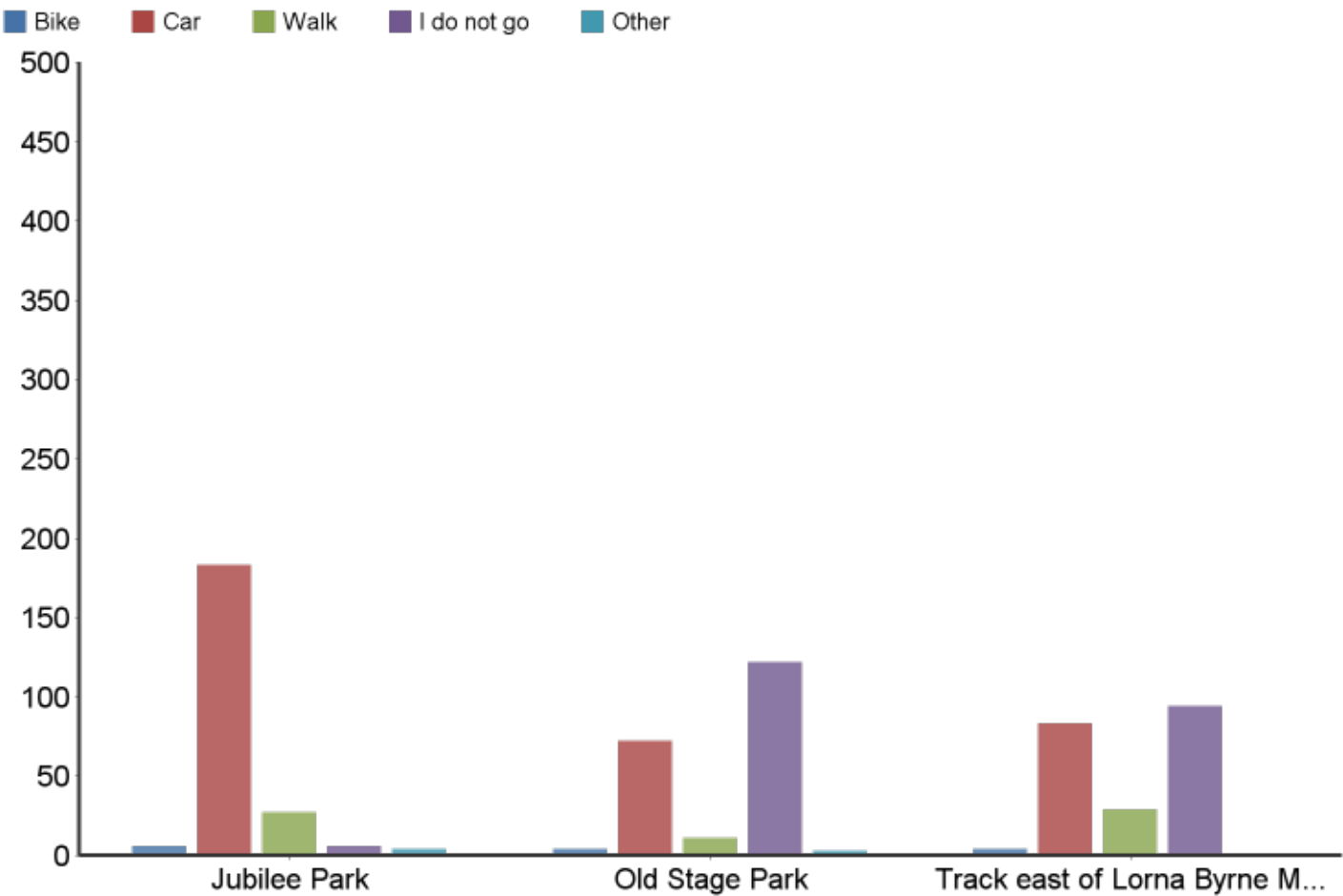
#	Answer	Bar	Response	%
1	Very Satisfied	<div></div>	7	3.02%
2	Somewhat Satisfied	<div></div>	60	25.86%
3	Neither Satisfied nor Dissatisfied	<div></div>	58	25.00%
4	Somewhat Dissatisfied	<div></div>	80	34.48%
5	Very Dissatisfied	<div></div>	27	11.64%
	Total		232	100.00%

4. How often have you used the parks/recreation areas in Cave Junction in the past year?



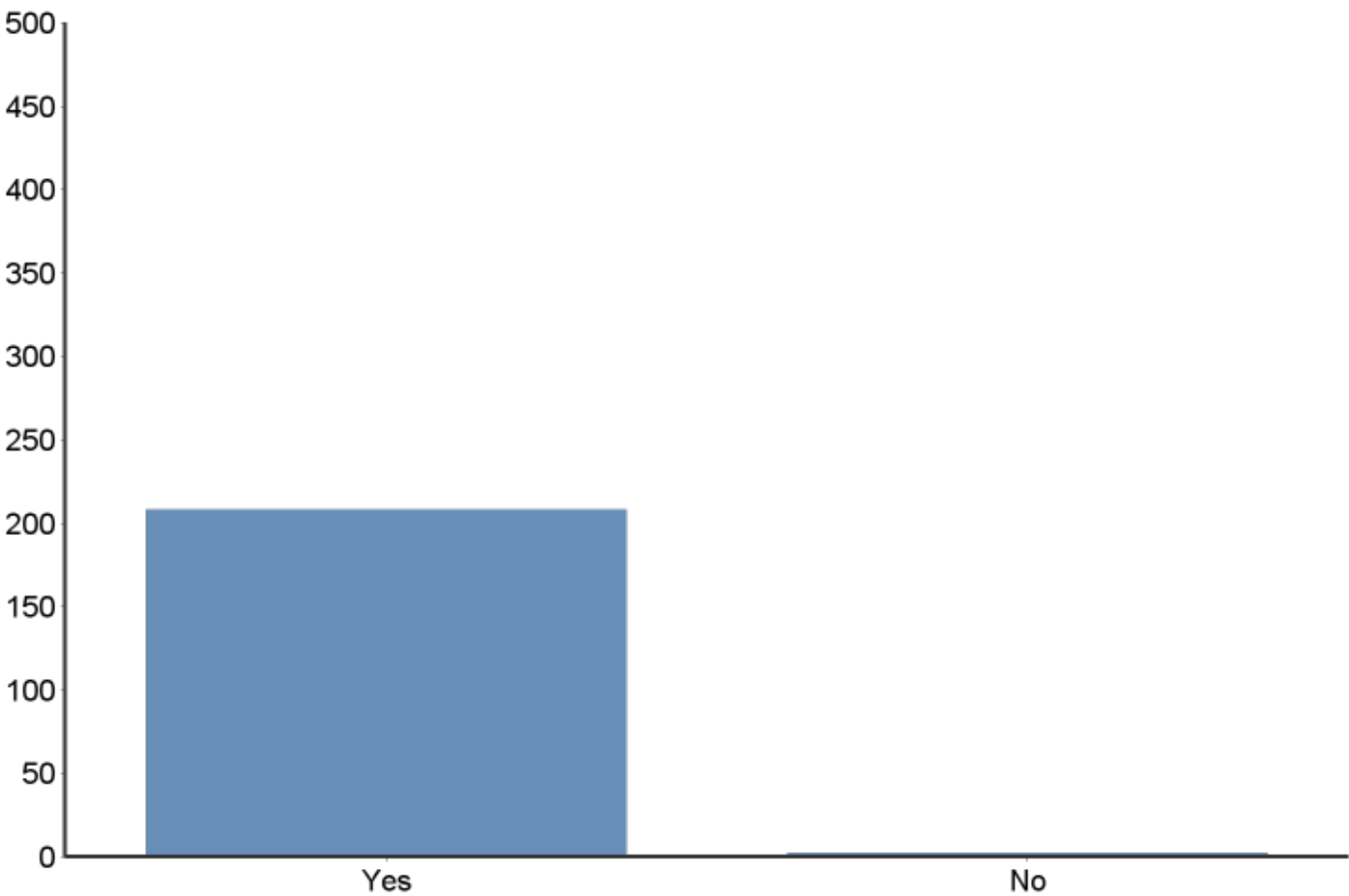
#	Question	Never	Infrequently (few times a year)	Somewhat Frequently (few times a month)	Frequently (few times a week)	Very Frequently (daily or near daily)	Response	Average Value
5	Jubilee Park	9	99	68	43	8	227	2.74
6	Old Stage Park	150	52	12	1	1	216	1.38
7	Track east of Lorna Byrne Middle School	110	66	29	7	3	215	1.73

5. Which form of transportation do you most frequently use when going to the Parks?



#	Question	Bike	Car	Walk	I do not go	Other	Response	Average Value
6	Jubilee Park	6	183	27	6	4	226	2.20
7	Old Stage Park	4	72	11	122	3	212	3.23
8	Track east of Lorna Byrne Middle School	4	83	29	94	1	211	3.02

6. Have you ever visited Jubilee Park?



#	Answer	Bar	Response	%
1	Yes	<div></div>	208	99.05%
3	No	<div></div>	2	0.95%
	Total		210	100.00%

7. If you've been to Jubilee Park before, how satisfied are you with:



#	Question	Very Satisfied	Somewhat Satisfied	Neither Satisfied nor Dissatisfied	Somewhat Dissatisfied	Very Dissatisfied	Response	Average Value
1	Overall quality	14	107	31	50	7	209	2.66
2	Level of maintenance	26	92	42	30	13	203	2.57
3	Feeling of safety	11	38	35	69	55	208	3.57
4	Range of recreation options (baseball, tennis, etc.)	24	91	48	40	4	207	2.56
5	Your ability to find and access Jubilee Park	126	67	11	2	2	208	1.50
6	Amount of community events (annual car show, Labor Day Festival, etc.)	56	104	35	10	2	207	2.02
7	Amount of parking	64	94	23	24	3	208	2.08
8	Wheelchair accessible paths and activities	31	57	94	14	9	205	2.58

8. Please briefly explain any of your ratings:

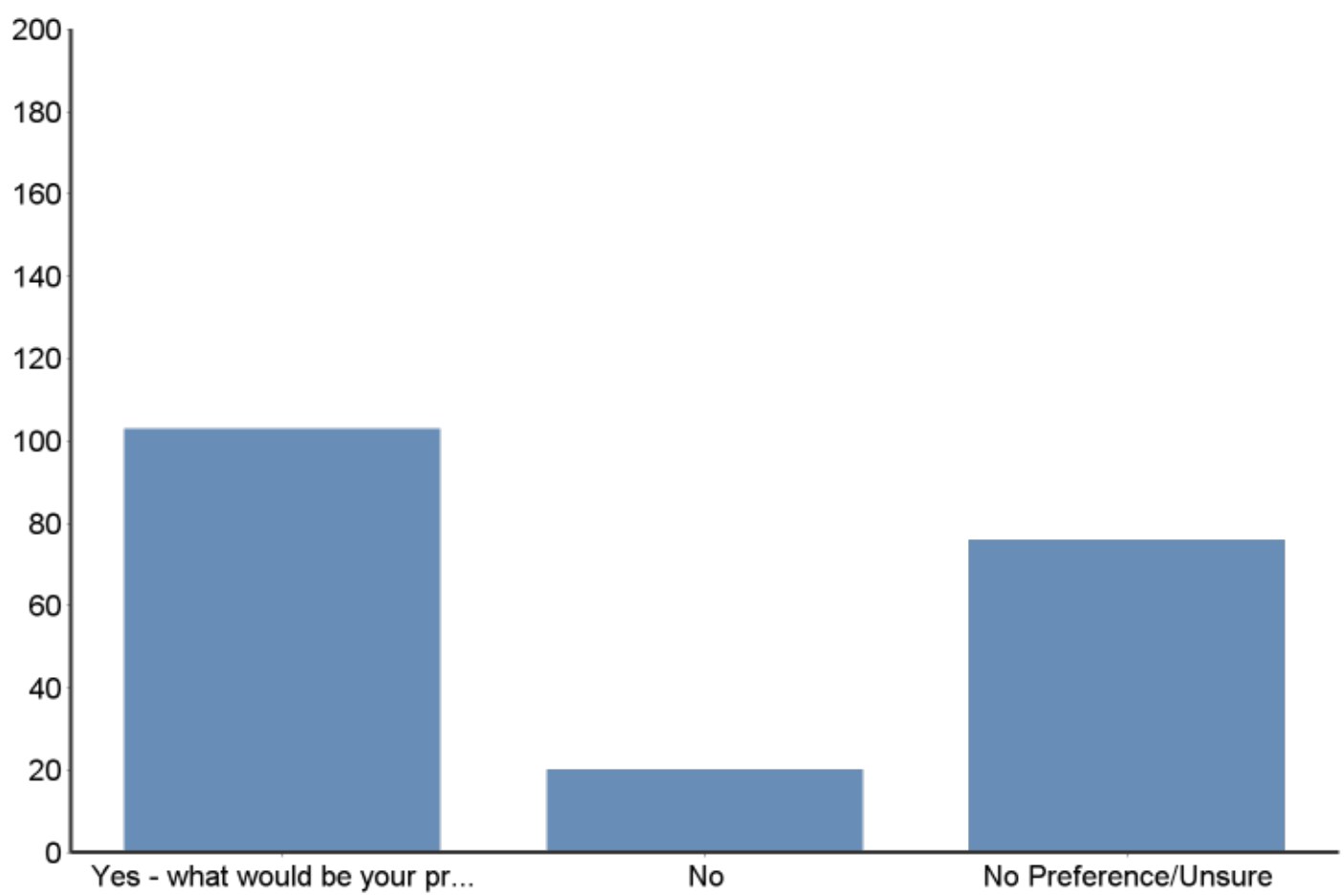


#	Answer	Bar	Response	%
1	Overall quality	<div></div>	114	72.61%
2	Level of maintenance	<div></div>	110	70.06%
3	Feeling of safety	<div></div>	136	86.62%
4	Range of recreation options	<div></div>	101	64.33%
5	Your ability to find and access Jubilee Park	<div></div>	83	52.87%
6	Amount of community events	<div></div>	92	58.60%
7	Amount of parking	<div></div>	91	57.96%
8	Wheelchair accessible paths and activities	<div></div>	71	45.22%
	Total		798	100.00%

9. Which, if any, of the following recreation amenities would you be most excited to see added to Jubilee Park? (Choose 3)

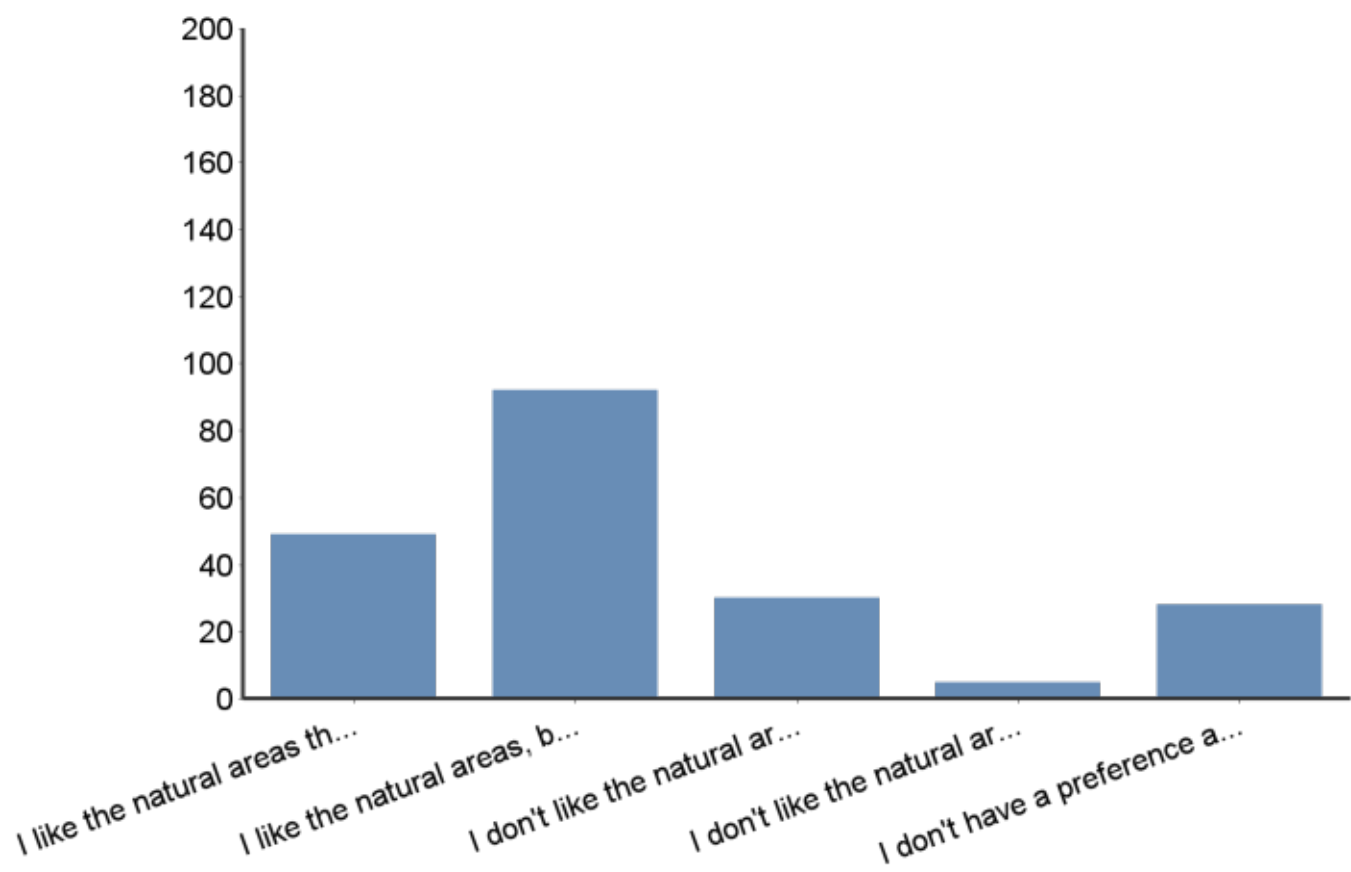
#	Answer	Bar	Response	%
1	An updated and expanded skate park	<div></div>	11	5.26%
2	A water spray park/pad	<div></div>	95	45.45%
3	A basketball court	<div></div>	38	18.18%
4	Additional baseball/softball field of adult-size	<div></div>	23	11.00%
5	Additional baseball/softball field of child-size	<div></div>	23	11.00%
6	A refurbished tennis court	<div></div>	23	11.00%
7	An improved walking trail or path	<div></div>	28	13.40%
8	An enclosed dog park	<div></div>	46	22.01%
9	Updated restrooms	<div></div>	87	41.63%
10	A park host residence	<div></div>	84	40.19%
11	Other	<div></div>	12	5.74%
12	I do not think Jubilee Park needs to be improved	<div></div>	1	0.48%
13	Permanent, covered shelter for farmers' market and other uses	<div></div>	57	27.27%
14	Information kiosk/Community bulletin board	<div></div>	12	5.74%
19	Chess tables	<div></div>	4	1.91%
20	Outdoor exercise equipment	<div></div>	27	12.92%
21	Improved wheelchair access	<div></div>	8	3.83%
24	Add shade facilities around the park	<div></div>	22	10.53%
	Total		601	100.00%

10. Would you like to see Jubilee Park expanded through additional land acquisitions?



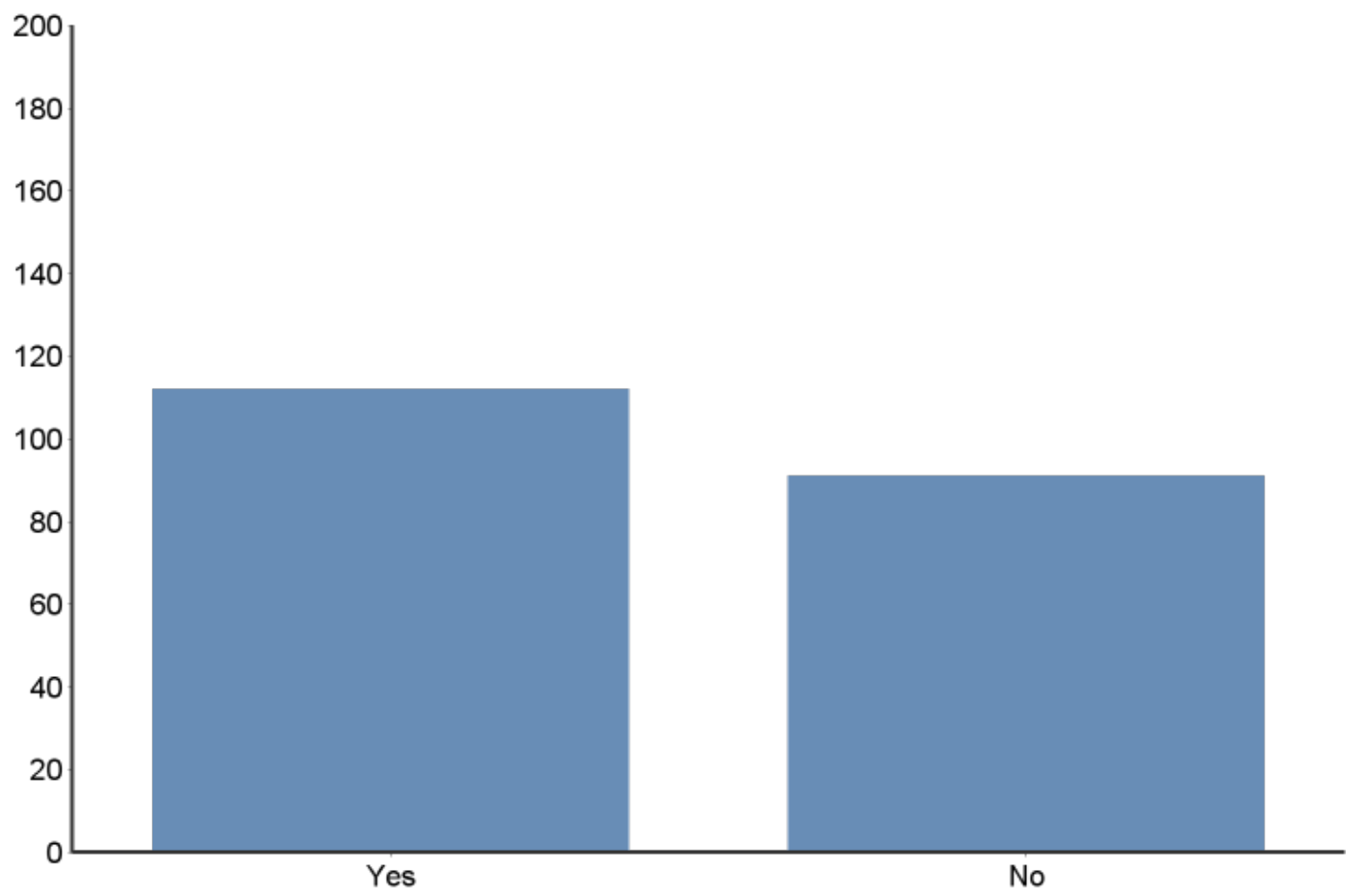
#	Answer	Bar	Response	%
1	Yes - what would be your primary purpose for adding the land?	<div></div>	103	51.76%
2	No	<div></div>	20	10.05%
3	No Preference/Unsure	<div></div>	76	38.19%
	Total		199	100.00%

11. How do you feel about the wooded and natural areas in the park?



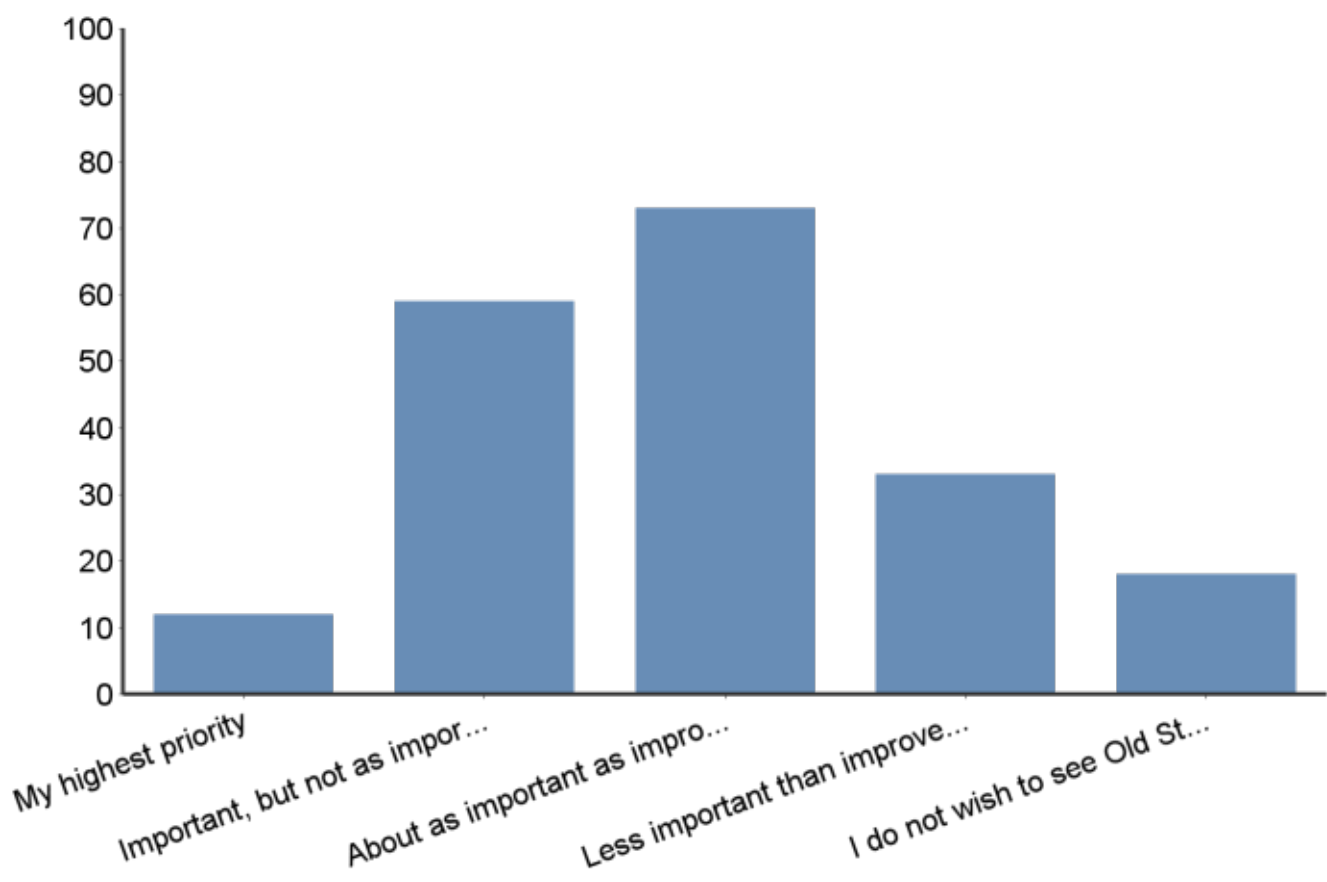
#	Answer	Bar	Response	%
1	I like the natural areas the way they are.	<div></div>	49	24.02%
2	I like the natural areas, but wish they were better maintained.	<div></div>	92	45.10%
3	I don't like the natural areas, and would prefer to replace them with other amenities.	<div></div>	30	14.71%
4	I don't like the natural areas, but changing them is not a priority for me.	<div></div>	5	2.45%
5	I don't have a preference about what happens to the natural areas.	<div></div>	28	13.73%
Total			204	100.00%

12. Have you ever been to Old Stage Park?



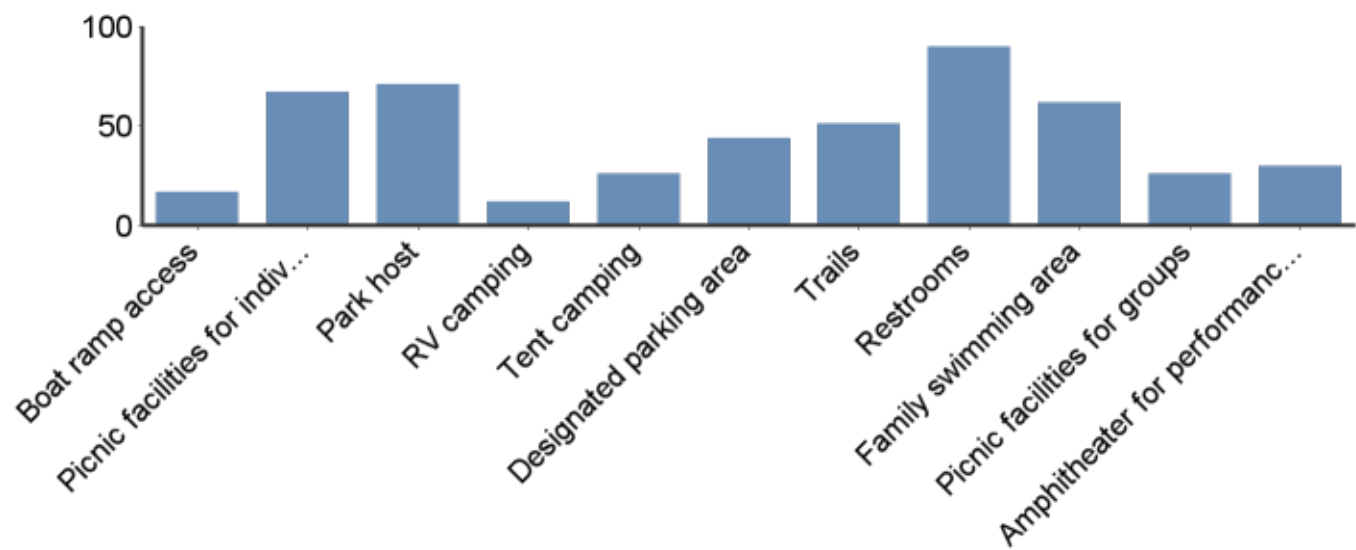
#	Answer	Bar	Response	%
1	Yes	<div></div>	112	55.17%
3	No	<div></div>	91	44.83%
	Total		203	100.00%

13. How would you rank the importance of developing Old Stage Park for community use?



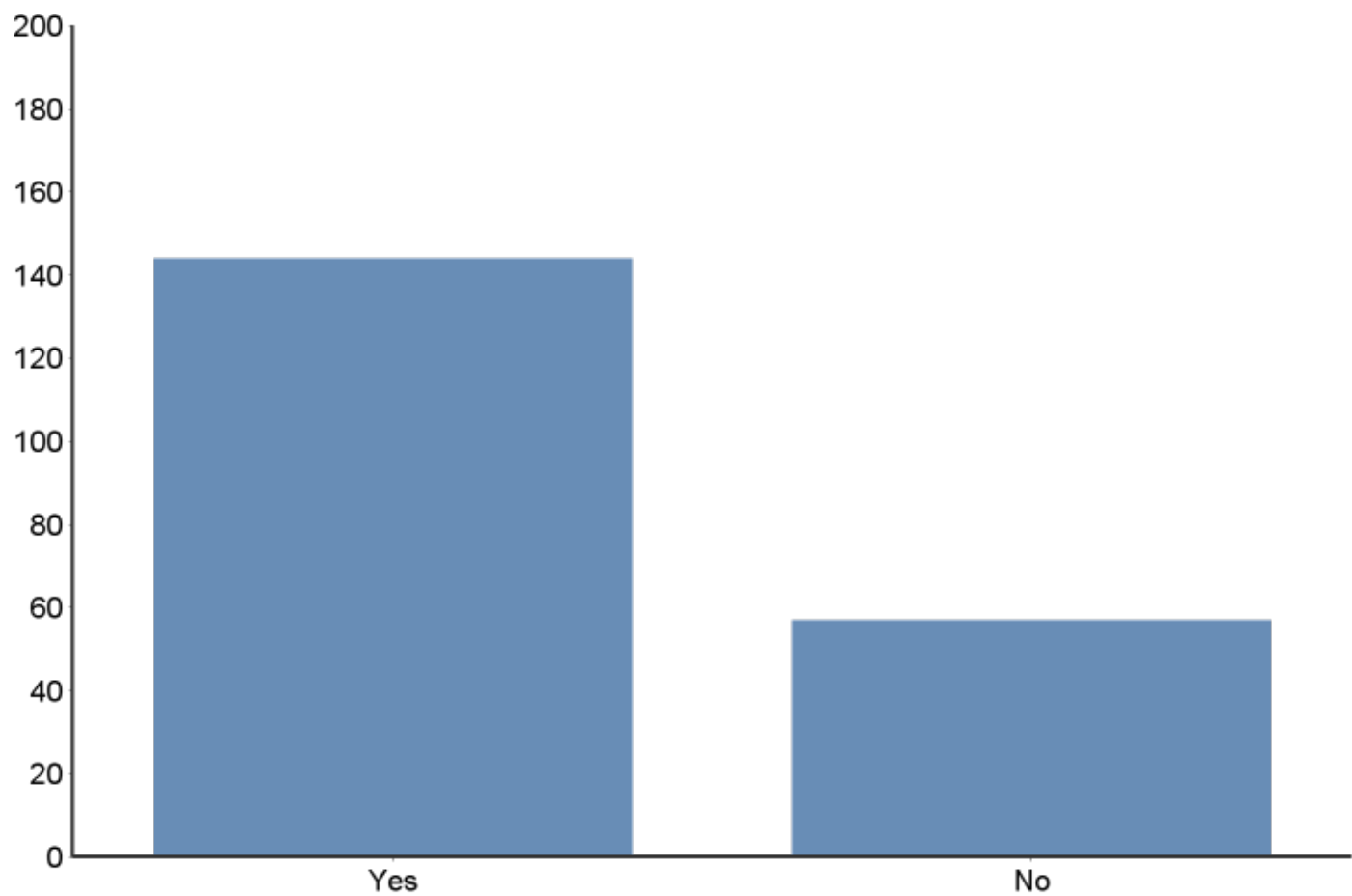
#	Answer	Bar	Response	%
1	My highest priority	<div></div>	12	6.15%
2	Important, but not as important as improving existing parks	<div></div>	59	30.26%
3	About as important as improvements and maintenance at other parks	<div></div>	73	37.44%
4	Less important than improvements and maintenance at other parks	<div></div>	33	16.92%
5	I do not wish to see Old Stage Park developed.	<div></div>	18	9.23%
	Total		195	100.00%

14. If you feel like it's important to develop, which of the following would you most like to see at Old Stage Park? (Choose 3)



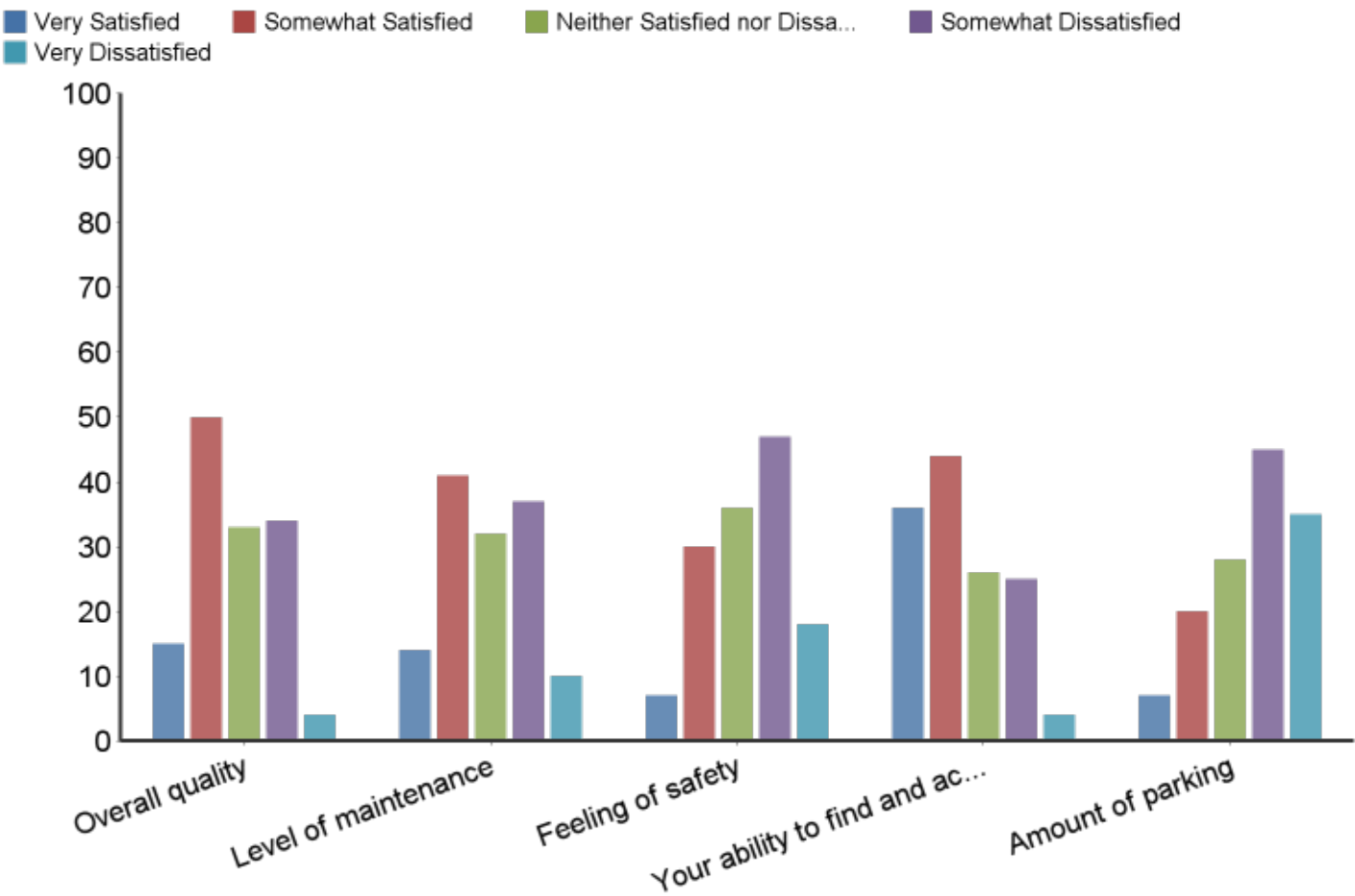
#	Answer	Bar	Response	%
1	Boat ramp access	<div></div>	17	9.88%
2	Picnic facilities for individual families	<div></div>	67	38.95%
3	Park host	<div></div>	71	41.28%
4	RV camping	<div></div>	12	6.98%
5	Tent camping	<div></div>	26	15.12%
6	Designated parking area	<div></div>	44	25.58%
7	Trails	<div></div>	51	29.65%
8	Restrooms	<div></div>	90	52.33%
9	Family swimming area	<div></div>	62	36.05%
10	Picnic facilities for groups	<div></div>	26	15.12%
11	Amphitheater for performances or movie nights	<div></div>	30	17.44%
	Total		496	100.00%

15. Have you ever been to the Track east of Lorna Byrne Middle School?



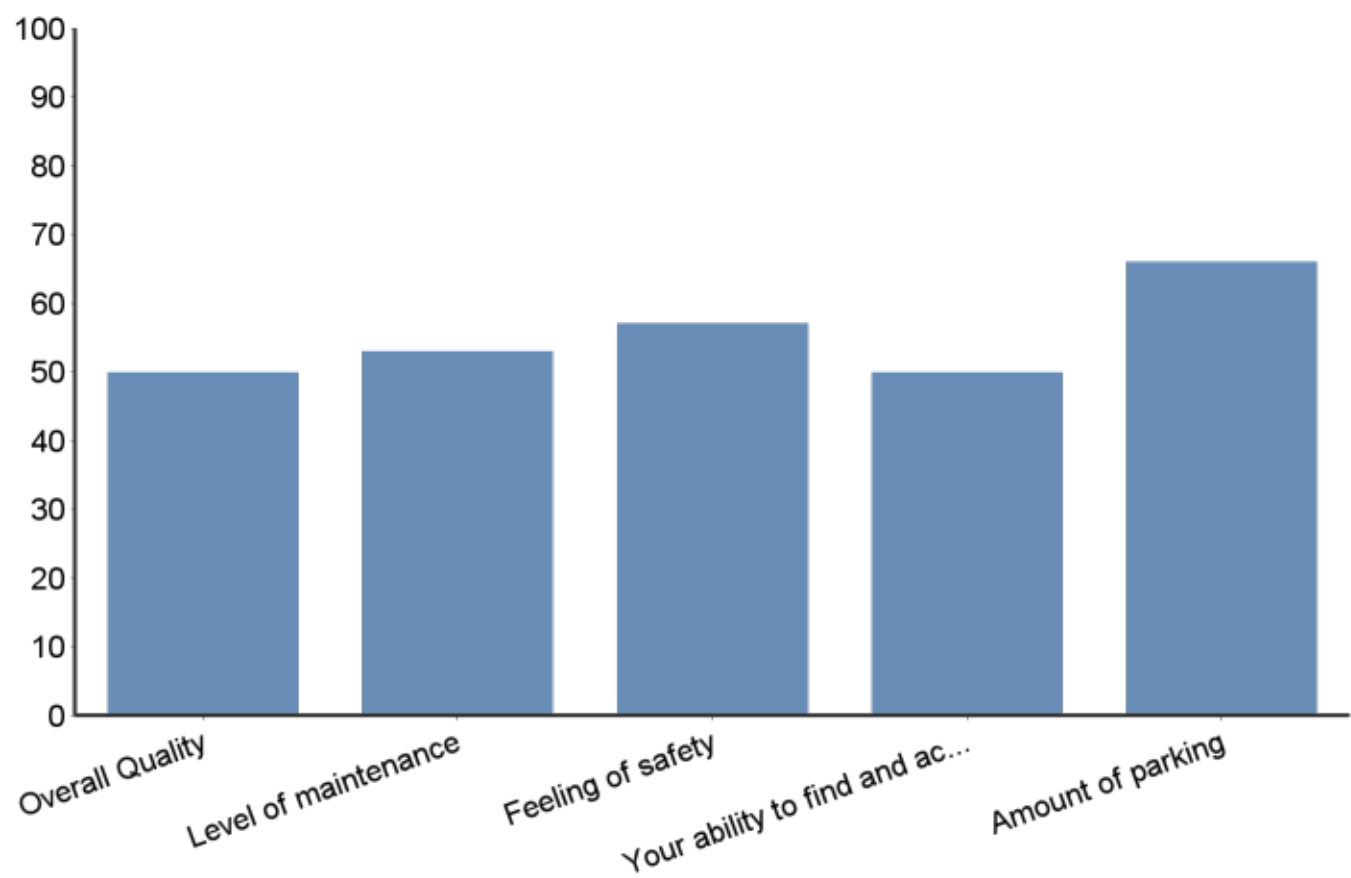
#	Answer	Bar	Response	%
1	Yes	<div></div>	144	71.64%
3	No	<div></div>	57	28.36%
	Total		201	100.00%

16. If you have been to the Track east of Lorna Byrne Middle School, how satisfied are you with:



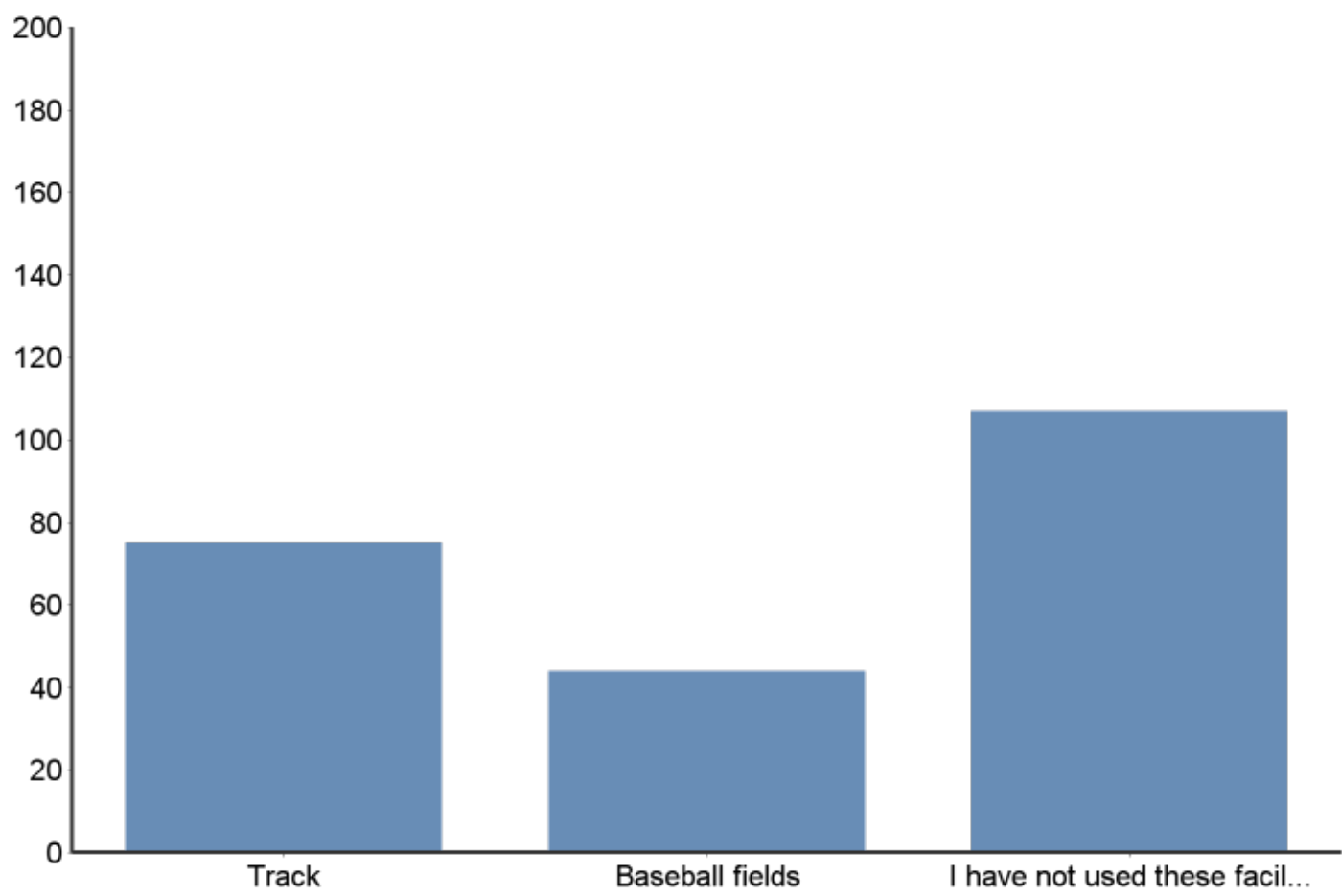
#	Question	Very Satisfied	Somewhat Satisfied	Neither Satisfied nor Dissatisfied	Somewhat Dissatisfied	Very Dissatisfied	Response	Average Value
1	Overall quality	15	50	33	34	4	136	2.72
2	Level of maintenance	14	41	32	37	10	134	2.91
3	Feeling of safety	7	30	36	47	18	138	3.28
4	Your ability to find and access the Track	36	44	26	25	4	135	2.39
5	Amount of parking	7	20	28	45	35	135	3.60

17. Please briefly explain any of your ratings:



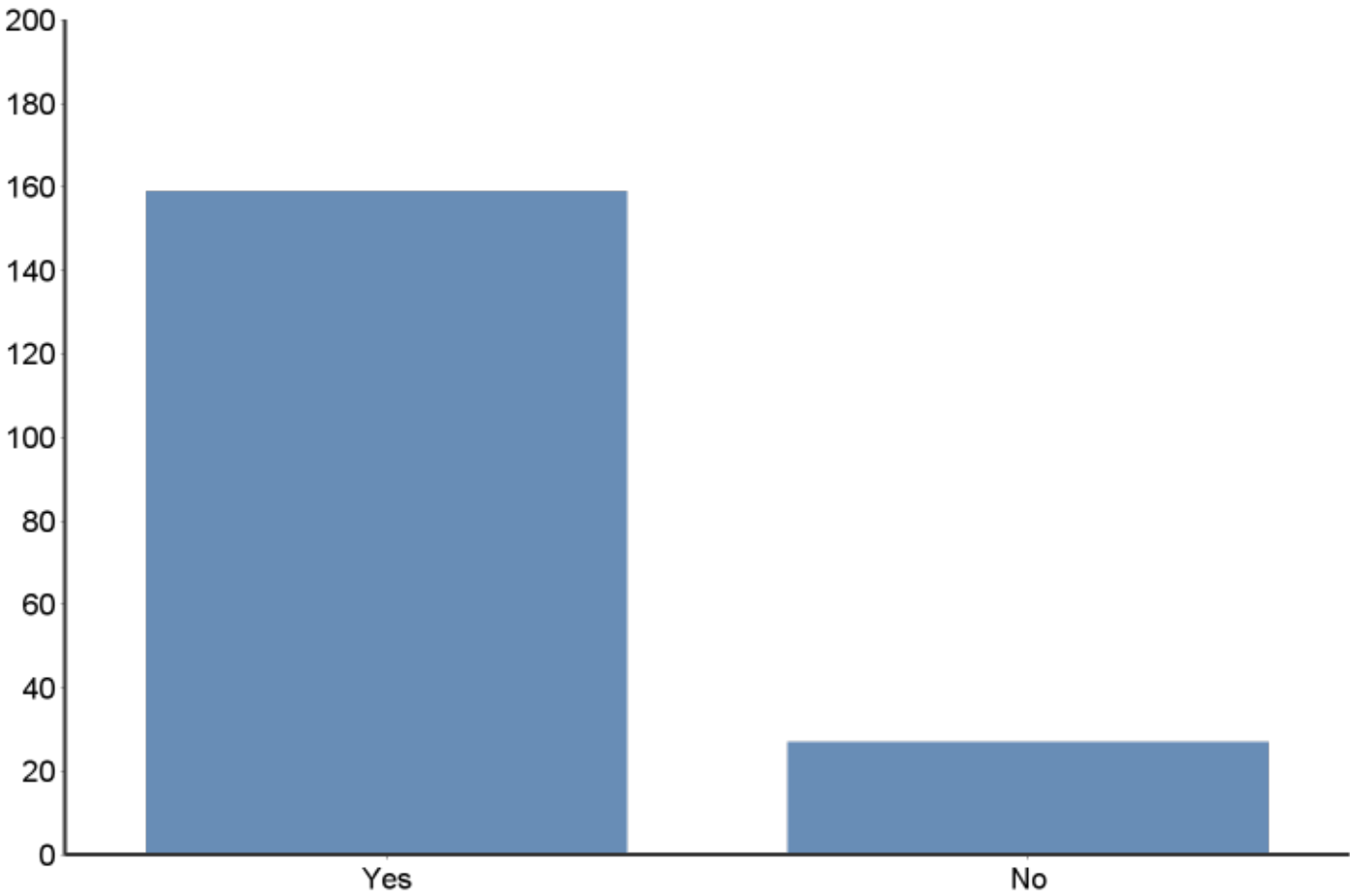
#	Answer	Bar	Response	%
1	Overall Quality	<div></div>	50	62.50%
2	Level of maintenance	<div></div>	53	66.25%
3	Feeling of safety	<div></div>	57	71.25%
4	Your ability to find and access the Track	<div></div>	50	62.50%
5	Amount of parking	<div></div>	66	82.50%
	Total		276	100.00%

19. Have you used these facilities for your personal exercise of family activities?
(Select all that apply)



#	Answer	Bar	Response	%
1	Track	<div></div>	75	38.66%
2	Baseball fields	<div></div>	44	22.68%
3	I have not used these facilities	<div></div>	107	55.15%
	Total		226	100.00%

20. Would you like to see improvements made at Evergreen Elementary for after school community recreation?

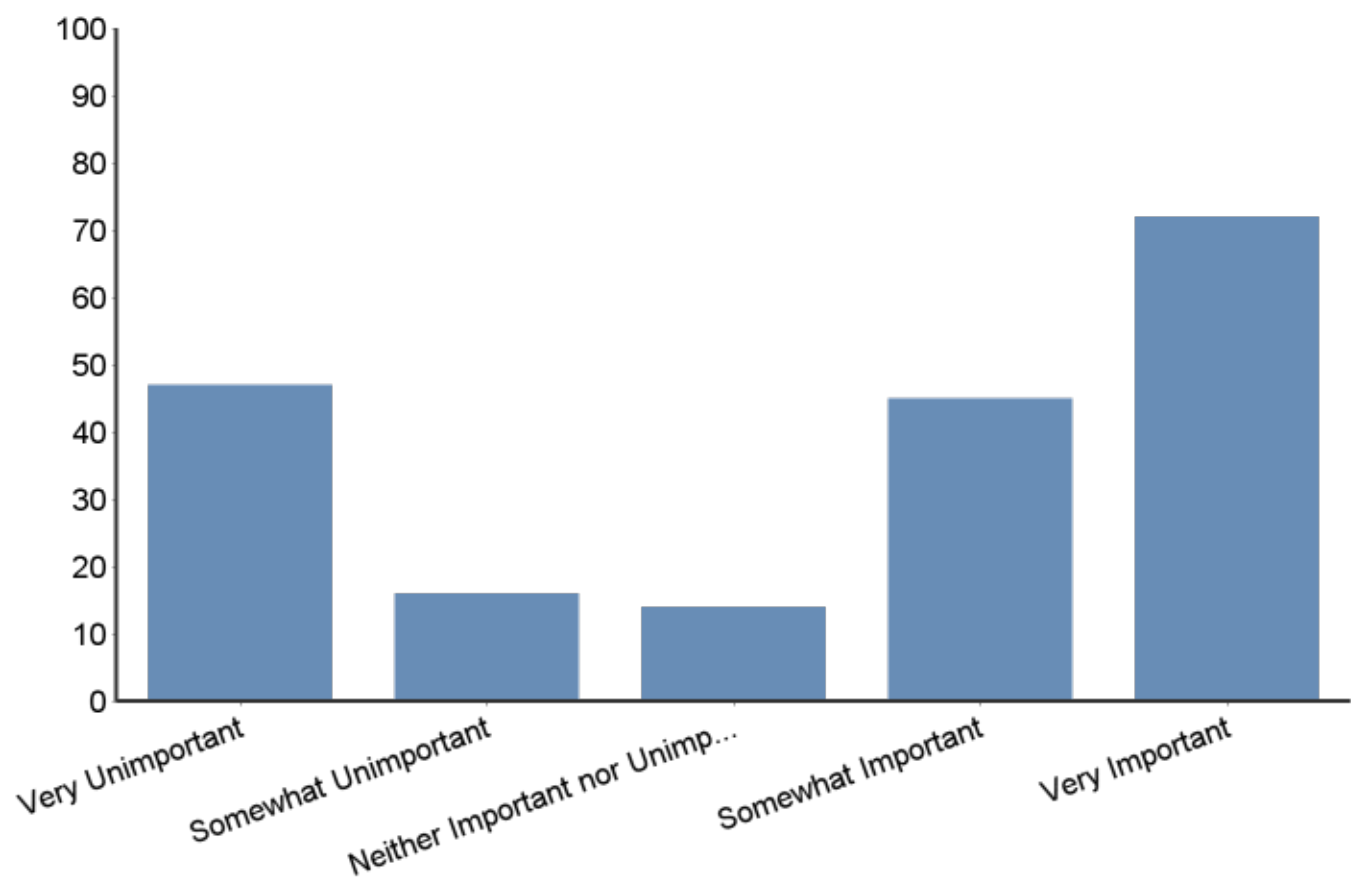


#	Answer	Bar	Response	%
1	Yes	<div></div>	159	85.48%
2	No	<div></div>	27	14.52%
	Total		186	100.00%

If yes, what would you like to be added or improved at Evergreen Elementary for after school community recreation?

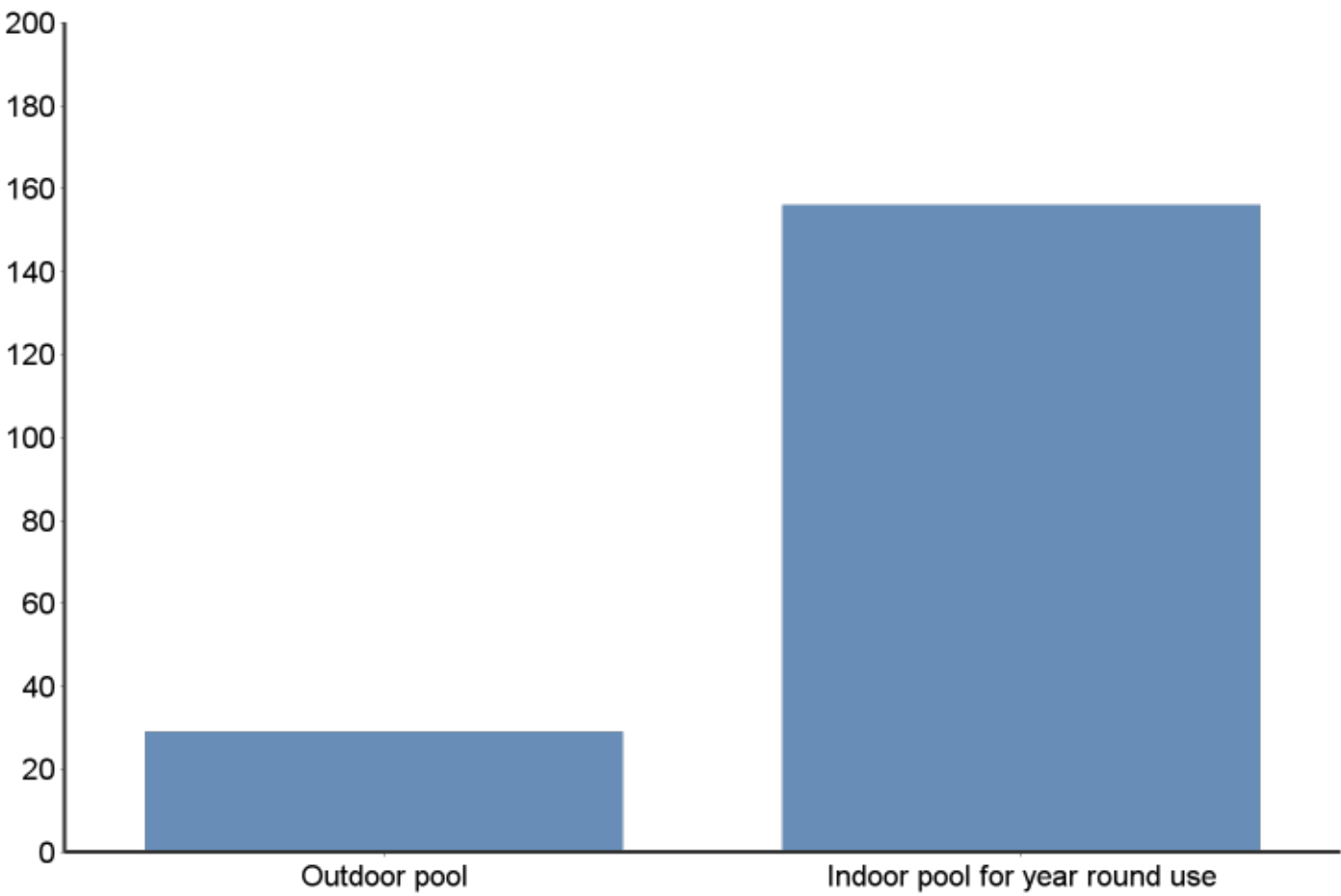
#	Answer	Bar	Response	%
1	Shaded playground	<div></div>	36	24.32%
2	Upgraded baseball diamonds	<div></div>	40	27.03%
3	Asphalt track	<div></div>	15	10.14%
4	Disc golf course	<div></div>	4	2.70%
5	Exercise course or outdoor exercise equipment	<div></div>	25	16.89%
6	Other	<div></div>	28	18.92%
	Total		148	100.00%

23. How important is it to you to have an open community pool within in Cave Junction?



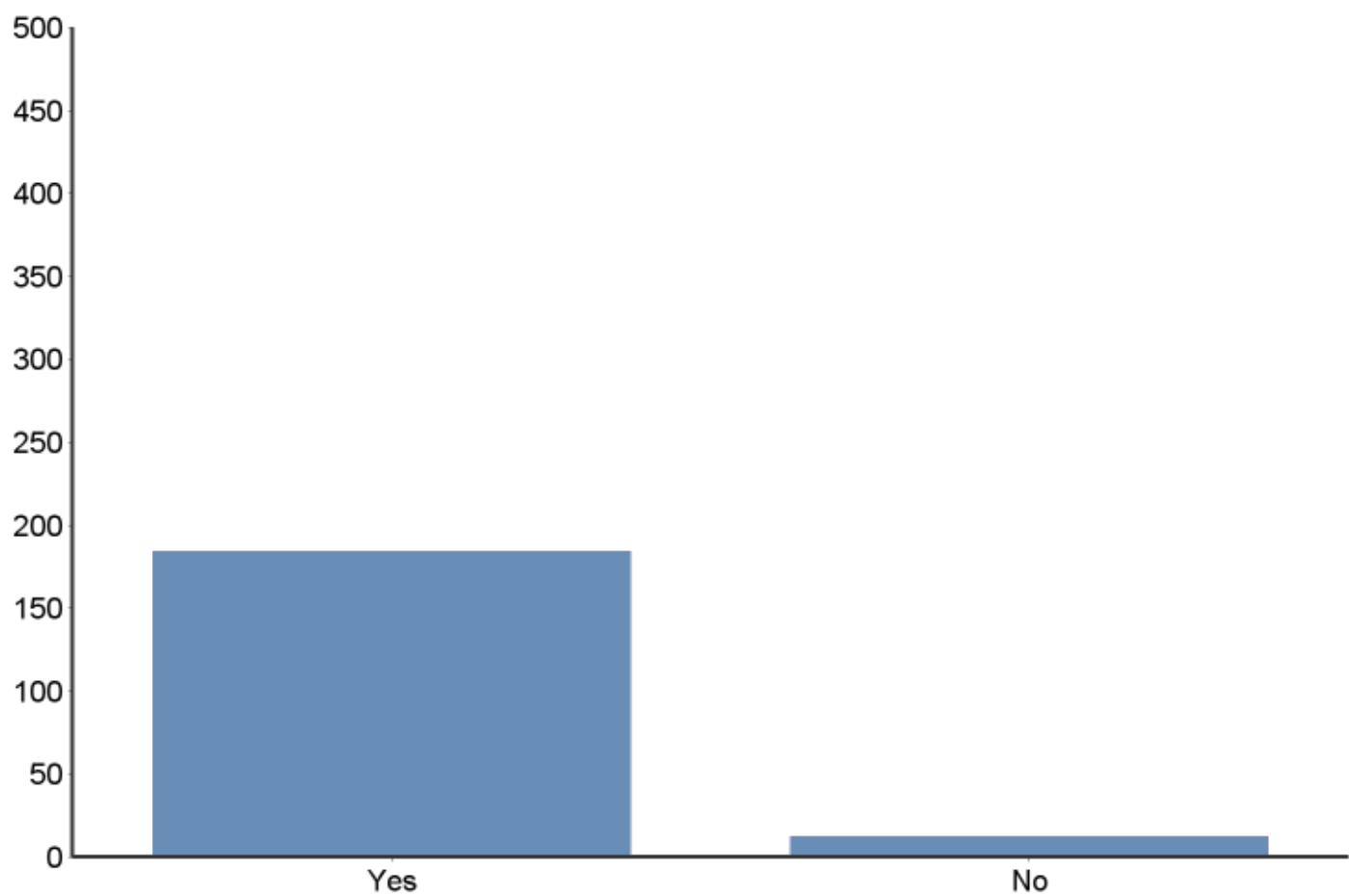
#	Answer	Bar	Response	%
1	Very Unimportant	<div></div>	47	24.23%
2	Somewhat Unimportant	<div></div>	16	8.25%
3	Neither Important nor Unimportant	<div></div>	14	7.22%
4	Somewhat Important	<div></div>	45	23.20%
5	Very Important	<div></div>	72	37.11%
	Total		194	100.00%

24. What is your preference?



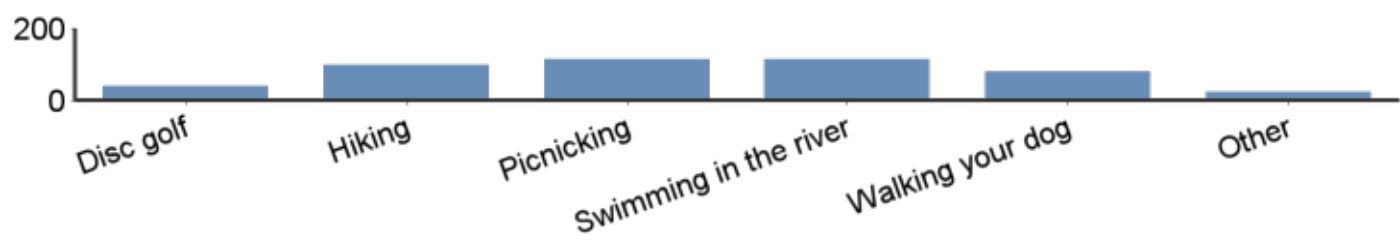
#	Answer	Bar	Response	%
1	Outdoor pool	<div></div>	29	15.68%
2	Indoor pool for year round use	<div></div>	156	84.32%
	Total		185	100.00%

27. Have you been to Illinois River Forks State Park?



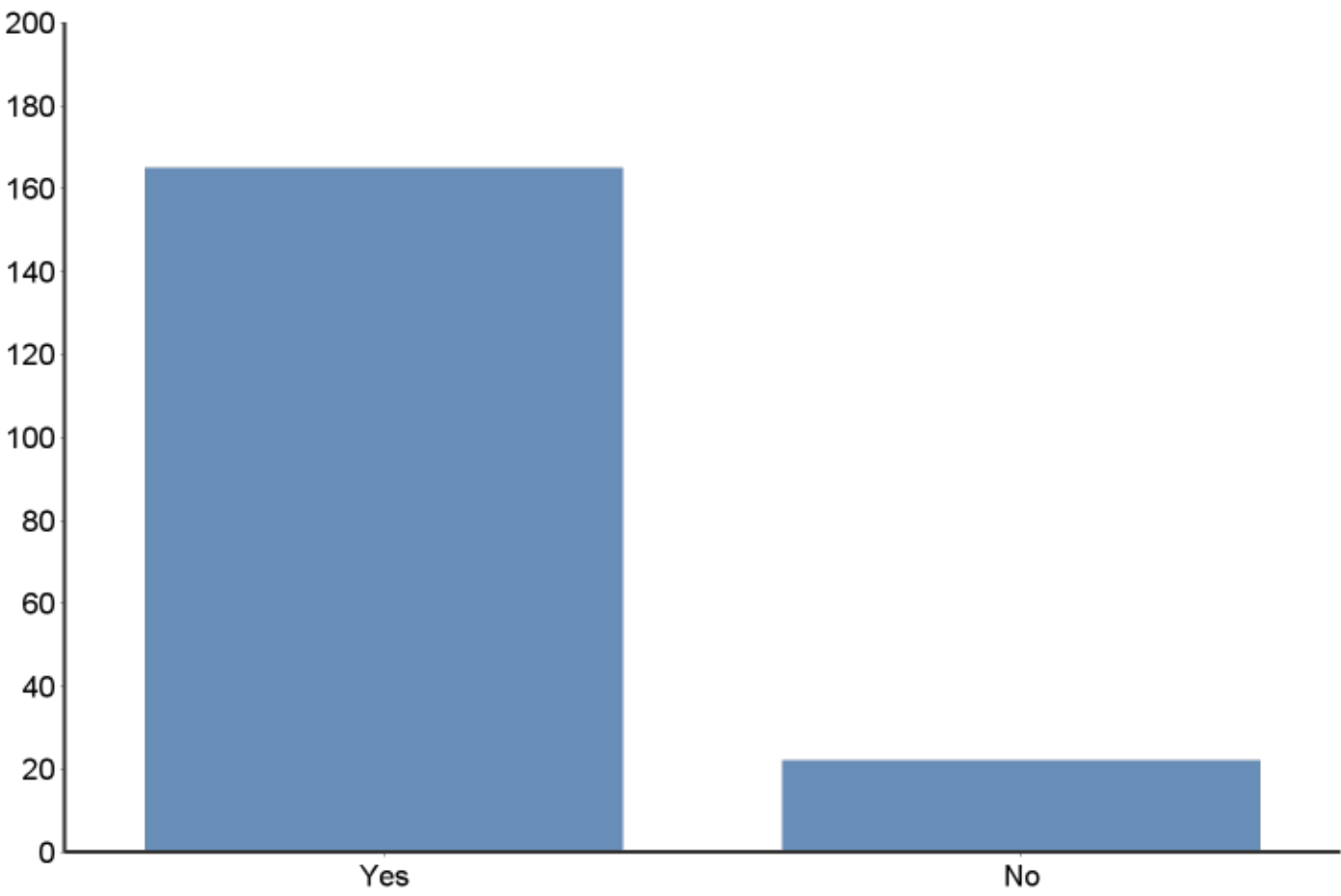
#	Answer	Bar	Response	%
1	Yes	<div></div>	184	93.88%
2	No	<div></div>	12	6.12%
	Total		196	100.00%

If yes, what type of activities do you usually participate in? (Please check all that apply)



#	Answer	Bar	Response	%
1	Disc golf	<div></div>	41	22.65%
2	Hiking	<div></div>	99	54.70%
3	Picnicking	<div></div>	116	64.09%
4	Swimming in the river	<div></div>	116	64.09%
5	Walking your dog	<div></div>	80	44.20%
6	Other	<div></div>	25	13.81%
	Total		477	100.00%

28. If access to the eight miles of hiking trails were easier, would you use the hiking trails?

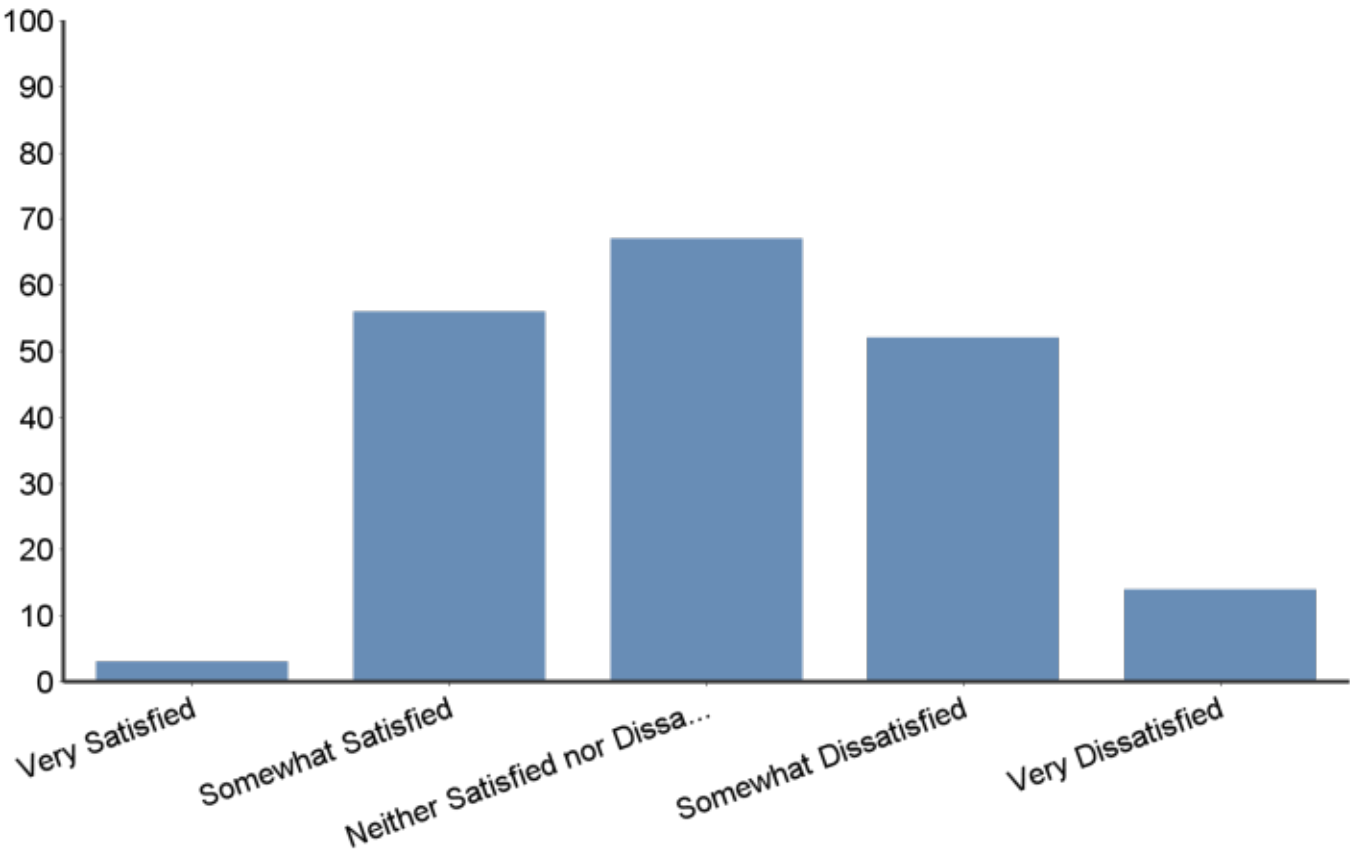


#	Answer	Bar	Response	%
1	Yes	<div></div>	165	88.24%
3	No	<div></div>	22	11.76%
	Total		187	100.00%

29. What new recreational facilities would you like to see developed in Illinois River Forks State Park? (Please check all that apply)

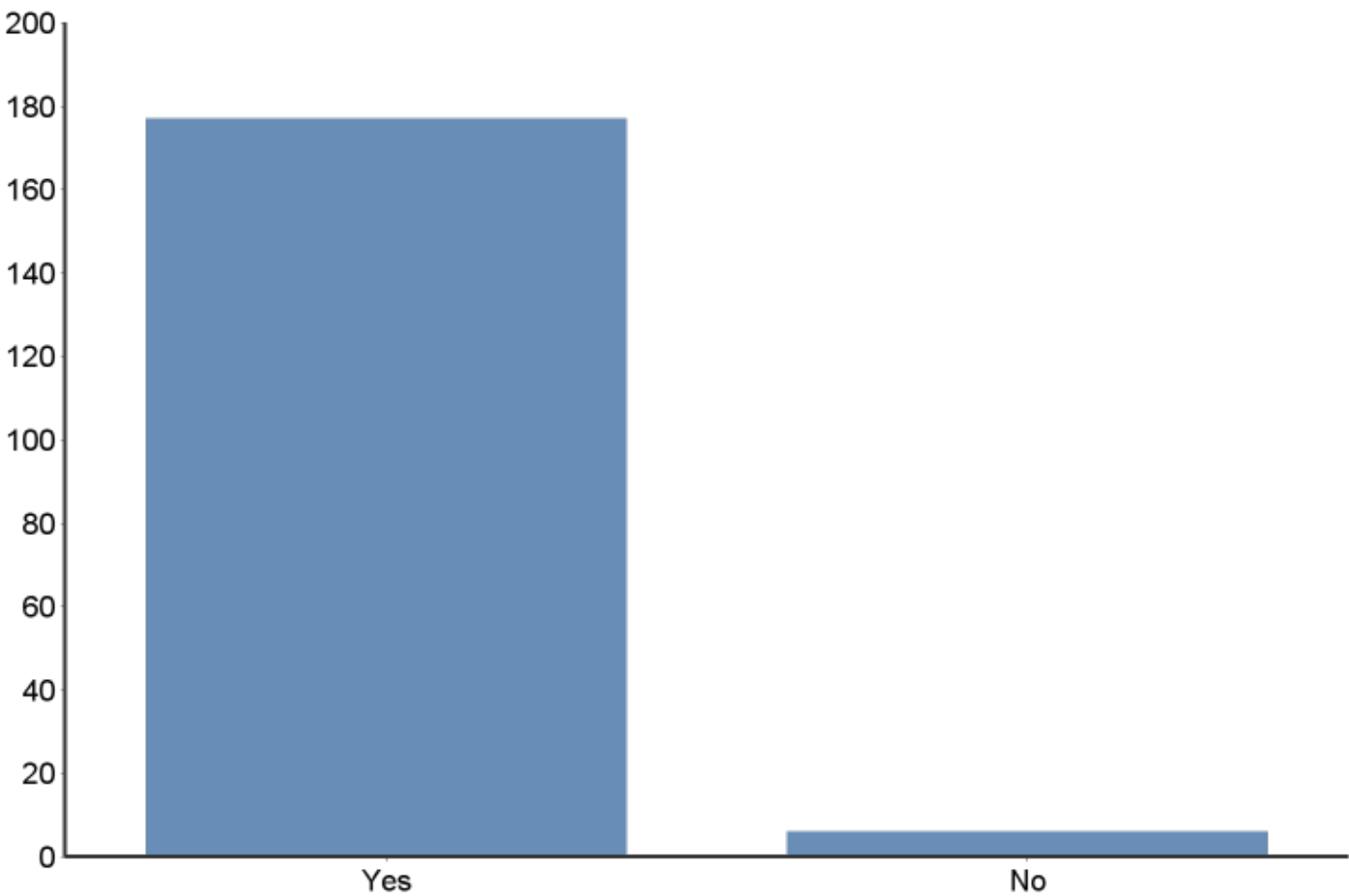
#	Answer	Bar	Response	%
1	Wheelchair accessible activities	<div></div>	51	28.18%
2	Picnic tables with BBQ pits	<div></div>	104	57.46%
3	Group picnicking sites	<div></div>	64	35.36%
4	Shade structures for group gatherings	<div></div>	88	48.62%
5	Playground	<div></div>	110	60.77%
6	Campground	<div></div>	73	40.33%
7	Drinking water fountain	<div></div>	108	59.67%
8	Bike Paths	<div></div>	90	49.72%
9	Other	<div></div>	34	18.78%
	Total		722	100.00%

30. What is your level of satisfaction with the overall quality of recreational classes, events, and teams located in Cave Junction?



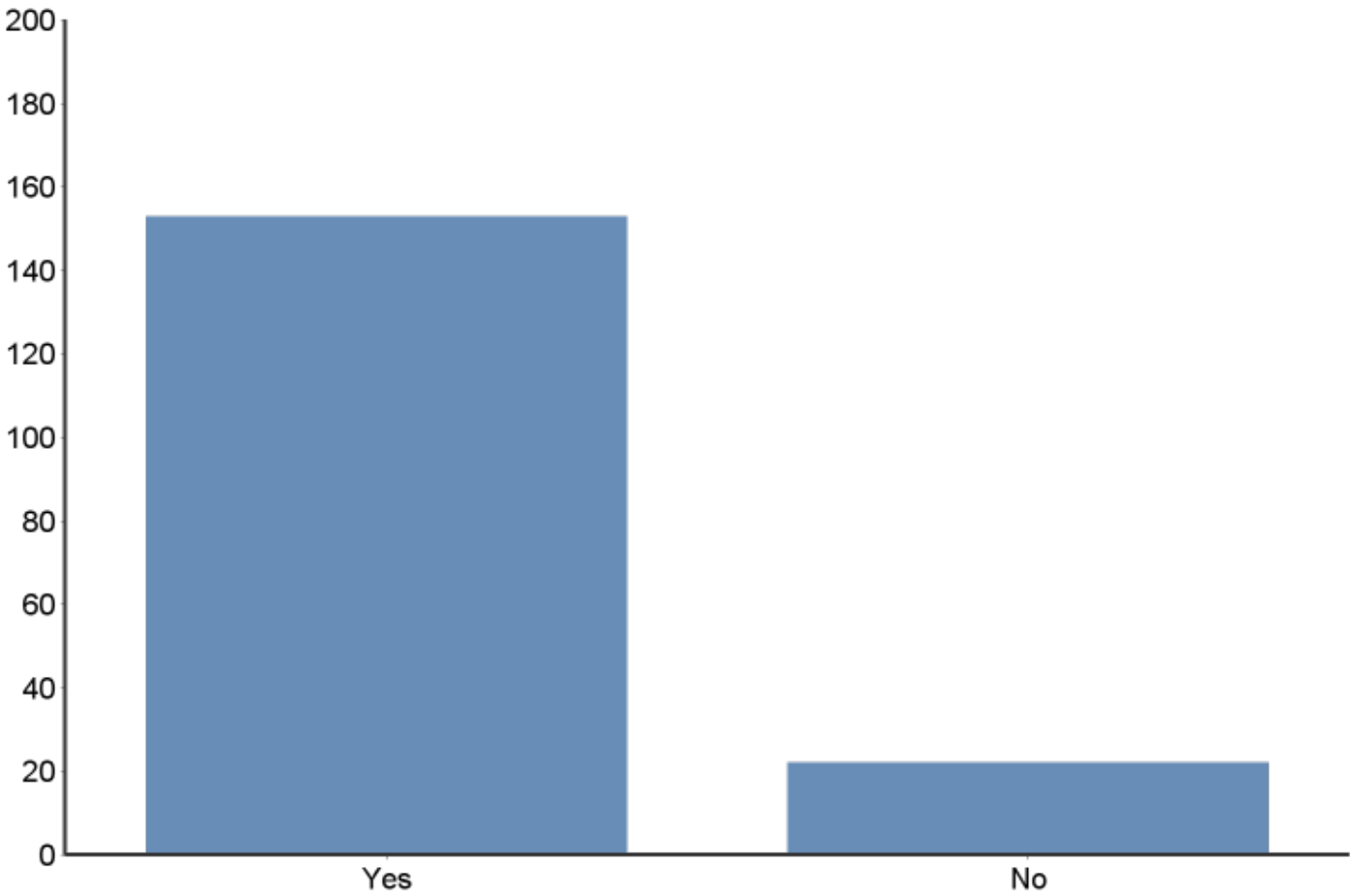
#	Answer	Bar	Response	%
1	Very Satisfied	<div></div>	3	1.56%
2	Somewhat Satisfied	<div></div>	56	29.17%
3	Neither Satisfied nor Dissatisfied	<div></div>	67	34.90%
4	Somewhat Dissatisfied	<div></div>	52	27.08%
5	Very Dissatisfied	<div></div>	14	7.29%
	Total		192	100.00%

31. Would you like to see recreation classes, events, and teams expanded or added in the next 5 years?



#	Answer	Bar	Response	%
1	Yes	<div></div>	177	96.72%
2	No	<div></div>	6	3.28%
	Total		183	100.00%

33. Would you like to see **special events** (for example, the annual Easter Egg Hunt or the Labor Day Festival) expanded or added in the next 5 years?



#	Answer	Bar	Response	%
1	Yes	<div></div>	153	87.43%
2	No	<div></div>	22	12.57%
	Total		175	100.00%

35. How do you usually learn about recreation opportunities? (Please check all that apply)

#	Answer	Bar	Response	%
1	Illinois Valley Calendar Website (www.ivcalendar.org)	<div></div>	37	19.27%
2	Illinois Valley Community Radio 105.7 FM	<div></div>	14	7.29%
3	Email Listserv	<div></div>	24	12.50%
4	Facebook	<div></div>	144	75.00%
5	Flyers	<div></div>	95	49.48%
6	Public School Newsletters	<div></div>	32	16.67%
7	Word of Mouth	<div></div>	134	69.79%
9	Other	<div></div>	39	20.31%
10	Senior Center Newsletters	<div></div>	19	9.90%
	Total		538	100.00%

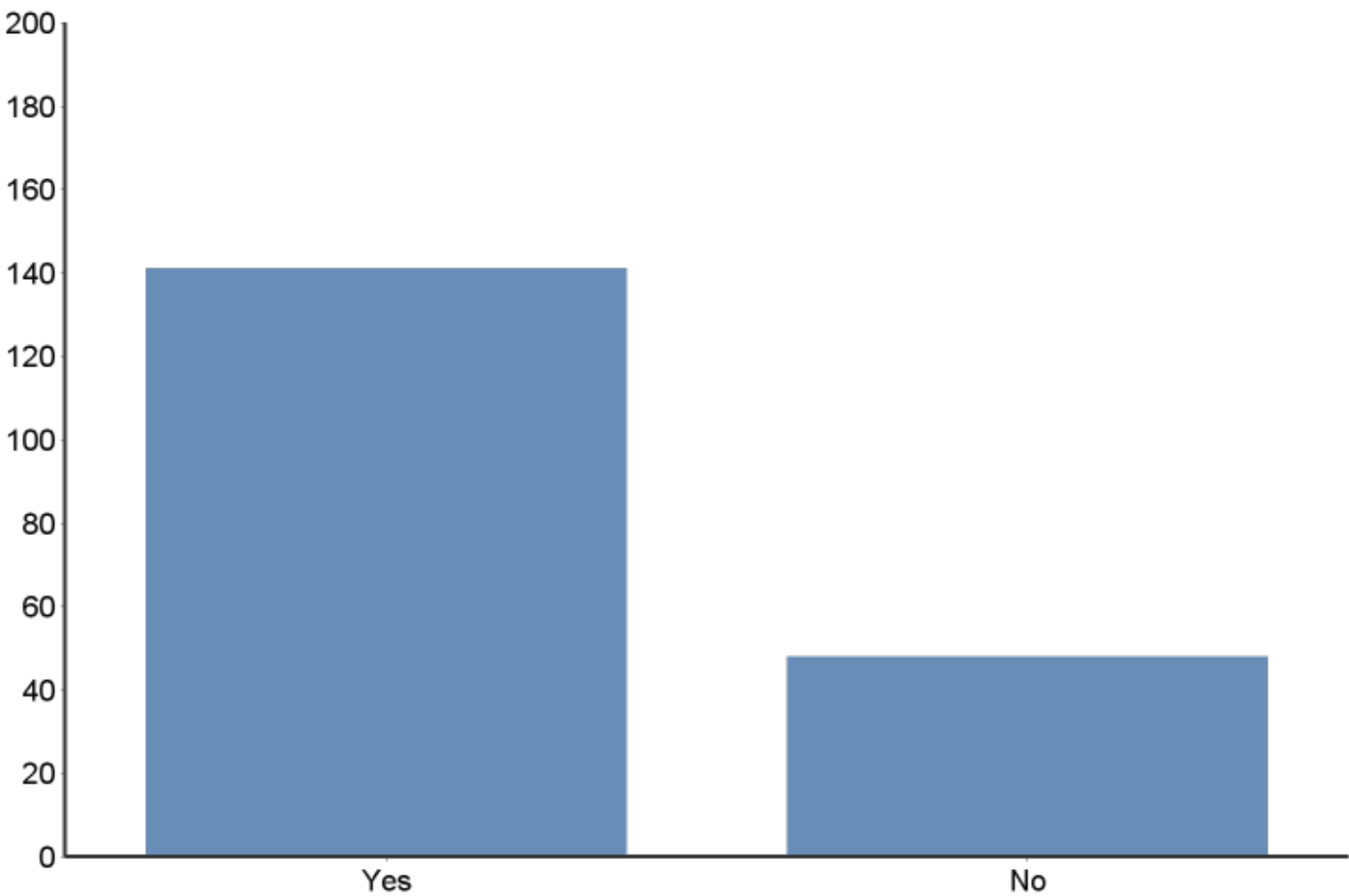
36. How do you usually learn about special events in the community? (Please check all that apply)

#	Answer	Bar	Response	%
1	Illinois Valley Calendar Website (www.ivcalendar.org)	<div></div>	29	15.26%
2	Illinois Valley Community Radio 105.7 FM	<div></div>	12	6.32%
3	Email Listserv	<div></div>	22	11.58%
4	Facebook	<div></div>	147	77.37%
5	Flyers	<div></div>	96	50.53%
6	Public School Newsletters	<div></div>	30	15.79%
7	Senior Center Newsletters	<div></div>	18	9.47%
8	Word of Mouth	<div></div>	134	70.53%
9	Other	<div></div>	50	26.32%
	Total		538	100.00%

37. What are your top priorities for Cave Junction Parks and Recreation in the next 10 years? (Choose 3)

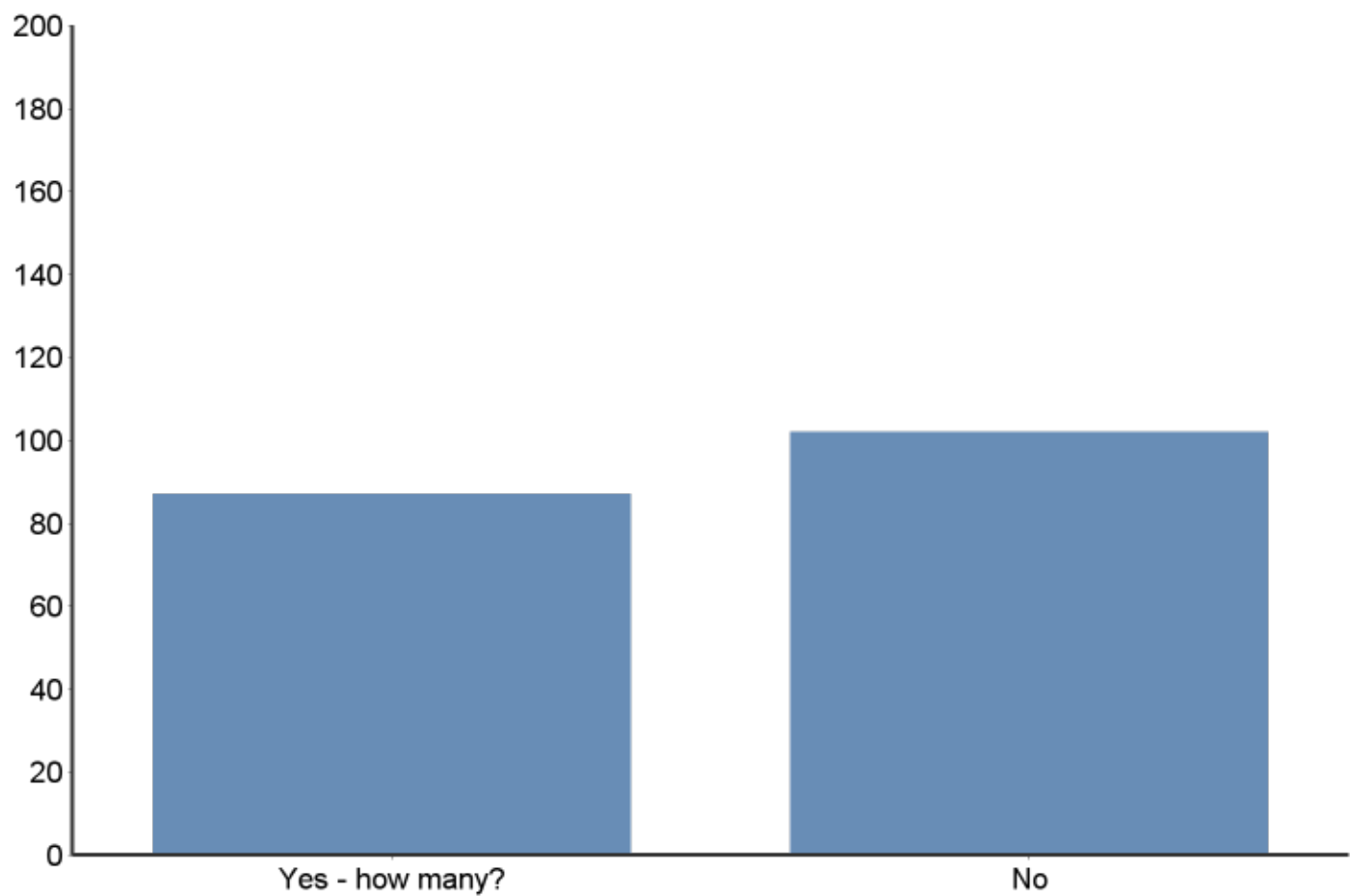
#	Answer	Bar	Response	%
1	Build a multi-purpose recreation center	<div></div>	57	30.00%
2	Add new recreation facilities to Jubilee Park	<div></div>	49	25.79%
3	Develop Old Stage Park	<div></div>	38	20.00%
4	Build bike paths/trails to connect existing parks to the larger community	<div></div>	58	30.53%
5	Provide more recreation classes/activities	<div></div>	62	32.63%
6	Improve or develop community recreation opportunities at local schools	<div></div>	27	14.21%
7	Build an all sports park (different than Jubilee Park)	<div></div>	19	10.00%
8	Focus on maintaining what is currently in place	<div></div>	53	27.89%
9	Build an outdoor swimming pool	<div></div>	29	15.26%
10	Build an indoor swimming pool	<div></div>	113	59.47%
11	Create a new park in Cave Junction that would:	<div></div>	6	3.16%
12	Improve wheelchair access and develop accessible recreation activities	<div></div>	14	7.37%
	Total		525	100.00%

39. Do you live in Cave Junction?



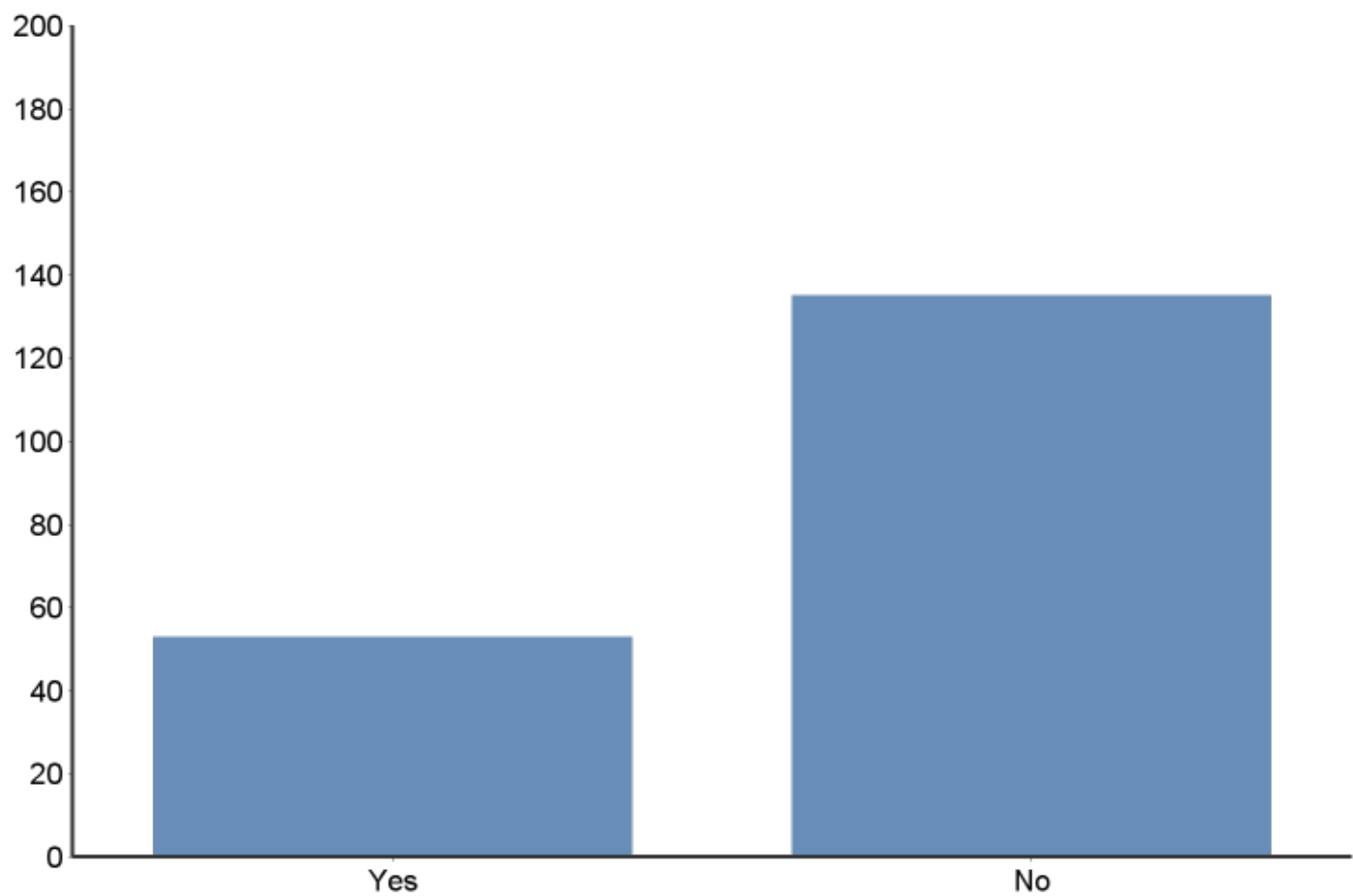
#	Answer	Bar	Response	%
1	Yes	<div></div>	141	74.60%
2	No	<div></div>	48	25.40%
	Total		189	100.00%

41. Do you have children in your household that are under the age of 18?



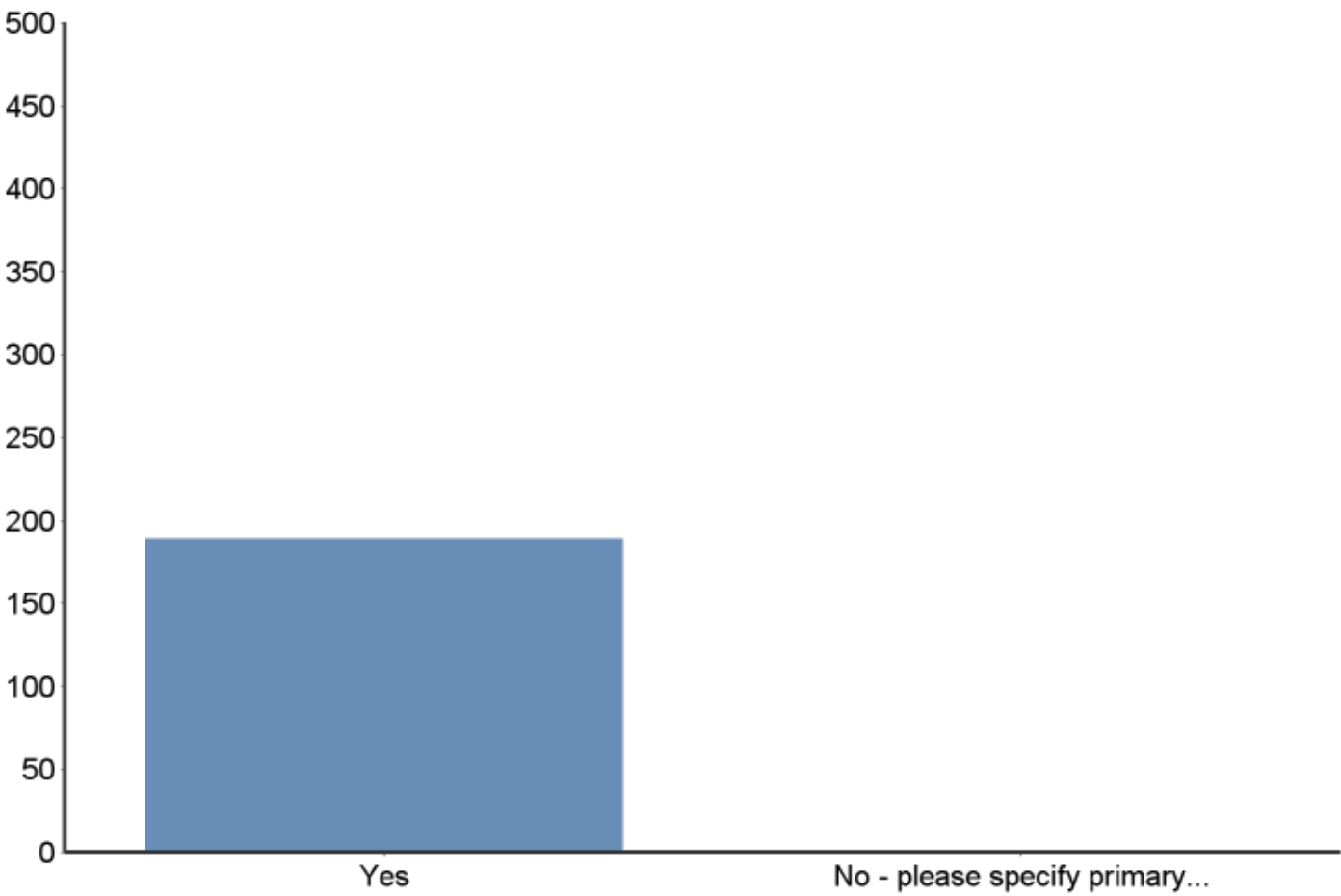
#	Answer	Bar	Response	%
1	Yes - how many?	<div></div>	87	46.03%
2	No	<div></div>	102	53.97%
	Total		189	100.00%

42. Do you, or anyone in your household, experience a disability?



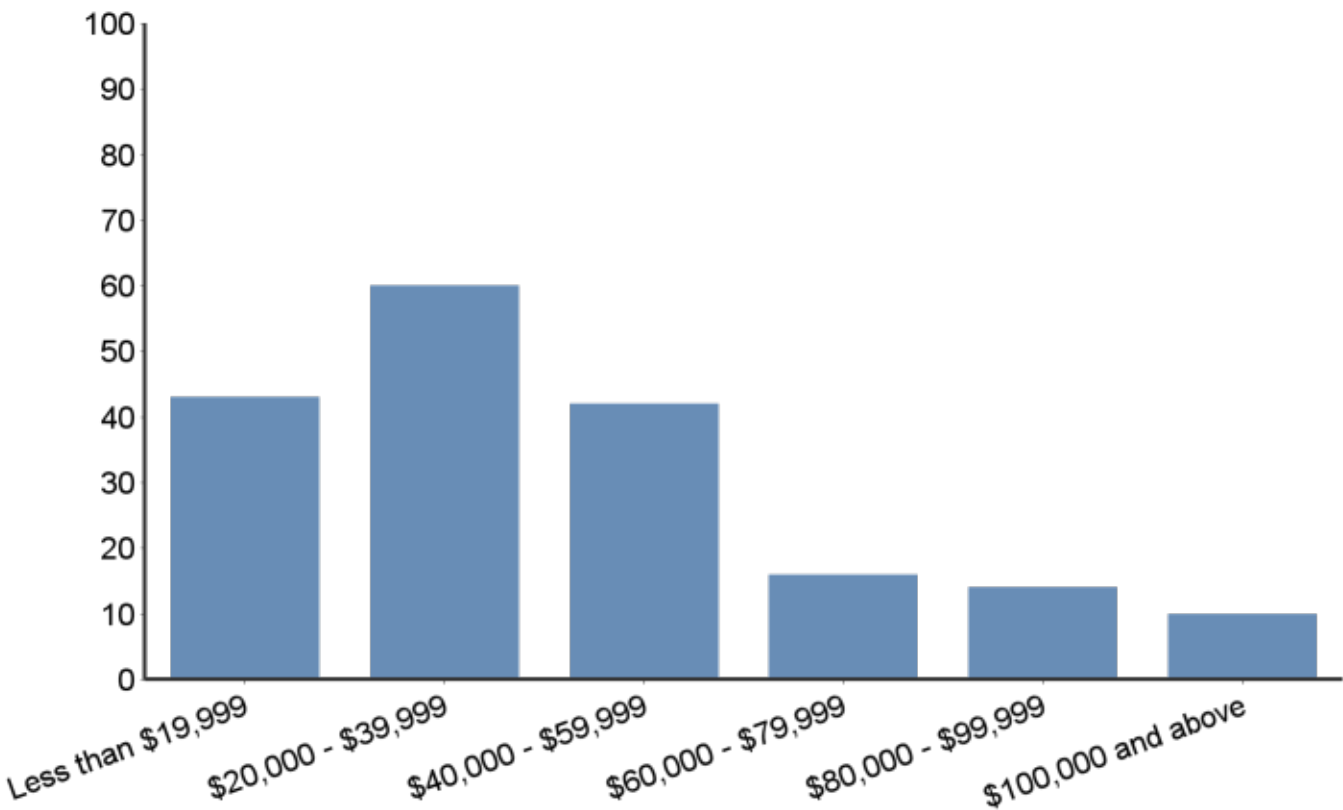
#	Answer	Bar	Response	%
1	Yes	<div></div>	53	28.19%
2	No	<div></div>	135	71.81%
	Total		188	100.00%

43. Is English the primary language spoken in your household?



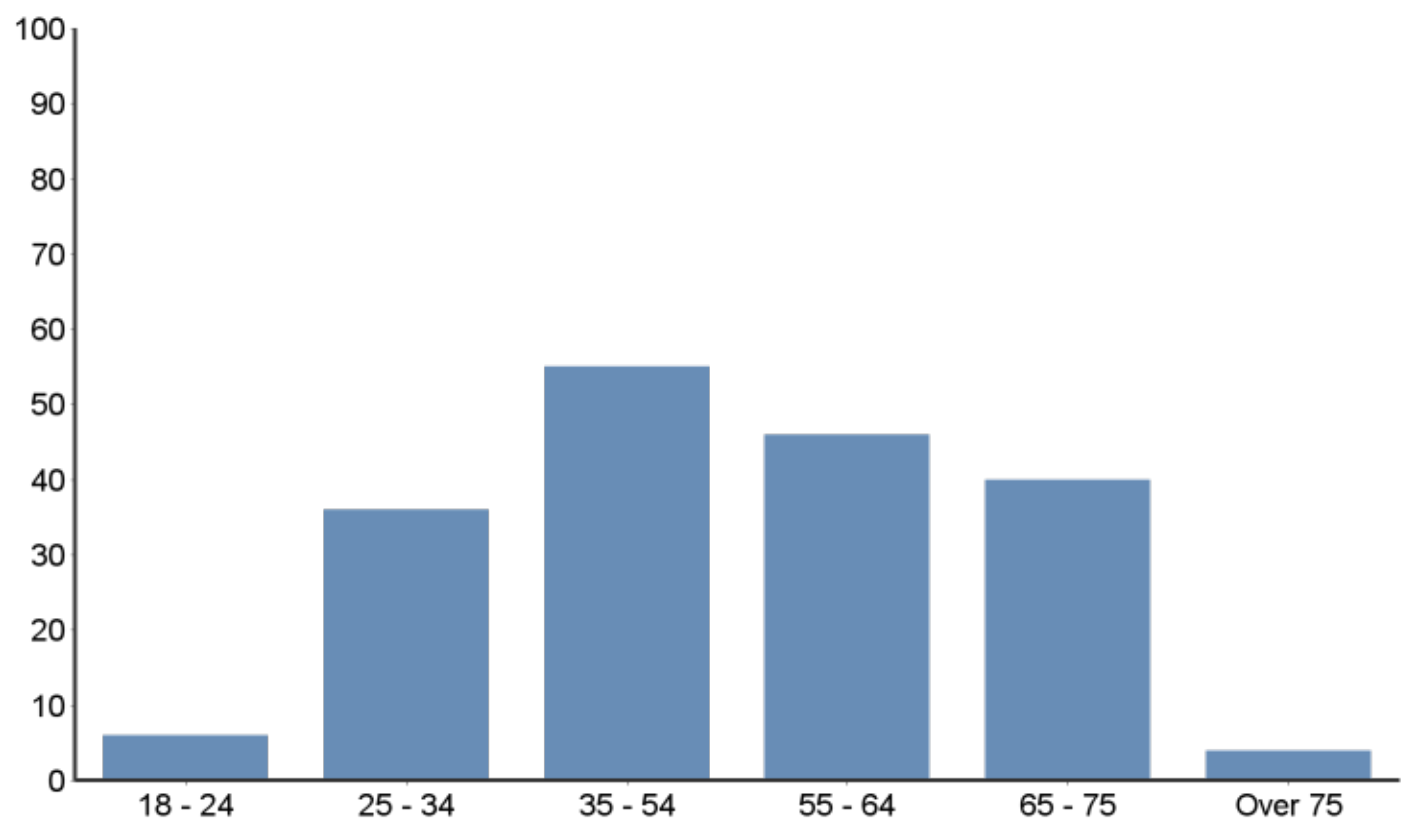
#	Answer	Bar	Response	%
1	Yes		189	99.47%
2	No - please specify primary language		1	0.53%
	Total		190	100.00%

44. What was your 2016 household income (before taxes)?



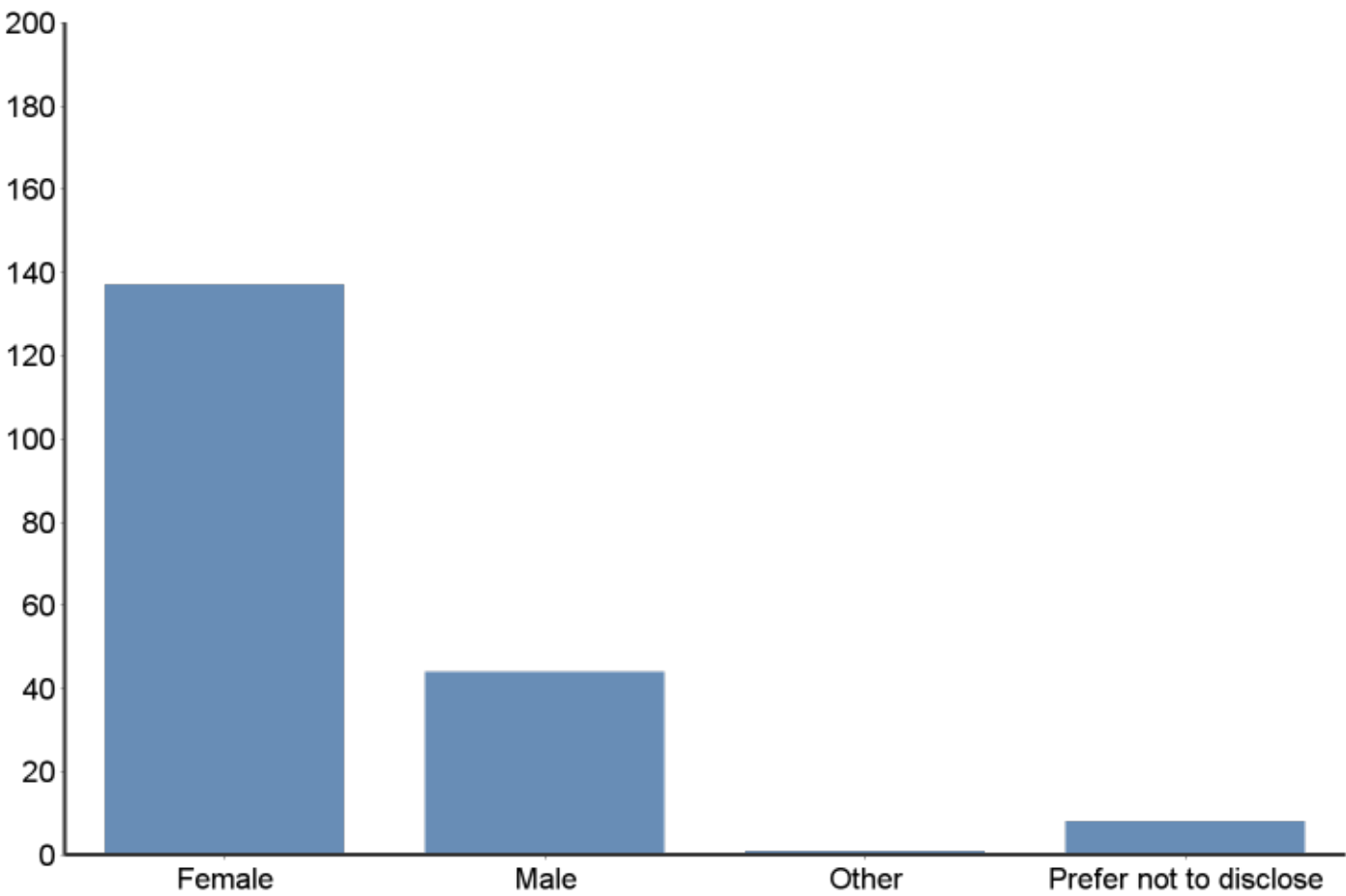
#	Answer	Bar	Response	%
1	Less than \$19,999	<div></div>	43	23.24%
2	\$20,000 - \$39,999	<div></div>	60	32.43%
3	\$40,000 - \$59,999	<div></div>	42	22.70%
4	\$60,000 - \$79,999	<div></div>	16	8.65%
5	\$80,000 - \$99,999	<div></div>	14	7.57%
6	\$100,000 and above	<div></div>	10	5.41%
	Total		185	100.00%

45. What is your age?



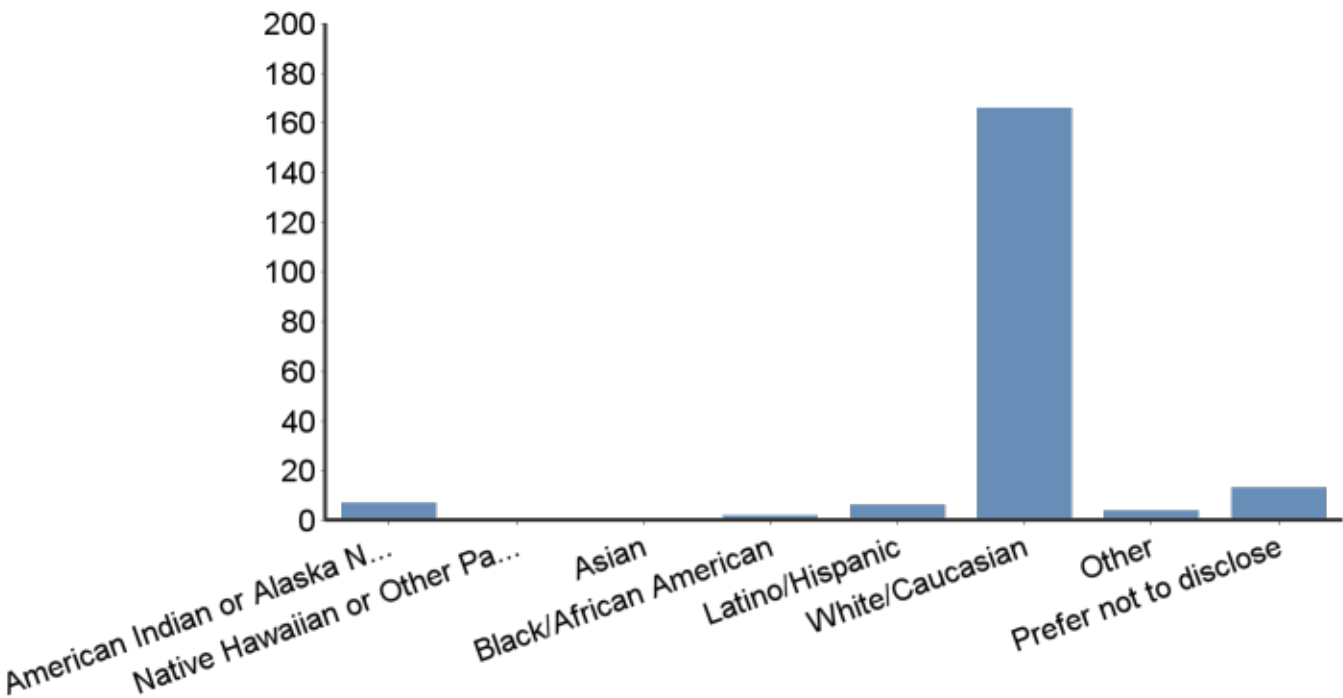
#	Answer	Bar	Response	%
1	18 - 24	<div></div>	6	3.21%
2	25 - 34	<div></div>	36	19.25%
3	35 - 54	<div></div>	55	29.41%
4	55 - 64	<div></div>	46	24.60%
5	65 - 75	<div></div>	40	21.39%
6	Over 75	<div></div>	4	2.14%
	Total		187	100.00%

46. Which of the following best describes you?



#	Answer	Bar	Response	%
1	Female	<div></div>	137	72.11%
2	Male	<div></div>	44	23.16%
3	Other	<div></div>	1	0.53%
4	Prefer not to disclose	<div></div>	8	4.21%
	Total		190	100.00%

47. What is your race/ethnicity? (Select all that apply)



#	Answer	Bar	Response	%
1	American Indian or Alaska Native	<div></div>	7	3.74%
2	Native Hawaiian or Other Pacific Islander	<div></div>	0	0.00%
3	Asian	<div></div>	0	0.00%
4	Black/African American	<div></div>	2	1.07%
5	Latino/Hispanic	<div></div>	6	3.21%
6	White/Caucasian	<div></div>	166	88.77%
7	Other	<div></div>	4	2.14%
8	Prefer not to disclose	<div></div>	13	6.95%
	Total		198	100.00%

Open-Ended Responses

5. Which form of transportation do you most frequently use when going to the Parks? [Other]

Question #5 Open-Ended Response Codes	
Category	Count
Motorcycle	2
Motorcycle	2
Motorized Wheelchair Device	1
Power chair	1
Run	1
Run	1
Not Applicable	1
Do Not Visit	1

8. Please briefly describe your ratings for OVERALL QUALITY [Jubilee Park]

Question #8 Open-Ended Response Codes for Overall Quality	
Category	Count
People Living in the Park	21
Drug users	12
Homeless	9
Crime Concerns	10
Thieves	2
Crime Overall	6
Vandalism	2
Positive Statement	105
Jubilee General Positive	35
Jubilee Gathering Place	2
Organized Events	7
Old Stage Positive	1
Jubilee Location	3
Playground Improvements	13
Skate Park Improvements	3
Overall Improvements	5
Maintenance Appreciation	5
Positive Relative to the Local Resources	11
Natural Areas	1
Neutral	9
Farmers Market	2
Summer Concerts	1
Baseball Appreciation	2
BBQ/ Cooking Area	2

Free to Access	1
Shelter/ Rental Opportunities	2
Park Rec Needs	39
Upgrade Jubilee Overall	7
Enlarge Jubilee	2
Building Improvements	2
Field Improvements	4
Grand Stand Improvements	1
Bathroom Improvements	6
Lighting Improvements	2
Recreational Diversity	7
More Natural Areas	2
Picnic Tables/ Benches Issues	2
Baseball Safety Hazard	1
Lack Shade	1
Additional Baseball	1
More Amenities Generally	1
Overall Issue	19
Overall Feel Unsafe/ Uncomfortable	6
Old Stage Access Transportation	1
Chemical Use in Maintenance	2
Overall Issues	5
ADA Accessibility	1
Drainage Issues	1
Used to be inviting	1
Summer Heat Makes it Less Usable	1
Noise Industry Concerns	1
Community Investment	2
Lack Investment	1
Visit for Community Engagement	1

8. Please briefly describe your ratings for LEVEL OF MAINTENANCE [Jubilee Park]

Question #8 Open-Ended Response Codes for Level of Maintenance	
Category	Count
People Living in the Park	15
Drug Users	8
Homeless	7
Positive Statement	72
Positive Relative to the Local Resources	20
Overall Positive	10
Maintenance Appreciation	24
Neutral	5
Mowing done well	6

Trash picked up well	3
Graffiti removal done well	4
Overall Issue	28
Chemical Use in Maintenance	2
Drainage Issue	5
Overall Feel Unsafe/ Uncomfortable	4
Overall Maintenance	14
Overall Renovation Needed	2
Safety Issue Related Dogs	1
Crime Concerns	23
Vandalism	12
Litter	10
Thieves	1
Park Need	41
Bathroom Maintenance	22
Bathroom Renovation	11
Fence Renovation	2
Grass Maintenance	3
Electrical Distribution Box Repair	1
Fences Used to Close at Night	1
Water Fountains not Functional	1

8. Please briefly describe your ratings for FEELING OF SAFETY [Jubilee Park]

Question #8 Open-Ended Response Codes for Feeling of Safety	
Category	Count
People Living in the Park	105
Drug users	46
Homeless	58
Unsafe when they are in Groups	1
Overall Issue	67
Overall Unsafe	23
City Overall Unsafe	3
Lack of Patrols	16
Safety Hazard from Litter	11
Vandalism/ Graffiti	2
Stealing (Park facilities & Own Car)	2
Only Visit the Park in a Group	5

Fighting	5
Effects on Different Demographics	33
Not Kid Friendly	27
Understand Others Feel Unsafe	5
Unsafe for Women	1
Dependent on Context	25
Unsafe in Off Season	1
Issue During Events	1
Bathrooms Specifically Unsafe	5
Unsafe at Night	9
Verbal Statements from Teens	5
Wooded Area Unsafe	3
Fence Around the Children's Area	1
Proposed Solution	3
Increase Access with a Walking Trail	1
Park Host/ Regular Security	2
Positive Statement	29
Community Gathering Place	1
Welcoming Environment	1
Overall Feel Safe	14
Homeless Look Unsafe, But No Unsafe Experience	7
Safe Only During Events	5
Lights Improve Safety	1

8. Please briefly describe your ratings for RANGE OF RECREATION OPTIONS [Jubilee Park]

Question #8 Open-Ended Response Codes for Range of Recreation Options	
Category	Count
Additional Options of Existing Facilities	16
Second Basketball Area	8
Second Softball Field	2
Second Baseball Field	5
Skate park Phase 2	1
New Facilities Needed	17
Soccer Field	2
Walking Path	2
Volleyball	2
Dog Park	2

Addition of Parcel would Improve Options	1
Winter Options (Gym)	1
Pool	3
Splash Pad	4
Recreation Classes Needed	4
Fitness Class Outside	1
Art/ Dance	1
Martial Arts	1
Horticulture	1
Positive Statement	40
Satisfied Relative to Local Resources	5
Old Stage Provides River Access	1
Satisfied Overall	15
Positive for Children	4
Adequate Amount of Activities	10
Adequate Maintenance	1
Satisfied with Community Events	4
Other Activity Ideas	4
Horseshoes	2
More Concerts	1
Tetherball	1
Demographic Needs	21
Activities for Seniors	6
Youth/ Teen Activities	6
People with Disabilities	3
Activities for Adults	6
Amenity Need	2
Shade	2
Improvements Needed	9
Baseball Field	1
Spectator Seating	1
Tennis	7
Overall Issues	25
No Chemical Use for Maintenance	1
Overall Maintenance	1
Overall Upgrades	1
Overall Lack of Options	16
Overall Safety	2
Year-Long Options	1

Need to Make Use of Local Public Lands	1
Need to Add to Events (Labor Day Festival)	1
More Picnic Tables	1

8. Please briefly describe your ratings for YOUR ABILITY TO FIND AND ACCESS JUBILEE PARK

Question #8 Open-Ended Response Codes for Your Ability to Find and Access Jubilee Park	
Category	Count
Positive	71
Easy	61
Easy Enough	7
Easy - Center of Town	3
Neutral	2
No Comment	1
Subcategory 2	1
Specific Concern	11
Necessary to Use Side Streets	1
Easy if in Town	1
Easy as Nearby	2
Lack of Sign if were New in Town	7

8. Please briefly describe your ratings for AMOUNT OF COMMUNITY EVENTS [Jubilee Park]

Question #8 Open-Ended Response Codes for Community Events	
Category	Count
Satisfaction	58
Satisfied	49
Neutral	5
Not satisfied	4
No Opinion	2
Don't Know	1
Don't Care	1
Improvements	10
Needs improvement	9
Better outreach	1
Events and programs	28
More events	25
There's a lot of events	1

More concerts	2
Cost/charge	1
Unsatisfied	1

8. Please briefly describe your ratings for AMOUNT OF PARKING [Jubilee Park]

Question #8 Open-Ended Response Codes for Amount of Parking	
Category	Count
Satisfaction	52
Satisfied	44
Neutral	3
Not Satisfied	5
Uses other transportation	3
Bike	1
Walk	2
Parking during events	36
Need more	36
ADA	1
More ADA/elderly parking	1
Parking	6
More parking	4
Needs improvement	1
Move farmers market from parking lot	1
Bike Parking	3
More covered bike parking	3

8. Please briefly describe your ratings for WHEELCHAIR ACCESSIBLE PATHS AND ACTIVITIES [Jubilee Park]

Question #8 Open-Ended Response Codes for Wheelchair Access	
Category	Count
Satisfaction	36
Satisfied	30
Neutral	2
Not Satisfied	4
No opinion	12
Don't Know	11
Don't Care	1

Improvement	11
Needs improvement	6
Need more	5
ADA Availability	4
No activities and events	0
No kids areas	2
Does not exist	2

9. Which, if any, of the following recreation amenities would you be most excited to see added to Jubilee Park? [Other]

Question #9 Open-Ended Response Codes	
Category	Count
Facilities	6
Soccer	2
Pool	2
Playground additions	1
Bocce Ball court	1
Events and program	2
Kids events	1
Bible class	1

10. Would you like to see Jubilee Park expanded through additional land acquisitions? YES - What should be added in the additional space?

Question #10 Open-Ended Response Codes	
Category	Count
Facilities	93
Soccer field	7
Dog Park	8
Baseball field	19
Basketball	2
Pool	2
Skate park	2
Water/spray park	3
Parking	8
Community Garden/green space	8
Ball field	7
Tennis	1
Exercise area	5
Playground	1

Youth Center	1
Disc golf	19
Activities and Programs	9
More activities	2
More events	2
Activities for youth	1
Additional recreation	4
Other	11
More light	1
More security	1
More maintenance	2
Expansion	6
Better transportation system	1
Community Gathering	7
More places to hangout	6
Picnic	1
Trails	11
Bike trail	3
Walking/hiking	7
Path from/for old stage	1
N/A	2

11. Please explain your answer for the wooded and natural areas in the park:

Question #11 Open-Ended Response Codes	
Category	Count
Trees	36
Keep trees	17
Cut some trees	6
Cut all trees	8
Not aware of trees/do not use	5
Safety	94
Homeless	42
Overall safety	27
Drug use/trash	25
Maintenance	21
Remove invasive plants	4
More maintenance	17
Preferences	41
Likes natural areas	39

Install lighting	2
Facilities	26
Exercise course	3
Baseball field	2
Walking trail	6
Soccer field	3
More benches/picnic tables	5
Access road	2
Multi-use Rec Center	1
Basketball court	1
Dog park	2
More amenities in general	1

15. Have you ever been to the Track east of Lorna Byrne Middle School? If yes, what do you use it for?

Question #78-15 Key	
Category	Count
Recreation	59
Walking	30
Jogging/Running	13
Walking dog	4
Exercise	1
Watch/play sports	7
Frisbee	1
Connect with nature	2
Ride bike	1
Other	9
Do not use	7
Stargaze	1
Memorial	1

17. Please briefly describe your ratings for OVERALL QUALITY [Lorna Byrne Track]

Question #17 Open-Ended Response Codes for Overall Quality	
Category	Count
Maintenance	4
Needs Maintenance	3
Well Maintained	1
Cleanliness	6

Clean	3
Needs Cleaning	3
Upgrade/Renovate	20
Upgrade the field/track	6
Needs improvements	8
Need Bathroom	3
More parking	3
Crowdedness	3
Empty/isolated	2
Relaxing and private trees	1
Safety	7
Don't feel safe	7
Satisfaction	12
Satisfied	9
Neutral	1
Not Satisfied	2
Other	6
I don't use it	3
N/A	3

17. Please briefly describe your ratings for LEVEL OF MAINTENANCE [Lorna Byrne Track]

Question #17 Open-Ended Response Codes for Level of Maintenance	
Category	Count
Landscape	9
Clean Pine	1
Need Grass	1
Uneven ground	7
Cleanliness	7
Needs cleaning	5
Needs bins	1
it's clean	1
Maintenance	15
Vandalism	1
Well Maintained	7
Needs update/maintenance	7
Other	7
Need bathrooms	1
Need parking	1

Don't use it	1
N/A	4
Satisfaction	15
Satisfied	8
Neutral/uninterested	1
Not satisfied	6

17. Please briefly describe your ratings for FEELING OF SAFETY [Lorna Byrne Track]

Question #17 Open-Ended Response Codes for Safety	
Category	Count
Personal Safety	56
Feels concerned	37
Doesn't feel concerned	9
Safety of others	3
Feels concerned	3
Doesn't feel concerned	0
Impact from existing conditions	27
Woods make track feel isolated	5
Poor lighting	3
Stray animals	3
Vagrants negatively impact experience	7
Site history	1
Vacant lot adjacent to site creates negative uses	1
Conditions don't impact experience	7

17. Please briefly describe your ratings for YOUR ABILITY TO FIND AND ACCESS THE TRACK

Question #17 Open-Ended Response Codes for Find and Access Track	
Category	Count
Ability to locate the park	38
Easy	21
Difficult	17
Reasons for easy access	4
Close location to where respondent lives	3
You learn where it is after you first visit it	1
Reasons for difficulty	10

Poor visibility	4
Lack of parking	2
Exact location of the track is mostly local knowledge	4

17. Please briefly describe your ratings for AMOUNT OF PARKING [Lorna Byrne Track]

Question #17 Open-Ended Response Codes for Amount of Parking	
Category	Count
Comments related to the amount of parking	41
Amount of parking meets demand	1
Parking capacity is only OK	4
Parking capacity does not meet demand	36
Concerns related to the conditions of the area	19
Safety of vehicle/belongings inside	4
Parking along Old Stage Road road feels dangerous/ is difficult	6
Access to the parking area is poor	3
Area currently used for parking is in poor condition	3
Empty private property lot feels dangerous	3

18. Is there one improvement that you would like to see made to the Track east of Lorna Byrne Middle School? If yes, please explain.

Question #18 Open-Ended Response Codes	
Category	Count
New Services	48
Trash cans	1
Restrooms	14
Benches/seating	5
Increase and improve parking	19
Use the track for more/different sports	5
Bleachers	1
Signage	3
Safety	15
Improve lighting	6

Increase visibility (less places to hide)	7
Add fence	2
Limit hours of access	0
Maintenance	9
Improve quality of the track	6
Improve effectiveness of cleanup efforts	3

21. What, if anything, would you like to see developed in the southeast corner?

Question #21 Open-Ended Response Codes	
Category	Count
Facilities	102
Second gym	4
Baseball/softball field	7
Multi-use field	3
Community pool	19
Soccer field	6
Basketball court	7
Running track	1
Game room	1
Archery range	1
Track	1
BMX track	3
Par course	1
Exercise equipment	6
Indoor/outdoor theater	2
Ropes/obstacles course	2
Playground	1
Wellness park	1
Disc golf course	2
Indoor/outdoor rock climbing	3
Community garden	13
Racquetball	1
Building expansion	2
Restored FFA facilities	1
Stage/Outdoor entertainment facility	3
Community center	1
Tennis courts	4
Skate park	1
Dog park	2

Volleyball courts	1
Sculpture Garden	1
Mini golf field	1
Other	23
For youth	3
N/A, not sure, no preference	14
After-school programs	1
Invest in other two schools first	1
Agriculture program for youth	3
School businesses	1

22. What, if anything, would you like to see developed in the wooded area?

Question #22 Open-Ended Response Codes	
Category	Count
Wooded Area	30
Leave it the way it is	11
Nothing/no	19
Facilities	81
Restrooms	3
Volleyball court	1
Walking/running path	16
Basketball courts	1
Exercise equipment	3
Disc golf	8
Community pool	4
Bike track/trails	4
Playground	1
Park	1
Soccer field	4
Baseball/softball field	2
Locker room	1
Concession stand	1
Organic farming for kids/adults	2
Water fountains	1
Cross country track	1
Parking	5
Picnic tables	1
Natural learning area	6
Lighting	1

Concert stage	1
Protection of native species	3
Multi-use sports field	1
Second gym	1
Ropes course	1
Dog park	3
Trash cans	1
Benches	1
Camping area	1
Paintball course	1
Other	1
Based on student needs	1

25. If important, what would you like to see included in a pool?

Question #25 Open-Ended Response Codes	
Category	Count
Facilities	87
Locker rooms	6
Hot tub	7
Steam room	2
Lap lanes	12
Kid's pool	15
Indoor/year round	12
Step ladders/ADA access	3
Snake bar	1
Dive board	8
Concession stand	4
Outdoor pool	1
Adult pool	5
Waterslide	7
Exercise equipment	1
Recreation area	3
Programs	27
Competitive	5
Swim lessons/classes	12
Youth	4
Family	2
Seniors	4
Operations	23
Lifeguard	7
Renewable energy	1

No chemicals	2
Available to rent for events	2
Salt water	7
Funding	1
Safety Enforcement	3
Other	7
Use existing pool site	2
Affordable	3
Standard items	1
Lighting for night swims	1

26. If important, what kind of swim programs would you like to see offered?

Question #26 Open-Ended Response Codes	
Category	Count
Swim Programs	222
Swim Classes/lessons	71
Exercise/aquatic fitness/lap	55
High school use	8
Children/youth lessons	24
Senior lessons	11
Red cross/ lifeguard lessons	8
Physical Therapy	4
Adult Swim lessons	10
Free/open swimming	4
Swim team	17
Recreational use	4
Night swim	1
Scuba diving	1
People with disabilities exercise/programs	4
Facilities	1
Additional facilities	1
Events	2
Birthdays	2

27. If yes, what type of activities do you usually participate in (Forks State Park)? [Other]

Question #27 Open-Ended Response Codes	
Category	Count
Events	11

Events	11
Activities	15
Photography	2
Walking/hiking	5
Gardening	3
Bird watching	2
Volley ball	1
Reading	1
Board game	1
N/A	1

29. What new recreational facilities would you like to see developed in Illinois River Forks State Park?
[Other]

Question #29 Open-Ended Response Codes	
Category	Count
Events	10
Community events	5
Concerts/festivals	2
River Blessing Festival	2
Memorials	1
Recreation	8
Walking around	3
Plant walk	2
Photography/salmon hikes	3
Other	10
Use of pavilion	2
Volleyball net	1
Board games	1
Bird/river watching	2
Reading	1
Botany	2
Safety	1

32. If yes, what recreation classes, events, or teams would you like to see expanded or added in the next 5 years in Cave Junction?

Question #32 Open-Ended Response Codes	
Category	Count
Sports	34
Tennis	5
Swimming	11

Basketball	2
Soccer	7
Disc golf	1
Volleyball	0
Baseball	5
Softball	3
Individual activities	62
Yoga	6
Tai chi	2
Arts and crafts classes	11
Aquatic programs	13
Outdoor recreation	30
Community activities	40
The pool	4
Music events	2
Daycare/afterschool options	6
Boy scouts/girl scouts	1
Age specific classes	21
Family oriented classes	6

34. If yes, what special events would you like to see expanded or added in the next 5 years in Cave Junction?

Question #34 Open-Ended Response Codes	
Category	Count
Community Events	79
Holiday related	17
Health awareness and wellbeing	3
Music events	10
Farmers market	4
Blackberry festival	10
Family events	9
Volunteering	3
Events for kids and teens	5
Arts events	6
Outdoor recreation	5
Emergency prepare fair	1
Parades/festivals	6

35. How do you usually learn about recreation opportunities? [Other]

Question #35 Open-Ended Response Codes	
Category	Count
Newspaper	45
Illinois Valley News	34
Local Paper	3
Other Newspaper	6
Daily Courier	2
Newsletter	1
Garden Club Newsletter	1
Local Organization	1
Healthy U	1
Subcategory 2	
Email List	4
Takilma Community Building	3
Yahoo Groups	1

36. How do you usually learn about special events in the community? [Other]

Question #36 Open-Ended Response Codes	
Category	Count
Newspaper/Email	40
IV News/Newspaper	38
Takilma Email	2
Other	3
Church	1
Banner/Tabling/Signs	2

37. What are your top priorities for Cave Junction Parks and Recreation in the next 10 years? [Other]

Question #37 Open-Ended Response Codes	
Category	Count
Facilities	5
Soccer Fields	2
Bike/Walking Paths	1
Theater	1
Dog park	1
Maintenance	1
Pesticide-free	1

38. What else would you like to tell us about how to improve parks and recreation opportunities in Cave Junction?

Question #38 Open-Ended Response Codes	
Category	Count
Safety	42
Vandalism	3
Park Host	3
Homeless	6
Security/Enforcement	14
Increased Safety	12
Drug use	2
Lighting	2
Maintenance	13
Natural/organic	4
Improve school fields	1
Increased maintenance	8
New Facilities	19
Dog Park	2
Swimming/Swimming Pool	5
New Park	1
Shaded Structures	2
Track/Soccer Field/ Restrooms	4
Campsite	2
Multi-Rec Center	2
Fence around children's play area	1
Age Groups	17
Senior opportunities	5
Youth opportunities	12
Other	19
Partnerships	3
Increased Events	1
Bike/Hike Trails	7
Increased taxes for improvements	1
N/A or nothing	7

APPENDIX C: COMMUNITY OUTREACH

The CSC team led four outreach events during the planning process. At each of these events, the CSC team gathered feedback from the advisory committee and the general public. The findings from each of these meetings are presented in memorandum format in the following pages.

March 6, 2017

To	Cave Junction Parks Advisory Committee
From	Student Consultants, Community Service Center, University of Oregon
SUBJECT	SUMMARY OF CAVE JUNCTION PARKS AND RECREATION PLAN KICKOFF MEETING

Overview

This document restates the main discussion points collected during the February 1st kickoff meeting for the Cave Junction Parks and Recreation master plan.

The meeting on February 1st took place at the Kerry Building in the city of Cave Junction. Prior to meeting, the student consultants from the University of Oregon Community Service Center began conducting interviews with the advisory committee members. The goal with these interviews was to generate a sense of priorities and insight that could inform the meeting agenda.

After an introduction from the CSC project manager, the consultant team split the advisory committee into two smaller groups. Discussions within these breakout groups sought to address three main items: 1) Long-term community vision; 2) location of a concept plan for the parks plan document; and 3) partnerships that can help with the implementation of the plan.

Comments within these groups were transcribed as they were discussed. These transcriptions were compiled, and the main points are identified in this memo.

Part I. Long-Term Community Visions

Existing Condition Insight

Throughout the meeting, committee members conveyed insight into existing conditions and characteristics of the Cave Junction parks and the city itself. These observations are important for understanding constraints, but also the opportunities that the final plan can address.

Homelessness:

People who are homeless have a considerable presence in Cave Junction. The committee members brought up the addition of the park host at Illinois River Forks Park ("Forks Park") as a possible way to discourage people from living in the park. Following the appointment of a Park host, the presence of transients in Forks Park greatly diminished.

The Pool:

There was interest surrounding the renovation of the city's public pool. When the discussion of unknown geotechnical needs and possible repair costs came up, most of the committee acknowledged it as the less feasible goal to attain.

Jubilee Park:

There are tangible (and achievable) repair options in Jubilee Park. The backstop is falling apart (and possibly contaminated with asbestos), the flood lights for the field need replacement, and the dugouts need replacement.

Old Stage Park:

Currently, there's almost nothing in place to make it easy to use. It includes land along the river, but it's remoteness from town and lack of facilities, lights, trails, parking etc. make it difficult to use for recreation.

Illinois River Forks State Park:

Another space with river front access, this park has improved dramatically. Having a park host has helped deter homeless from using the park to sleep/congregate. In addition, there is a public Frisbee golf course.

Committee Visions for Parks and Recreation

At the beginning of the breakout session, the advisory committee members brainstormed what they would like to see in a park and recreation system.

- **Accessibility:** The committee highlighted the importance of Americans with Disabilities Act (ADA) compliance in Cave Junction's Parks. This is a significant consideration for improving the recreational character of the city, improving the overall quality of life for residents, and the perception of Cave Junction.
- **Connections:** An important theme that came up relates to the scale of connections within Cave Junction. As a vision, how can Cave Junction connect with the rest of the Illinois River Valley, and what connections can be made within the community?

The advisory members offered ideas for how to answer these questions:

- Use bike paths to connect parks to neighborhoods and expand recreation options.
- Improve pedestrian safety across Highway 199.
- Create more public and commercial access to the waterfront.
- Build trail connections between the middle school, high school, and parks.
- Increase connections between the parks and the rest of the town.
- **Image Building:** The committee talked passionately about what they think would improve the image of Cave Junction. They described an interest in increasing recreation tourism in order to make Cave Junction a "gateway to local recreation opportunities". Parks would be used as a way to encourage more people to move to Cave Junction.
- **Park and Recreation Desires:** In addition to broader visions, the advisory committee came up with specific ideas for what they would like to see in the parks of Cave Junction.

Possible Additions:

- Weight/exercise equipment in the parks and school playgrounds.
- A Softball field at Jubilee Park.
- A Spray Park at Jubilee Park.
- Adding a cover to the City Pool so it could be used year round.
- Pedestrian bridge over Highway 199 to make crossing the highway safer.

Changes to Park Qualities/Character:

- Make sure the parks are ADA compliant.
- Increase maintenance of parks.
- Make parks safer.
- Use of natural materials instead of synthetic materials like recycled tires.
- Create more options for public access at the edge of the river.

Part 2. Location of the Concept Plan Ideas/ Perceptions

There were two main locations discussed for developing a concept plan; Jubilee Park, and the existing pool site.

The Pool:

The most enthusiasm went towards the idea of renovating the pool. It holds a strong level of interest because it is seen as having been an important part of why people would come to Cave Junction from nearby communities.

Pros: The members felt that the impact of the pool being functional again would greatly improve the social atmosphere in the city and would be a starting point for giving people a reason to come to Cave Junction.

Cons: The majority of the committee agreed that there were considerable constraints to moving forward with efforts to reopen the pool. There is some uncertainty among the committee members on what the actual problems are with the site. An official geotechnical study/ report has not yet been created, so any solution to getting the site operational is only speculation.

Jubilee Park:

Some of the advisory members expressed that Jubilee Park would present more attainable goals.

Pros: There are none of the unknown engineering constraints of the pool. This makes it much easier to begin basic brainstorming about how the site could be amended. Some of the preliminary fixes would be:

- Replacing the field and general park lighting
- Replace the backstop of the baseball field
- Facilitate expanding teams and tournaments

Cons: Using Jubilee Park for the concept plan location wouldn't create as big of a sensation within the community as the pool would.

Part 3. Partnership Ideas for Implementation of the Plan

Partnerships for communication, management, and funding will be very important for the plan's success. In order to insure the right connections are made, the advisory committee brainstormed possible organizations to consider partnering with:

Support/ Funding for the Pool:

- Boys and Girls Club
- Senior Center
- Rotary Club
- Chamber of Commerce
- Illinois Valley High School
- Ford Family Foundation Technical Assistance Grant

Support/ Funding for Jubilee Park:

- Neighborhood Watch/ Patrol - needs training and insurance, but could help monitor the area in lieu of a formal park host.
- Lions Club- must consider how open they are to having their hotdog stand and amphitheater replaced and relocated in Jubilee Park.

- HASL (Handicapped Awareness and Support League)- exploring funding for ADA facilities
- Local Government Grant Program- for baseball field renovation

Outreach Ideas

- Involvement from the greater community will be important for the planning process. For the purposes of communication with the community, the committee members generated some ways to reach out and encourage attending meetings/ workshops to give feedback, or participate in surveys.
- The Radio Station KXCJ 105.7FM could broadcast announcements for public meetings, and communicate planning updates or reminders in the process to residents of Cave Junction.
- “Roundtable Community Surveys” where residents would be invited to locations and would discuss topics in smaller groups. This is a way to help directly gather feedback in a way that could be less stressful for individuals.
- Paper/hard copy fliers for meetings, announcements, or other reminders that would be distributed at events or posted in places where people visit frequently.
- Little League Opening Day (April) – As an event that attracts lots of visitors, this would potentially allow for conducting surveys or handing out fliers.
- Some members of the advisory committee offered to distribute fliers or surveys.
- The Cave Junction Senior Center can possibly could be a destination that helps distribute fliers.
- Nonprofits and advisory committee members can distribute fliers.
- The Farmer’s Market would be an event to hand out surveys, post fliers, or other ways to raise awareness or get feedback from residents.
- Community wide cleanup day with Rotary Club (at Jubilee Park) would be a chance to reach out to residents who are excited about recreation in Cave Junction. It could be used for getting face-to-face feedback, handing out surveys or fliers, or answering questions from residents.
- The Easter Egg Hunt would be a chance for the student consultants to present design ideas for the concept plan site, and to explain a finalized plan to the community in an informal setting.
- The Illinois Valley Calendar website could be used to post meeting announcements, and advertise outreach events for the planning process.
- An online survey would be a tool to gather input from residents.

Attendance

Name	Organization
Kimberly Lehman	Rusk Nature Center
Kate Dwyer	IVCanDO
Menno Kraai	IVCanDo
Amelia Benson	IV Senior Center
Roger Brandt	IVCanDo
Daniel Dalegowski	City of Cave Junction
Lindsey B. Gillette	City of Cave Junction/ Healthy U/ IVCanDo
Travis Robbins	City of Cave Junction
Keeeth Withrieas	IV Bikespace/ Station Manager at KXCJ-LP
David Regal	Evergreen Elementary-Three Rivers School District
Tanner Smith	Illinois Valley High School
Judy Hoyle	IVCanDo/ IV News
Bruce Reece	Illinois Valley High School

April 10, 2017

To | Cave Junction Parks Advisory Committee
From | Student Consultants, Community Service Center, University of Oregon
SUBJECT | COMMUNITY WORKSHOP SUMMARY

Context

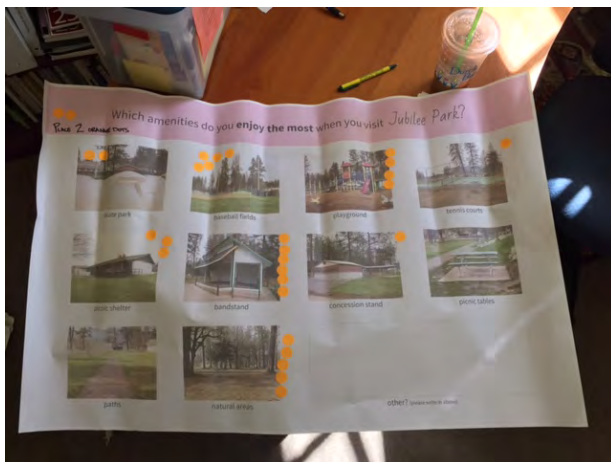
The purpose of the meeting was to collect feedback from residents of Cave Junction to begin discussion about prioritizing changes to the parks and recreation opportunities in the city. Group discussions addressed:

1. Jubilee Park
2. Cave Junction Pool
3. Old Stage Park

Meeting Activities

Dot Board Preference Exercise

Attendees were encouraged to communicate individual preferences for existing park features. based on two boards with pictures of the features currently in Jubilee Park. Attendees used colored stickers to indicate preference by placing stickers on the picture of the feature they identified with based on the questions: "What amenities do you enjoy the most when you visit Jubilee Park?", and "What amenities or improvements would you most like to add to Jubilee Park?".



Board for existing features in Jubilee Park



Board for possible amenities to add

Existing Jubilee Park Features Preference

Examples for the existing amenities included the skate park, baseball field, playground, tennis courts, picnic shelter, bandstand, concession stand, picnic tables, paths, and natural areas.

High Preference:

- Baseball fields (19%)

- Playground (15%)
- Picnic shelter (11%)
- Bandstand, (22%)
- Natural areas (19%).

Low Preference:

- Skate park (7%)
- Tennis court (4%)
- Concession stand (4%)
- Picnic tables (0%)
- Paths (0%)

Amenities/ Improvements to Jubilee Park Preference

The following responses were collected from participants' response to the question "what amenities would you most like to add to Jubilee Park?" Options depicted on the board included improved and expanded baseball fields, bike trails, additional parking, resurfaced tennis courts, ornamental gardens, public art, expanded skate park, improved ADA accessibility, picnic areas, basketball court, signage and maps, refurbished restrooms, water play area, and improved infrastructure.

High Preference:

- Improved/expanded baseball fields (11%)
- Basketball courts (21%)
- Water play area (14%)
- Improved infrastructure (11%)
- Refurbished Restrooms (14%).

Lower Preference:

- Public Art (7%)
- Resurfaced tennis courts (4%)
- Ornamental gardens (7%)
- Improved ADA accessibility (4%)
- Picnic area (4%)
- Expanded skate park (0%)
- Bike trails (0%)
- Additional Parking (0%)

Old Stage Park

The park is located along the Illinois River South Fork. The only way to access the site is to drive south along Old Stage road until the road ends.

Discussion was organized by two general question prompts: 1) What did people who had been there find enjoyable about the park? and 2) Using Illinois River Forks Park and Jubilee Park as a frame of reference, what would amenities or features would be desirable to see Old Stage Park?

Overall, all three groups brought up the following:

- Create multi-use trails (equestrian, walking, biking) that connect other park areas
- Create designated parking
- Install benches, picnic areas, and restrooms
- Possibly incorporate dry camping/RV usage

- Put in interpretive signage for local plants

Existing Desirability:

There isn't any existing development for recreation use, but the discussion groups brought up a similar source of importance:

- Wild/ natural park experience

Utilities and Site Services:

While the undeveloped character is desirable, group discussion brought up some possible utilities needed for comfort or possibly required for site use. This also includes broad opportunities related to the site's proximity to the Illinois River.

- Camping
- Picnic areas, and picnic activity amenities
- Trash cans, recycling, cans for dog waste
- Drinking water
- Boating, rafting/ canoes
- Opportunity for swimming
- Park host
- Improve access to front gate
- Parking

Features:

Other ideas for the site related to possible activities that would be sources of recreation use:

- RV park
- Restrooms
- Lighting
- Enclosed dog area, dog park area
- Trails (for walking, horseback, bike, ADA)
- Natural playground area
- Benches and picnic tables along trails
- Interpretive signage
- Foot bridge across river
- Horseshoe pits
- Shelter/ pavilion for group events

Site Goals/ Needs:

- Wayfinding, directions from highway 199
- Maintain water quality
- Connection to other parks or BLM land
- Block off access to cars/ATV's/4-wheelers
- Youth corps training partnership with Caves National Monument
- Consideration for use by youth groups like boy scouts
- Park fees
- Monitor transient populations through outreach
- Floodplain habitat management

Cave Junction Pool

The Cave Junction Pool is located next door to the Senior Center, and across from Illinois Valley High School on E River Street. The pool was built in the late 1970s, and closed in 2008.

Community members have expressed the importance of the pool in the lives of area residents. Residents previously reported that the pool was a source of opportunity for recreation, fitness, health, and social engagement. A variety of issues have been given as the reason for the closing of the pool.

Investment from the Cave Junction community is an essential aspect of a pool having long-term financial stability. Area residents will be more likely to patronize the pool, and/or volunteer their time if the structure, activities/programming, and payment structures are designed to efficiently meet the community's needs. The components of a pool that would be specifically useful and inviting needed to be identified by area residents. This community input is a necessary step before an eventual budget or operational structure can be established. The community's priorities are essential to establish, whether the current pool site is renovated, or a future pool is built on a new site.

The discussion of the pool was guided by three questions.

- 1) What would make a pool useful to the Cave Junction community?
 - Participants were encouraged, but not limited, to think broadly.
- 2) What are specific examples of aspects of a pool that would meet these needs?
 - Participants were given general examples of activities, amenities, or design features.
- 3) What made that component work well?
 - Participants were asked if they had experienced preferred pool features at another pool, and to use that experience to inform the reasons they felt the feature was a success, or served them well.

Common Pool Characteristics Desired Among Workshop Participants

The attributes that participants felt would be useful are in terms of design, activities/programming, and funding/operation. Feedback is sorted according to the need(s) expressed, and residents preferred methods to meet that need.

Design Characteristics – General Consensus

- Year-round usage
 - Covered pool
 - Heated
 - Indoor

Most participants defined year-round accessibility as an indoor pool, however a smaller section referenced an outdoor pool with a covered, or retractable roof as sufficient.

- Designed for the needs of different demographics
 - Baby/toddler pool
 - ADA accessible
- Public Showers
 - Pool patrons
 - Travelers /transient population
- Transportation related accessibility
 - Covered bike parking

- For youth & low income residents
- Centralized location
 - Proximity to the high school and senior center.

Activities/ Programming – General Consensus

- Diversity of Activities to meet the needs of multiple demographics
 - Swim Lessons – Adults & children
- Space/time for the high school
 - Swim team – Competition size
 - PE classes
- Aquatic Fitness Classes
- Pool Sports
 - Adult & Youth
 - Examples: Volleyball
- Designated times for different activities
 - Lap swim
 - Recreational swim / family swim
- Health/ Safety
 - Water safety courses → Translates to river safety

Funding/ Operational Characteristics – General Consensus

- Financial Stability
 - Ability to rent space (pool and/or a specific area)
 - Payment/ Membership Options
 - Membership passes, punch cards per use, & daily user fee
 - Differing payment structures
 - By demographic (age, senior, family)
 - By income/ sliding scale (member cards same in appearance)
 - Variety of payment structures
 - Activities cost more than pool use
- Partnerships – Needs administrator
 - Consensus on the need for partnership
 - No consensus on if 1 group should have a lead role (Boys & Girls Club)
 - Benefit of public/ private partnerships
 - Legal mutual agreements – Memorandum of Understanding (MOUs) necessary
- Appeal to multiple demographics
 - Extended hours
 - Open early / before work
 - Open late for youth
 - Schedule clarity & consistency
 - Easy to locate (online)
 - Allows the management of a variety of pool uses
 - Multiple items scheduled at once → Would allow increased accessibility.
 - One type of a pool use at a time → Would allow a smaller pool

Consensus was not reached on the necessity of a pool large enough to have multiple types of usages occurring at the same time. Many residents felt a larger size could increase accessibility for families, but the tradeoff of a lowered cost could make a smaller pool acceptable.

Design Characteristics – Additional Ideas Presented

- Natural elements
 - Salt water (vs. chlorine)
 - Native plant garden
 - Murals by local artists
 - Hot tub

Activities/ Programming – Additional Ideas Presented

- Movies shown on a projector
- Additional Safety classes
 - CPR / Lifeguard training on-site
- Pool activity activities
 - Additional pool sport options
 - Water polo
 - Diving platform
 - Slide
- Non-Pool Recreation Center Activities
 - Outdoor exercise area
 - Fitness Classes
 - Yoga
- Recreation Center
 - Engaging activities for youth
 - Game center

Funding/ Operational Characteristics – Additional Ideas Presented

- Fundraisers
- Unique features to draw others from around the area
 - Wave / scuba / kayaks

Jubilee Park

This table rotation asked the community members two questions, the first, what did they like about jubilee park, and the second, what are the things they would like to improve and add to jubilee park to make their experience more valuable. The team often noticed a repetition of enjoying the park because it brings the community together, let them do activities with family and friends, and enjoy the activities/events that often take place in the park.

Some of the improvements and additions mentioned were related to the facilities, however, there was mention of more programs and actives for the community (youth, family, and elderly), Such as Tai Chi and Yoga...

Several members noted orally that there's a need to improve the communication/outreach about the events/programs/activities. Also, it was noted that there's a need for more signage to guide visitors to Jubilee Park, where an Information Kiosk should be located.

Question 1: What do you enjoy the most about Jubilee Park?

General:

- Close to town
- Lots of People Present
- Wooded Area
- Large Grassy Area

Program:

- Farmers Market (8) – Date: April-September - Free bike repair

Facilities:

- Baseball/Softball field (7)
- Skate Park (6)
- Children Playground (5) – Bring children/grand children
- Pavilion (5)
- Trees/Path (3)
- Tennis Court - Used to use it when it was in good conditions (2)
- Dog walking - Dog waste station (2)

Events:

- Summer Festival/Music/ Concert (18)
- Labor Day (7)
- Pet parade (2)
- Sport events - Softball (2)
- Easter Egg Hunt
- Car show – Date: June
- Thanksgiving dinner give away
- Birthdays

Question 2: What improvements and additions you would like to see to make your experience more enjoyable at the Jubilee Park?**Improvements:**

- Restrooms/ADA (12)
- Security/Host/Police (5)
- Enclosed Dog park (4)
- Tennis Court (4)
- Picnic Area/Add Benches and Tables/ Spread Tables (4)
- Removing Transient Population (3)
- Filtered/Improved Drinking Fountains (3)
- Improve Cell Service (2)
- Dog Path/Dog Potty Station
- Skate Park
- Baseball Field
- Paths
- Better Cell Service Needed
- Storage Shed
- Easier Use of Kitchen and Pavilion

Additions:

- Spray/Water Park (9)
- Second Basketball/Softball Field (8)
- More paved Walking/Biking/Path (7) – Bike and walking path thru-out CJ that Leads to the park and in/around the park
- Park Host (5)
- More Flower Gardens/Shrubs/Trees (4) – Native Plants with Information signs
- Sheltered Area (4) – for farmer's market/Picnic area/ park– Year long

- Dog Area/Path – So dogs can run/ walk dogs in Jubilee park (3)
- Basketball Court (3)
- More Athletic/Multipurpose field/sport facilities (Frisbee, miscellaneous sports) (3)
- Climbing/Bouldering wall (2)
- Disc Golf Course (2)
- Volleyball (2)
- Exercise/Yoga/Tai Chi Area (2)
- Programs to Serve Diverse Audience: Youth, Families, Seniors, Visitors
- Jubilee Park Public Information Kiosk
- Ecology Action Groups to Educate Visitors
- External Skate Park - For Younger Children
- Signs on the Highway to Guide Visitors to the Park
- Signs Stating Reasons to Recycle
- Conservation Local Plants
- Handball Court
- Develop an all Sport Park - Separate from Jubilee Park

To Cave Junction Parks Advisory Committee
From Student Consultants, Community Service Center, University of Oregon
SUBJECT CAVE JUNCTION EASTER EGG HUNT COMMUNITY ACTIVITY SUMMARY

Context

On Sunday, April 16th, 2016, the Community Service Center (CSC) team conducted two activities at Jubilee Park during the Easter Egg Hunt event. The event was hosted by the Lions Club, and lasted for two hours during which the team gathered the community's feedback on possible park and recreation facilities and programs. The team used two poster designs, the first focusing on Jubilee Park, while second generally addressing CJ park and recreation. The outreach was a success, with around 50 people approaching the team for more information; out of which 30 participated in the activities and shared their feedback.

Meeting Activities

Jubilee Park facilities and programs

The first poster focused on potential additions and improvements to Jubilee Park. The community members shared their likes and dislikes of the facilities and programs by adding three green (like) and three red (dislike) dots on the poster.

The facilities and programs were then ranked (Figure 1), highest to lowest. Eight of the items mostly received green dots (likes), while, only three received red dots (dislikes) and were substantial enough to mention. The results are highlighted in green for top eight likes, and red for top three dislikes.

A water play area, renovating baseball field, and planting Native plants, received the highest likes. Replacing the wooded area and/or buying more land to build a second baseball field, and additional parking were the most disliked.

Are any of these features appealing to you?	Likes	Dislikes
A water play area is added	27	0
Existing baseball field is renovated	11	0
Native plants are added to mitigate flooding	9	1
Tennis courts are refurbished as a mixed-use tennis and basketball court	6	1
Trails and picnic infrastructure are added and improved	4	0
Basketball courts are added	4	2
A residence for park host is added	3	0
Tennis courts are replaced with a dog park	1	0
The wooded area is cleared and replaced with a baseball field	4	15
A new access road and parking is added on newly acquired property	0	9
Additional Land is Acquired to accommodate another baseball field	4	5

General CJ Park and Recreation Facilities and Programs:

The second poster represented a selection of broader possibilities for Cave Junction Park and Recreation facilities and programs, and requested from the community members to add three green dots of their top three facilities and programs they would like to see in the next 10 years.

The general park and recreation facilities and programs were ranked highest to lowest (figure 2), with the community wanting to see more recreation classes and activities and building an indoor/outdoor pool.

What are your top priorities for Cave Junction Parks and Recreation for the next ten years?	Count
Provide more recreation classes/activities	12
Build an outdoor swimming pool	12
Build an indoor swimming pool	10
Build a multi-purpose recreation center	9
Build Paths/Trails to connect existing parks to the larger community	5
Add facilities to Jubilee Park	4
Develop Old Stage Park	3
Build an all sports park (different than Jubilee Park)	4
Focus on maintaining what is currently in place	4
Improve the track near Lorna Byrne Middle School	1
Create a new park in Cave Junction	1

Results

The results from the Easter Egg Hunt event shows similarities with those of the community and advisory community's workshop meetings. For example, several of the community members shared their strong objection to cutting trees in the park, to make space for other facilities.

Another commonality that the team noticed in different outreach meetings, is the community's desire to build a water play area and a second baseball field in jubilee park, and to renovate or entirely rebuild the swimming pool.

June 8, 2017

To	Cave Junction Parks Advisory Committee; Illinois Valley High School Faculty, Staff, and Students
From	Student Consultants, Community Service Center, University of Oregon
SUBJECT	SUMMARY OF YOUTH OUTREACH

Background and Context

On Friday, April 28th, 2017, student consultants with the Cave Junction Parks and Recreation Master Plan team conducted youth outreach workshops at Lorna Byrne Middle School, Illinois Valley High School, and the Cave Junction Boys and Girls Club. The youth outreach workshops are one of several public engagement methods used to inform the development of the Cave Junction Parks and Recreation Master Plan. Previous outreach efforts highlighted the importance of including youth in community planning processes. The impact of the plan will be strengthened by youth's ownership and investment. Appendices A and B contain additional details on the workshops' content and the results of the high school student survey.

Workshops' Structure

Lorna Byrne Middle School: A total of 50 middle school students participated in workshops during two class periods. The goal was for students to: (1) share their priorities for Jubilee Park, (2) understand that financial cost plays a large factor in park development, and (3) work in a team to come to a consensus. Students were instructed to indicate a preference between sets of two park and recreation amenities by walking to the side of the room representing one of two choices. Student teams were then instructed to divide ten imaginary dollars between different park amenities.

Illinois Valley High School: The student consultants conducted two workshops divided by 9th/10th grade, and 11th/12th grade students. High School Principal Tanner Smith and Athletic Director Bruce Reece introduced the workshops. They both emphasized the importance of the opportunity for students to share their ideas for the park plan. School board member and Illinois Valley Community Development Organization (IVCDO) Coordinator Kate Dwyer situated the workshops in the IVCDO 20/20 Strategic Plan goal of increased youth involvement.

Park and Recreation Priorities: After student consultants introduced the plan, faculty and staff helped distribute a condensed, seven-question version of the community survey.¹ The surveys were used in a discussion of student needs and interests for parks and recreation in their community. Students then responded to six posted question prompts. Prompts asked students to choose between two recreation amenities or activities, or to write a type of career that might be involved in designing a new park. Students based the reasoning for their trade-off decisions in the needs and interests they brought up earlier in the workshop.

Career Development: Student consultants connected examples of the careers involved in parks and recreation to ways for students to learn about future career options. Student consultants

¹ The online community survey was one of the several opportunities for community members to express concerns and priorities for the development of the Cave Junction Parks and Recreation Master Plan.

presented informational interviews as a tool to find out about the paths of people in different positions. Students brainstormed questions to ask people in their own community.

Boys & Girls Club: The student consultants concluded the youth outreach day at the Boys & Girls club, held at Evergreen Elementary School. Approximately 20 Boys & Girls Club attendees shared the places and activities they enjoy most within parks. A poster of pictures of different park amenities helped guide discussions. Attendees designed their ideal park using arts and crafts materials.

Key Findings

The following lists represents students' responses from the workshops. Additional details on students stated needs and interests within each activity are provided in the Appendix.

Top 5 Priorities: Middle & High School Workshops

1. Safety

- Ideas students favored to address safety concerns in Jubilee Park:
 - A park host supervising activity in Jubilee Park.
 - Charging a fee to enter an area or all of Jubilee Park.
 - To address safety concerns resulting from people living in the park through limiting park access.

2. Expanded Skate Park

- Students emphasized that their skate park preference for the skate park is due to the all-season recreation opportunities.

3. Mountain/ BMX dirt bike trails

- In response to questions on walking trails vs. bike lanes, students stated that they preferred trails specifically as a way to make mountain biking more accessible.

4. A balance of activities identified as “for girls and boys”

- Students defined example activities as basketball for boys vs. volleyball for girls

5. Increased recreation options during the school-year

- Compared to summer activities, students emphasized a greater need for increased recreation options during the school-year.
 - Example activities included: basketball, soccer, martial arts, and options to compete.

Top 5 Priorities: High School Survey

1. Expanded/ renovated Skate Park
2. Updated/ maintained restrooms in Jubilee Park
3. Basketball Court
4. Indoor swimming pool
5. Build bike paths/ trails to connect existing parks to the larger community

Top 5 Priorities: Boys & Girls Club

Common elements in attendees' parks and recreation themed arts and crafts projects:

1. Monkey bars
2. Swimming pools
3. Slides
4. Swing sets
5. Trampolines

Follow-Up Actions

Incorporation in the Plan

The Cave Junction Parks and Recreation Plan will contain a section detailing the various public engagement methods that contributed to the plan. Feedback and ideas from the students will be incorporated within a specific “Youth Outreach” section of the final Cave Junction Parks & Recreation Master Plan.

High School Survey

Student Consultants recommend that the high school survey results be distributed to the high school body. The results can allow students to see the priorities of their peers related to parks and recreation options in their community.

Additional details on students’ responses

Middle School Workshop Decision-Making Activities

Students’ choices during the side of the room exercise: 2nd baseball field Vs. An expanded skate park

- Majority of students chose: expanded skate park
 - Volleyball court Vs. basketball court
- Majority of students chose: basketball court
 - Access to walking trails Vs. designated bike lanes
- Majority of students chose: walking trails (referenced for mountain bikes)
 - More outside activities Vs. more inside activities
- Majority of students chose: outside activities
 - More summer programs Vs. more school-year programs
- Majority of students chose: school-year programs
 - Competitive activities Vs. just for fun activities
- Majority of students’ chose: competitive activities

Students’ choices during the money exercise: List of park items student teams could choose to buy with their imaginary ten dollars. Student Consultants provided each team with a worksheet of the list of park elements and prices.

- \$10 - A 2nd baseball/ softball field
 - Teams Chose: 1
- \$5 – Expanded Skate Park
 - Teams Chose: 5
- \$5 – Water Splash Area
 - Teams Chose: 1
- \$3 – Basketball Court
 - Teams Chose: 4
- \$3 – Trail Connections
 - Teams Chose: 4
- \$3 - Bike Lanes
 - Teams Chose: 1

- \$2 – Volleyball
 - Teams Chose: 2
- \$2 – More Trees
 - Teams Chose: 1
- \$1 – Shelter Space
 - Teams Chose: 0
- \$1 – Community Garden
 - Teams Chose: 1

High School Workshop Decision-Making Activities

Question Prompts: Choose between two park amenities:

- Expanded skate park OR 2nd baseball field
 - Majority of students' chose: expanded skate park
- Volleyball court OR Basketball court
 - Majority of students' chose: basketball court
- Access to existing local trails OR Improved designated bike lanes in town
 - Majority of students' chose: Access to existing local trails

Questions Prompts: Career related questions:

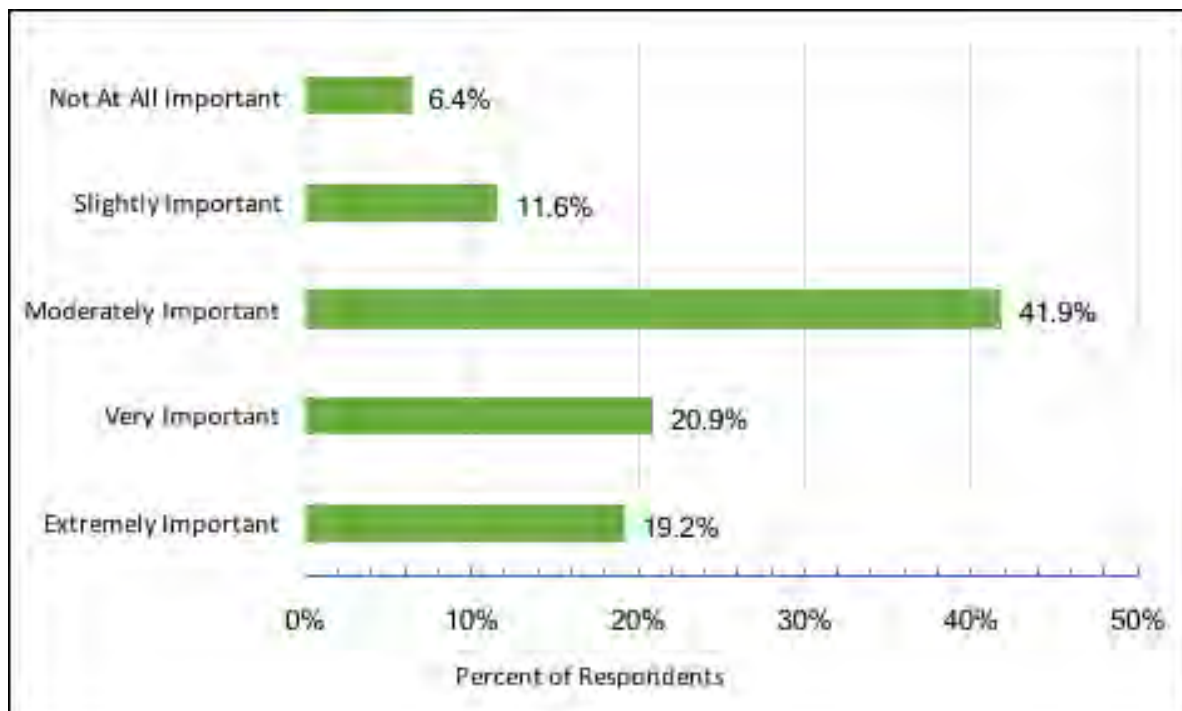
- List a type of career/ organization involved in designing a new park:
 - Multiple students wrote: architect, engineer, playground designer, skate park designer, and gardener.
- List a type of career that interests you:
 - Multiple students wrote: President, doctor, nurse, flight attendant, police officer, teacher, architect, engineer, and blacksmith.
- From the other two lists, which profession are you the most curious about?
 - Multiple students wrote: architect

Additional Notes on High School Students' Feedback:

- A few students shared an interest in recreation options that would allow them to development skills for future careers.
 - Examples included: blacksmith, woodwork, & craft classes.
- High school students' safety concerns for Jubilee Park were often stated with regard for younger children in the community.

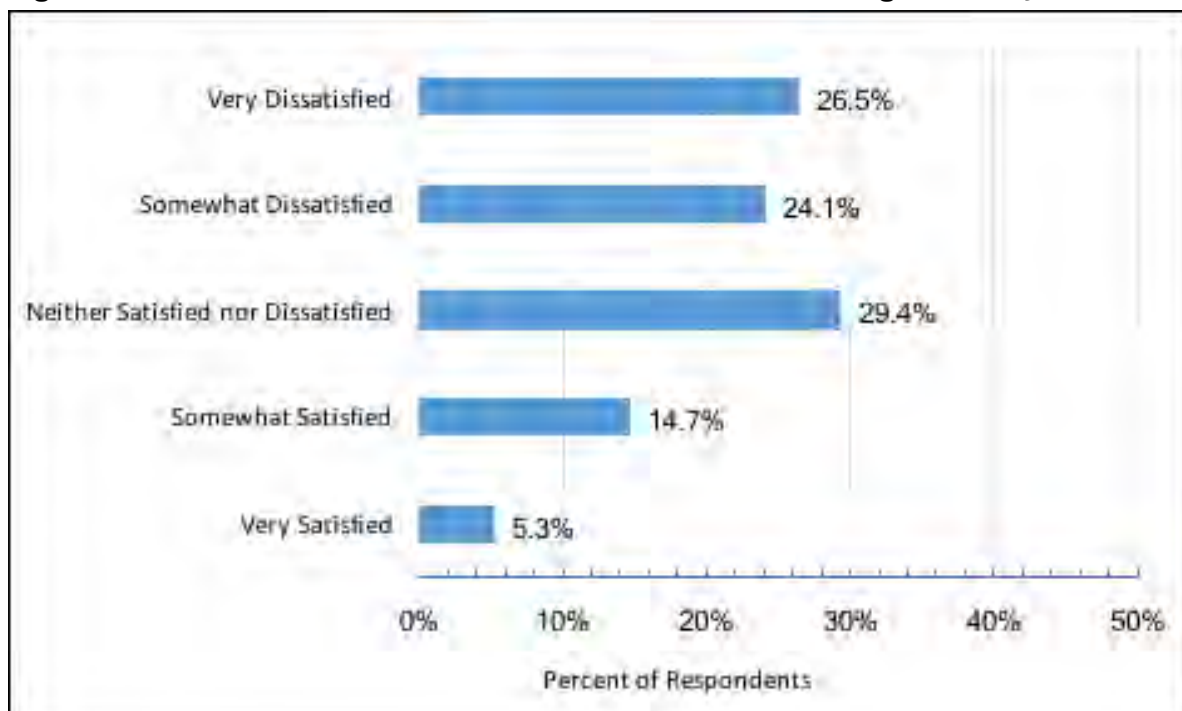
High School Survey Results

Figure B-1. The Importance of Parks and Recreation to Students' Quality of Life (including facilities, classes, events, and teams)



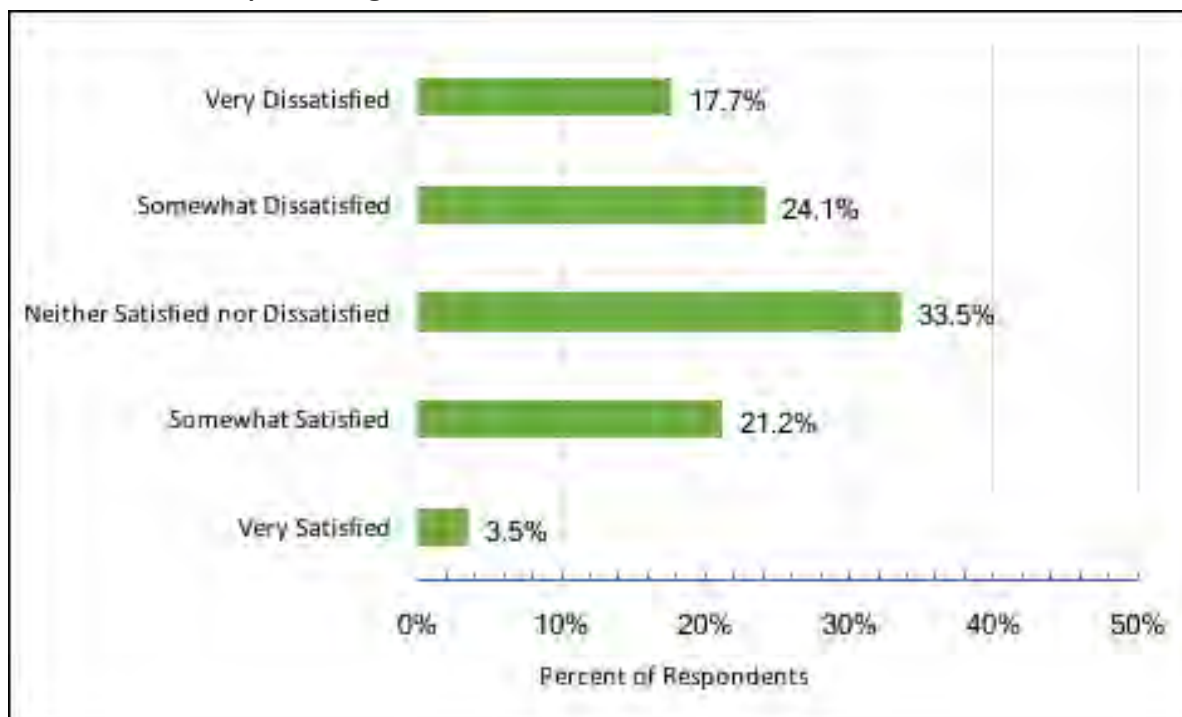
Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Figure B-2. Students' Level of Satisfaction with the Park Offerings in Cave Junction



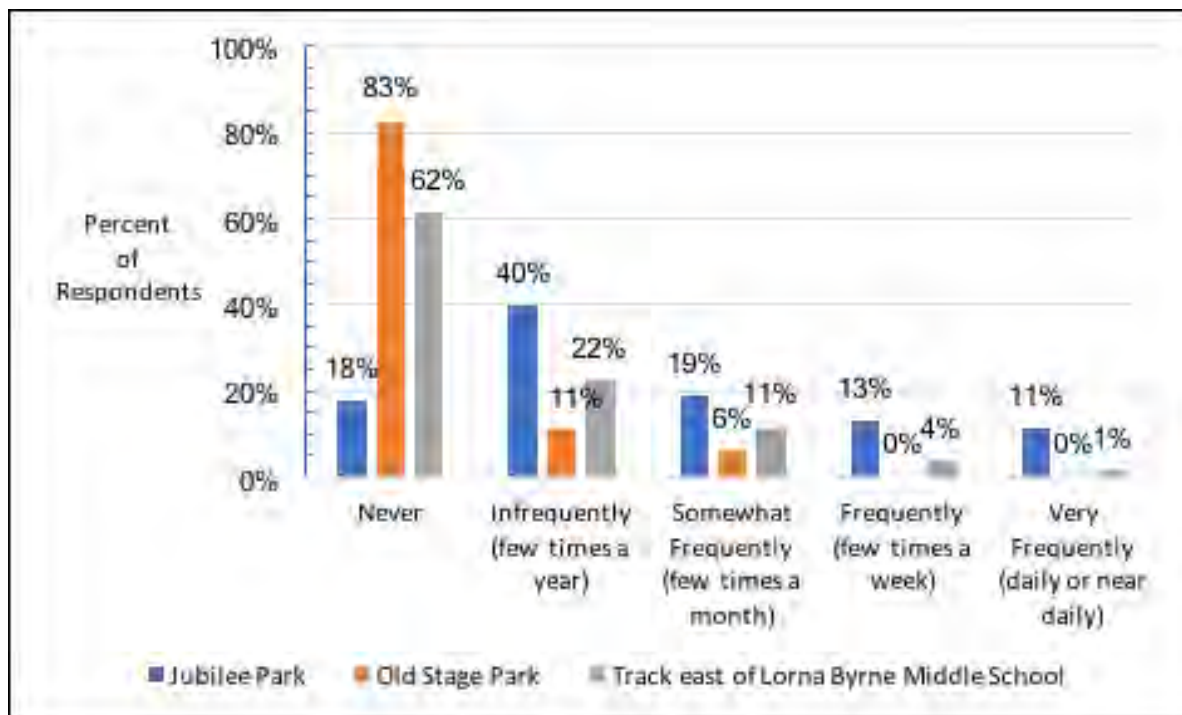
Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Figure B-3. Students' Level of Satisfaction with the Recreation (classes, events, and outdoor activities) Offerings in Cave Junction



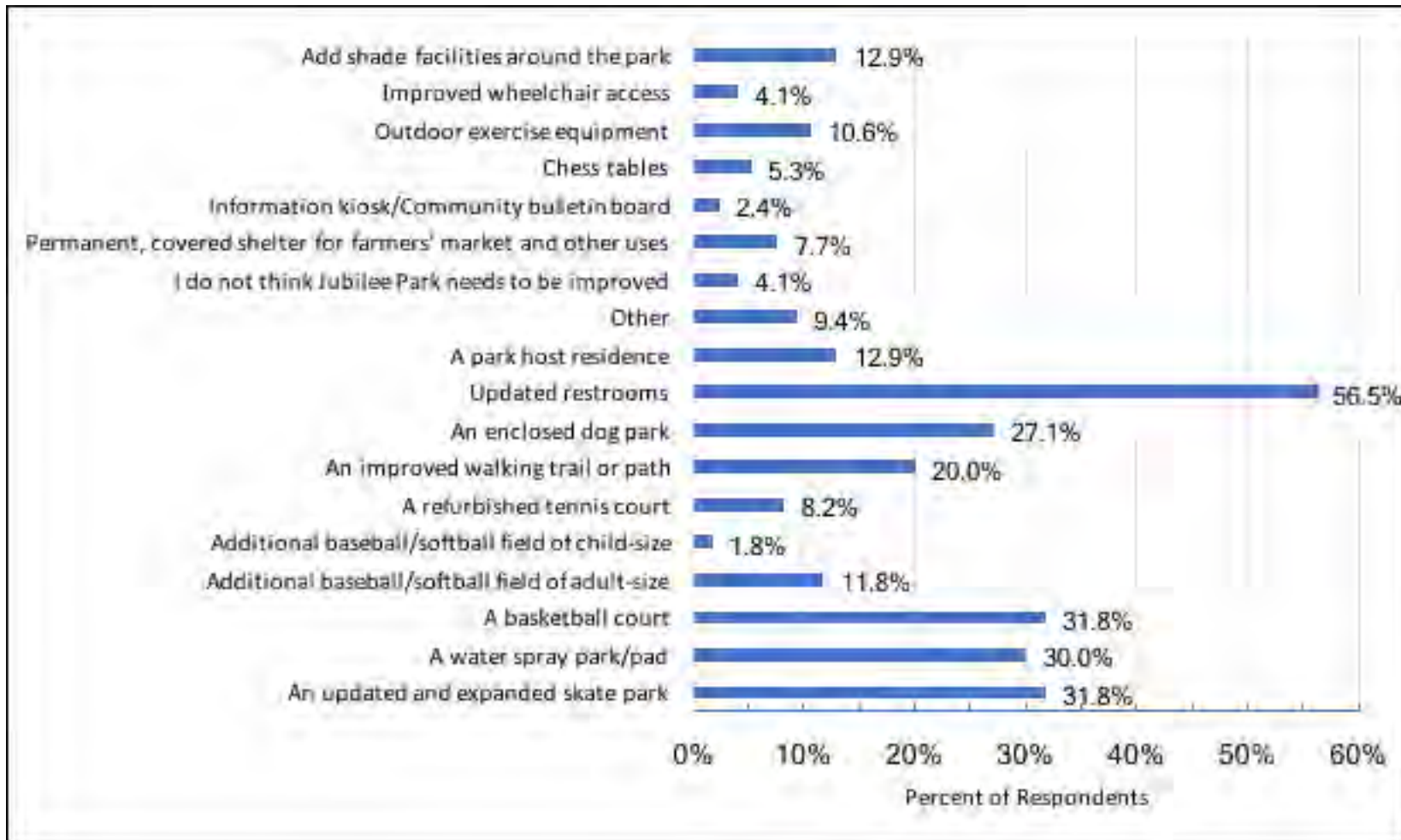
Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Figure B-4. The Amount of Time Students' have Used the Parks/Recreation Areas in Cave Junction in the Past Year



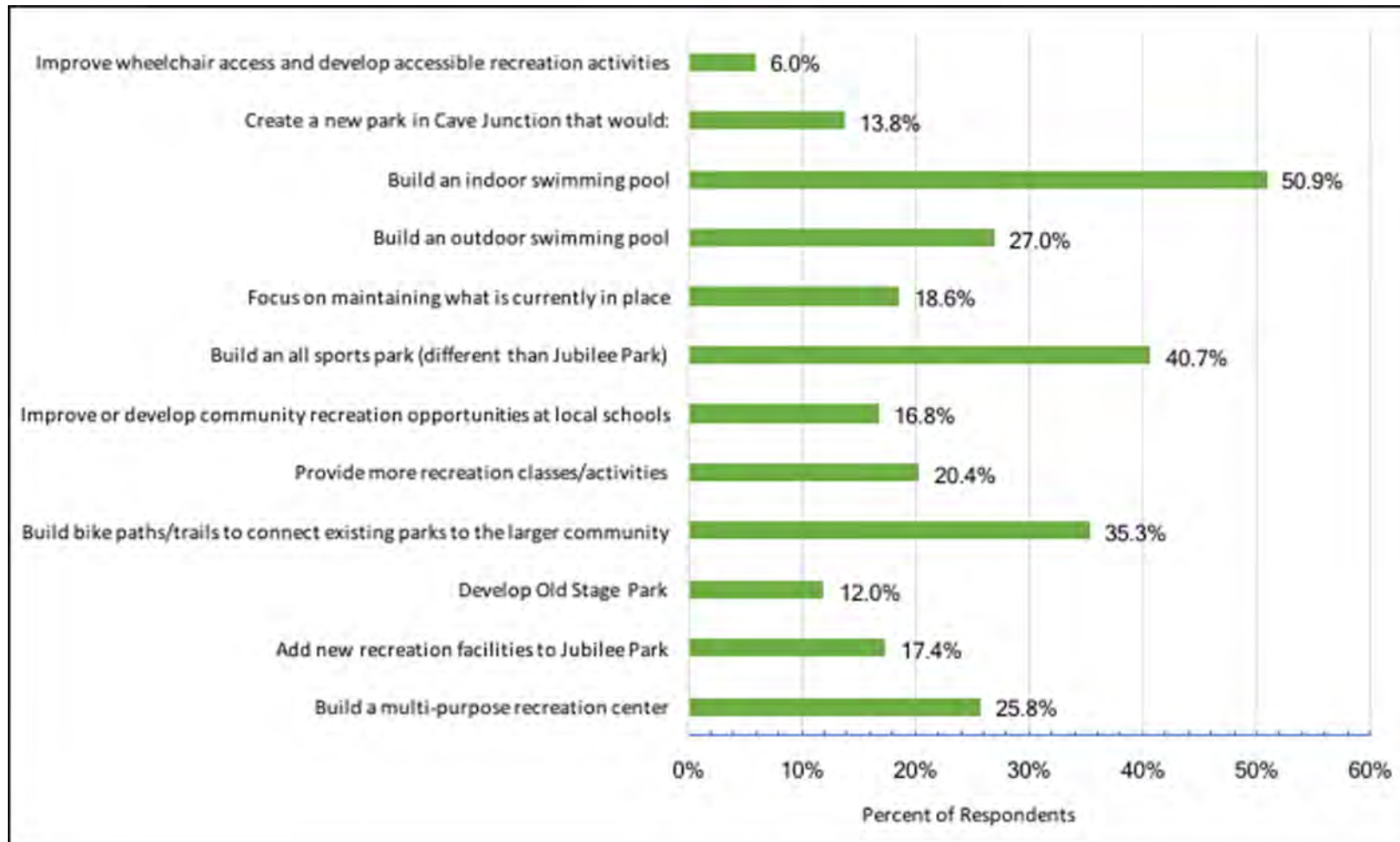
Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Figure B-5. The Recreation Amenities Students' would be the most Excited to See Added to Jubilee Park (students could choose 3)



Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Figure B-6. Students' Top Priorities for Cave Junction Parks and Recreation in the Next 10 years (students could choose 3)



Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

APPENDIX D: POOL RESOURCES

The CSC team developed the materials in this appendix in response to the interest expressed by the advisory committee and residents in re-opening the Cave Junction city pool. The CSC team developed the following memorandum that describes financing and case studies for maintaining a public use pool.

June 13, 2017

To From SUBJECT	Roger Brandt, Cave Junction Parks Advisory Committee Caroline Mellor, Student Consultant, Community Service Center University of Oregon CASE STUDIES OF POOLS' FINANCIAL STRUCTURES
--------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Summary

From February to May 2017, Cave Junction, Oregon, community members participated in a variety of outreach activities as part of the development of the Cave Junction Park and Recreation Master Plan. Community members expressed interest in the possibility of a pool facility. The City of Cave Junction requested research on strategies pools use to sustain financial stability. This memo analyzes the funding sources of four pool facilities across Oregon, and provides recommended next steps for Cave Junction. Appendices give examples of different types of funding, case study selection criteria, and an overview of select state policies.

Background and Context

A previously open pool facility in Cave Junction was built in the late 1970s, with operations ceased in 2008. Josephine County originally administered the pool, but eventually passed ownership to the City of Cave Junction. During the Park and Recreation Master Plan outreach, community members shared multiple explanations for the closing of the Cave Junction pool. Explanations included an instability of the pool site, and a lack of funding affecting pool maintenance capacities.

In February 2017, the Community Service Center University of Oregon provided a memo to the Recreation Plan Advisory Committee on options in Southwestern Oregon for a pool site evaluation. Included was research on geotechnical and structural engineers in the region, with a comparison of potential costs, timelines, and factors to determine site feasibility. The existing pool site is on E River Street in Cave Junction, adjacent to the Cave Junction Senior Center, and across from Illinois Valley High School.

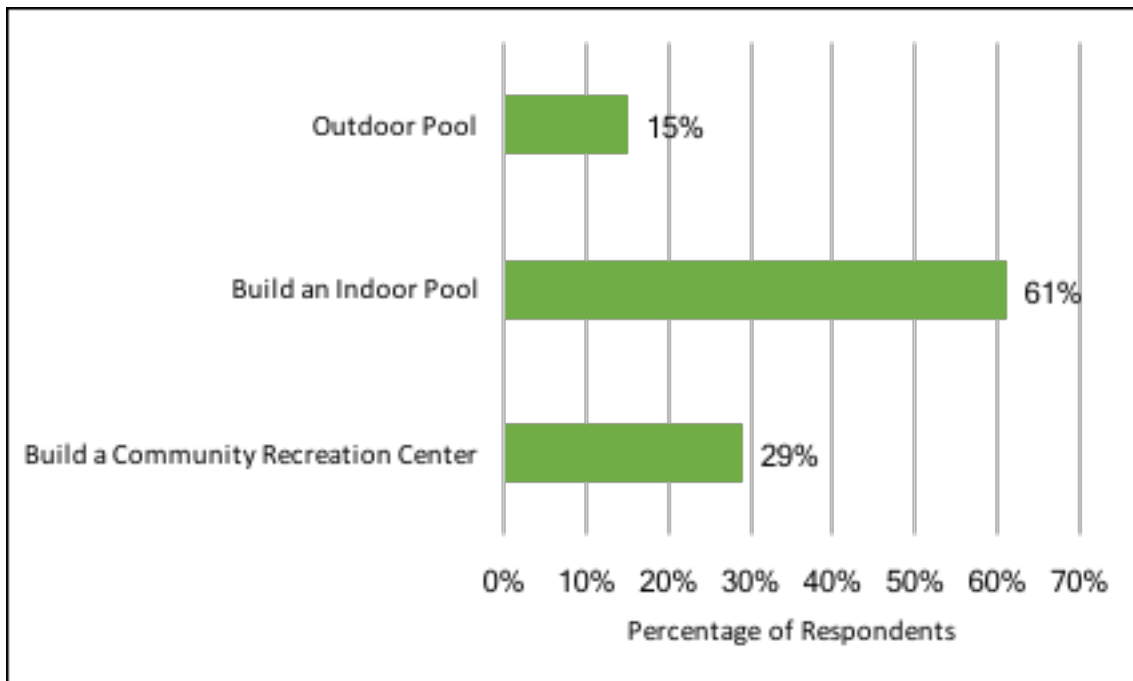
A concrete plan for funding sources is necessary for any new pool in Cave Junction, regardless of the site location. The case studies presented below outline other pools' approaches toward sustainable funding sources.

Community Outreach outcomes

A community pool emerged as a priority for community members from the outreach process, including in workshops, the survey, meetings, and interviews. The preference was expressed by outreach participants across different age, gender, race or income levels.

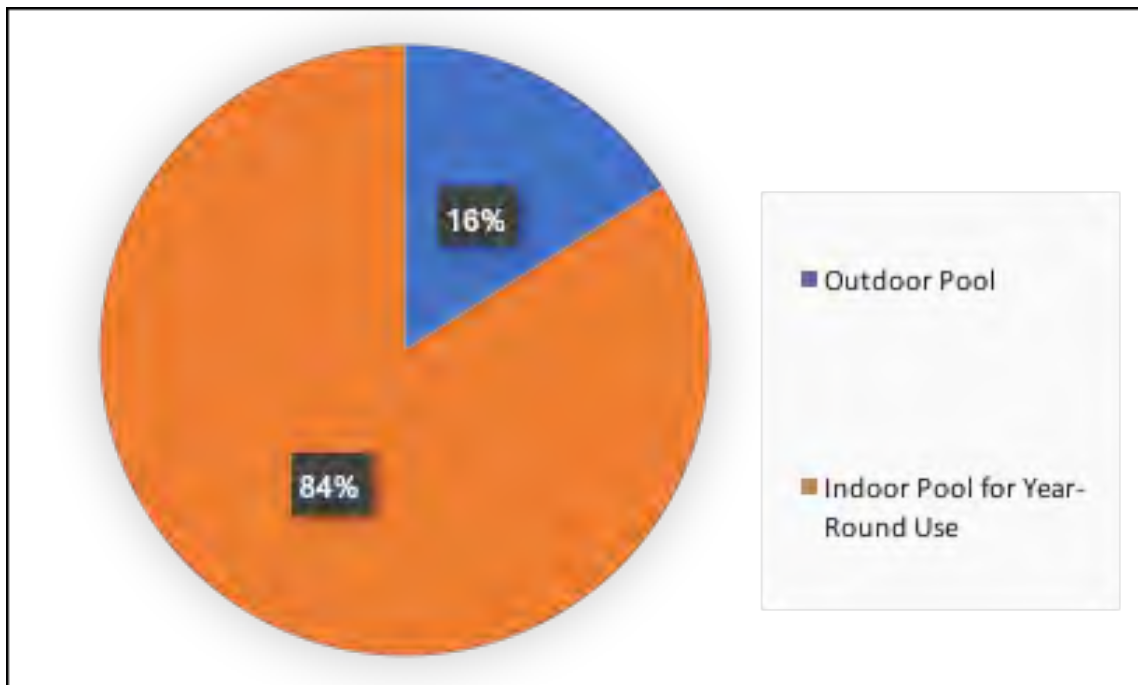
Community Survey: Pool Related Results

Figure 1. Pool Related Priorities by Percentage of Respondents favor for Park and Recreation Priorities in the Next 10 Years



Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Figure 2. Community Preferences by Percent in Favor of a Pool Type



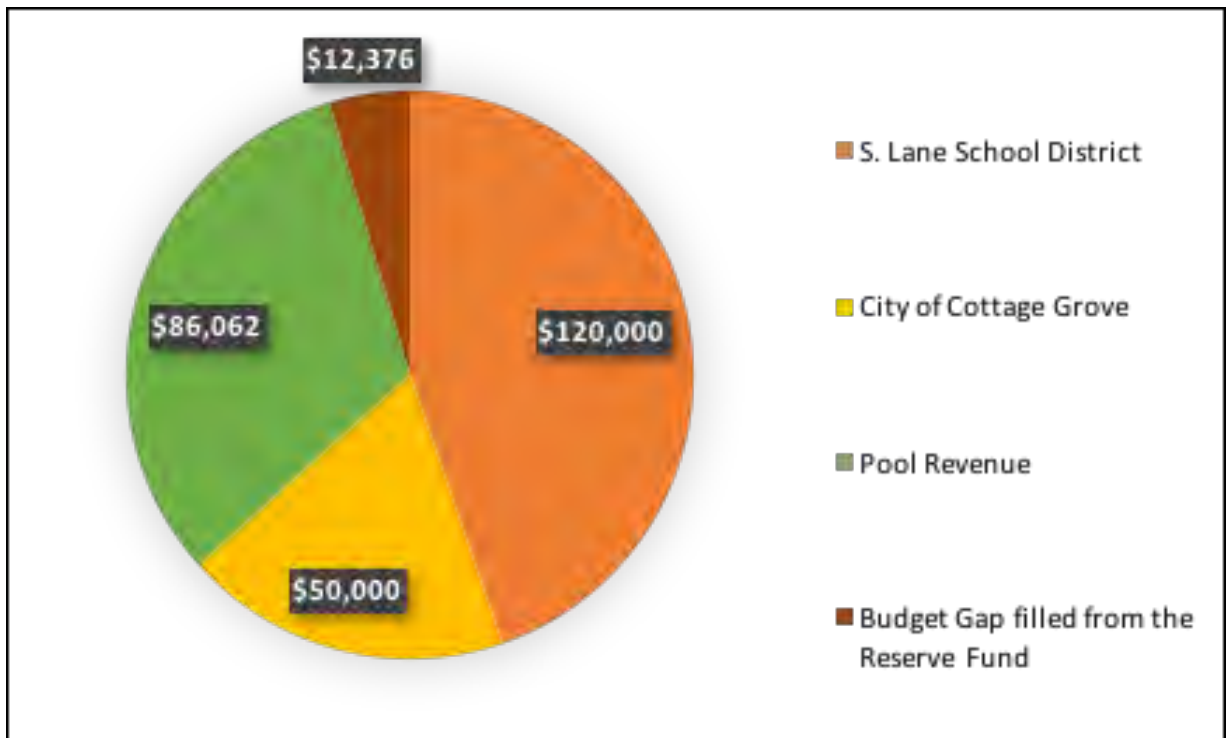
Source: Cave Junction Park & Recreation Survey, 2017. Community Service Center. University of Oregon.

Funding Sources for Pools' Budgets

The case study pools all use multiple funding sources to meet the needs' of their budget. Pool revenue includes fees for admission, programs, lessons, classes, and other amenities (showers, concessions). The Warren Daugherty Aquatic Center (Cottage Grover, OR) and the Burkland Pool (Turner, OR) are managed by the local school district. Both pools receive supplemental funding from their city governments.

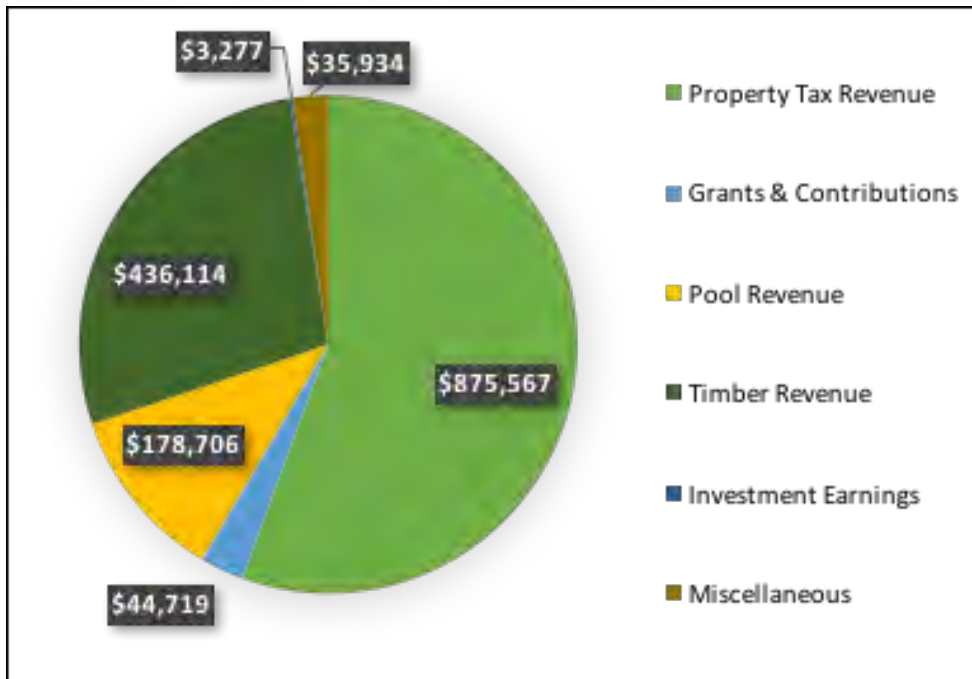
The North County Recreation District (NCRD; Nehalem, OR), & the High Desert Park and Recreation District (Burns, OR) receive funds from property taxes. The collected tax revenue is assessed by Park and Recreation tax districts. A tax district is a method of sourcing funds from the communities that benefited. The NCRD recreation center manages one central site for activities and services. High Desert Park & Recreation District manages the pool, along with multiple other park sites. A 2016 financial evaluation of the Burkland pool showed funding stability only as an outdoor pool.

Figure 3. Pool A. Indoor: Pool Only Warren Daugherty Aquatic Center, Cottage Grover, Oregon



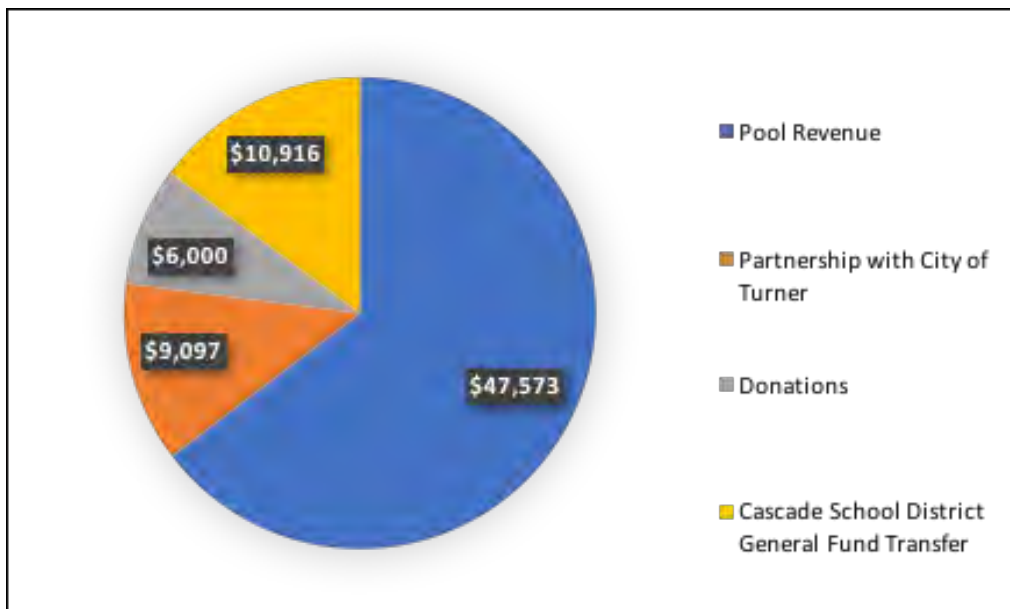
Source: McCasline, Carrie. "Re: Pool Operation Inquiry - Student Consultant, University of Oregon." Message to Caroline Mellor. 1 June 2017. E-mail. South Lane School District

Figure 4. Pool B. Indoor: Recreation Center Pool North County Recreation District Aquatic Center, Nehalem, Oregon



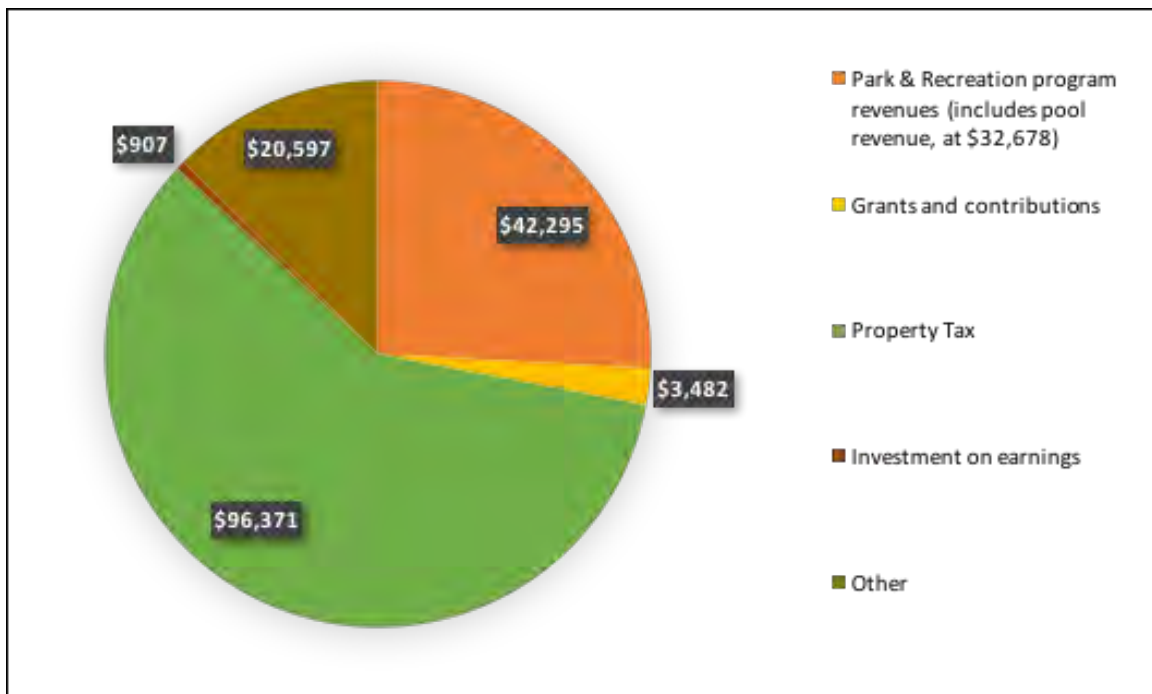
Source: State of Oregon. Secretary of State Audits Division. *North County Recreation District Annual Financial Report*. Albany: Accuity, 2016. *Local Government Audit Reports*. Web. 6 June 2017.

Figure 5. Pool C. Outdoor Pool: Pool Only Burkland Pool, Cascade School District, Turner, Oregon



Source: Community Service Center University of Oregon. *Evaluation of Programmatic, Operational, and Financial Options for the Turner Burkland Pool*. Eugene: Community Planning Workshop, 2016. Scholars Bank University of Oregon. Web. 4 February 2017.

**Figure 6. Pool 4. Outdoor Only Pool, within a larger Park & Recreation District
High Desert Park and Recreation, Burns Oregon**



Source: State of Oregon. Secretary of State Audits Division. *High Desert Park and Recreation District Independent Auditors Report*. Burns: Oster Professional Group, 2016. *Local Government Audit Reports*. Web. 6 June 2017.

Pros of Pools' Funding Sources:

- School district and city partnerships can strengthen a pools' long-term sustainability
- Tax districts can provide help sustain a pool for a local community, a local region, or between two neighboring cities
 - Neighboring cities: John Day & Canyon City Park and Recreation Tax District (outdoor pool, summer swim team)
- Reserve Funds can help to cover short-term gaps in funding (particularly if earn interest)

Cons of Pools' Funding Sources:

- Funding sources not a long-term a guarantee of long-term pool feasibility
- Cottage Grove Pool: The South Lane School District has asked the City of Cottage Grove to increase their funding; City is unsure of its ability to make a long-term commitment.
- Funding sources must continue to be re-evaluated
 - The facility can now be reimbursed by Medicare Silver & Fit for exercise classes

Take Aways for Cave Junction

Cave Junction Implementable Next Steps

Initial Sequence

- Create a formal pool group

- Examples: Friends group, Committee
- Decide Pool Location
 - Establish existing site feasibility
- Set a Budget
- Designate roles of group members
 - Point people for tasks
 - Timetable & shared documentation for task & updates
- Regular & transparent public communication on progress

Pool Group Roles & Procedures Established

Decisions to Determine

- Primary Administrative Partner
- Type of pool
- Cost estimate within set budget
 - Construction capital and expected maintenance costs; capital decided first
- Approach to fee & program prices
- Amount and variety of programming, amenities & services
- Type and quantity of staff necessary

Importance of Establishing a Formal Pool Group

Members of different local groups in Cave Junction have expressed interest in becoming an administrative partner for a future pool facility in Cave Junction. The outreach conducted within the development of the Cave Junction Park and Recreation Master Plan showed a low capacity for communication between groups. The Cave Junction Park and Recreation Master Plan recommends creating a formal park and recreation group, either non-profit or public.

A Formal group can:

- Support consistency in communications within the community
- Support consistency in communications to outside partners
- Set roles and responsibilities
 - Designate point people for ongoing projects and specific tasks
 - Streamline & coordinate conversations for a future pool in Cave Junction.
 - Community members know who to go to with a concern or suggestion
- Facilitate productive decision-making capabilities
 - Consensus building process
 - Between group members, organizational partners, & community
 - Incremental developments continuously & concretely move a pool plan forward

Applicable Funding Strategies

Funding strategies will need to balance pool long-term feasibility with ensuring access to for community members with limited financial means. A plan for a future pool facility will need to include expected sources of initial funding and long-term operational budget sources.

Budget Allocation Overview

- Capital Funding
 - Construction funds separate from operational

- Operational Funding
 - Day-day needs of the pool
 - Administrative
 - Maintenance
 - Staff
 - Daily facility operation
 - Utilities
 - Program costs
 - Examples: Swim lessons, swim team, classes

Types of Funding Strategies

- Bond Measure
 - Based off future income
- Pool District Tax Structure
 - Property Tax revenue
 - Bond measure creates tax district
- System Development Charges
 - For specific public services (sewer, water, streets, parks)
 - To offset cost of development & provide a continuous, stable funding source
- Grants
 - Useful if by a planned, on-going
- Funds from Partners
 - School District
 - Non-profits/ Organizations served by pool
 - Program providers
- Planned, ongoing fundraisers
 - Example: Friends of the North County Recreation
 - Regular & planned funding raising efforts
- Rental space
- Pool Trust Fund
 - Earned interest

Implementation Overview

A Capital Improvement Plan (CIP)

A capital improvement plan (CIP) is vital foundation to the planning of any physical construction, including renovations, or new buildings. A CIP is a distinct part of any facility's plan that lays out the necessary expenditures, and the associated budget, sources of financing, expected management of each, and the projected timeline. These projects are non-reoccurring, tangible, and have a useful life of at least 3-5 years.

Funds for CIP projects are set aside solely for single, one-time projects. The North County Recreation District distributes donations and grants into a Capital Assets Reserve Fund to hold funds until needed for specific projects. This distinction is explained yearly in the beginning of the fiscal year adopted budget.

Operational Funding

Separate from capital improvement plans, a pool facility must account of the day-to-day cost of operating the pool. A pool facility's plan must include anticipated sources to cover day-to-day costs, such as facility operation, staff, programming, and maintenance.

Selected Examples and Implementation Details

Tax District

A tax district can increase a pool's feasibility by providing the capital funding needed for initial costs, and a reliable stream of funds for operational costs. A tax district can increase accessibility with lowered user fees for those living within the tax district boundaries.

Example: Example: The John Day Canyon City Park and Recreation Department uses a tax district. Their website states, "Out of District Policy: Out of District residents do not pay property taxes that support the park and recreation district and are charged an additional percentage for most programs."

Tax districts are created by voters approving a ballot measure. The district is structured so that those inside a boundary pay a tax marked to go towards the facility at hand. Those that live within the pay a lower fee to use the pool, compared to those that live outside the tax district jurisdiction. A bond referendum is a loan to a government from a private lender. This load is based on the future ability of the financed project to generate income (taxes, revenue).

Example: A bond referendum was used to establish the Fruita Community Center Pool in Fruita, Colorado.

Example Grants

Rogue Gateway Rotary Club District Grants

- The Rotary Club of Illinois Valley can apply for district rotary grants. This grant can be applied toward a specific need in pool development, as they are intended to serve small-scale, short-term needs in club communities.
 - Rotary.org

Example: The Rotary Club's website references youth programs as an example that meets a criteria of meeting a community need. The Rogue Gateway Rotary Club of Grants Pass has previously awarded local community organizations such as the Siskiyou Community Health center with district grants.

Meyer Memorial Trust

- The Trusts' General Purpose Grants can fund projects related to education, health, social welfare, and other community-oriented activities. The trust is not limited by time or monetary constraints for proposals.
 - MMT.org

Southern Oregon Regional Economic Development Inc.

- Non-profit focused on economic prosperity in Josephine and Jackson Counties. Although focused on small-businesses, partnership structures could make SOREDI a potential source for loans. They also provide coordination among regional agencies for training, financial planning, help with permits, and site selection.
 - SOREDI.org

The Carpenter Foundation

- The Carpenter Foundation provides grants for human services projects in Josephine and Jackson Counties. The foundation could be a potential source of Capital Improvements Plan (CIP) funds. They usually do not make multi-year grants & often administer one grant per agency/ per year.
 - Carpenter-foundation.org

Case Study Pools' Characteristics relatable to Cave Junction

Selection Criteria

The chosen cities all share certain characteristic(s) with Cave Junction.

Shared categories:

- Demographic characteristics
 - Population size
- Geography
 - Rural area
 - Near public land (Forest Service, Bureau of Land Management, National Park Service, Wilderness Designations, Fish & Wildlife Refuges)
- Economic characteristics
 - Economic conditions/ factors representative of Cave Junction
 - Previous economic situation resulted from similar historical forces
 - A current or historical local economy based on natural resources
 - A local economy in transition
- A local, cultural preference for or existing patterns of lower taxes.
- Unique ways they fundraised and/or sustain funding over time.

Pool Profiles

Warren Daugherty Aquatic Center (Cottage Grove, Oregon)

Built in 1955; Covered in 1965

The Warren Daugherty pool is an example of adjustment in administrative structure due to shifts in financial constraints. South Lane School District was the original administrator. Public support for the pool persuaded the City of Cottage Grove to partner to be a supplemental funding source. Recent community fundraising efforts have not been able to address existing, gaps in the budget. Pool management has begun to introduce creative approaches toward financial stability. In April 2017, seniors classes can be reimbursed with Medicare Silver and Fit.

North County Recreation District Aquatics Center (Nehalem, Oregon)

Built in 1930; Tax District Established in 1977

The aquatics center was initially developed out of community interest for children to have a safe place to swim. Nehalem has an official population (pop: 2710) smaller than Cave Junction. The recreation district highlights the long-term sustaining of a recreation facility by a successful partnership between smaller communities.

The special district is made up of a 210-square-mile area in Tillamook County. In addition to Nehalem, the district contains the communities Manzanita and Wheeler. Administration of the NCRD (facility, programming) is by a joint board of five elected officials, and full-time staff. A volunteer council of district residents advises each department.

Burkland Pool (Turner, Oregon)

Built in the 1960s

The city of Turner has a population close that of Cave Junction (pop: 1,854.). Although Turner is less than five miles from the I-5 corridor, the pool has operated at a deficit for many years. Cascade School District is the sole administrative partner. Financial instability of the pool's budget over the last 10 years has required fund transfers from the City of Turner & the school district's general fund. The pool's budget has historically come almost entirely from pool revenue. Burkland now sees a need for a diversity of funding sources. Burkland is an example of program design lowering funding demands. Burkland is an outdoor pool, with a swim team that competes in the summer.

High Desert Park & Recreation Pool (Burns, Oregon)

The pool managed by the High Desert Park and Recreation District has comparable characteristics to Cave Junction from economic and geographic conditions. The pool is in Burns, (pop: 2806), situated in rural Harney County, and Southeastern Oregon. Unlike pools near or less than two hours from the I-5 corridor, the City of Burns is geographically isolated from potential shared resources in larger communities. Burns and Hines, the other city in the tax district, are experiencing an economic transition period similar to that of Cave Junction. As Cave Junction is bordered by the public lands of the Siskiyou-Rogue River National Forest & Bureau of Land Management, Burns and Hines are between the Malheur National Forest and Steens Wilderness.

Supplemental Case Study: Gleason Pool (John Day, Oregon)

The Gleason Pool is another example of collaboration between two smaller cities to form a park and recreation tax district. The Gleason pool is managed by the joint John Day Canyon City Park and Recreation. The economies in John Day & Canyon City are undergoing a transition period. In April 2017, the City of John Day has started developing new private-public partnerships, and integrating different community development project. As with the Burkland pool, the Gleason pool has options to meet community needs, with swim team competing in the summer.

Supplemental Source: State of Oregon. Secretary of State Audits Division. *John Day Canyon City Park and Recreation District Independent Auditors Report*. John Day: Oster Professional Group, 2004. *Local Government Audit Reports*. Web. 6 June 2017.

Regulatory and Safety Considerations

State Rules and Procedures

The State of Oregon's Public Health Department's Environmental Health Division stipulates regulations that a pool facility must follow to be certified safe for public use. Steps to following the health code, and the related forms can be found at:

Josephine County Webpage → Departments → Public Health → Environmental Health → Pools, Spa, and Tourist Facility:

<https://public.health.oregon.gov/HealthyEnvironments/Recreation/PoolsLodging/Pages/index.aspx>

Pool Safety Requirements

The Federal Pool and Spa Safety Act has specific requirements and recommendations for meeting federal pool safety standards. Additionally, the Pool Safety Act website contains many brochures, example posters, and other material for use by pools to inform patrons of safe pool practices. This information can be found at:

- PoolSafety.Gov

Aquatic Health

The Center for Disease control has a Model Aquatic Health Code for public swimming pools. Their website provides various tools, form templates, and example protocols for incidents such as body fluids, chemical spills, waterborne illnesses, or chlorine issues. Model forms include incident response and inspection templates. Education and training opportunities are designed for aquatics staff.

→ <https://www.cdc.gov/mahc/>

Liability

The State of Oregon requires that all public pool operators comply with the rules laid out in Oregon Administrative Rules Chapter 333 – Division 60 - Public Swimming Pools

→ <https://public.health.oregon.gov/HealthyEnvironments/Recreation/PoolsLodging/Documents/poolrules.pdf>

Sample State Funding Policies: Tax Districts

The State of Oregon regulates tax districts; development, amount of tax to be collected, geographic boundaries, and rules and roles for the tax district board. Ballot measure to form a tax district are administered through county elections. Board member elections follow the same county processes.

Excerpts of Policies in State Law

State of Oregon Law ORS 266 Park and Recreation Districts

District Formation

“A community may form a municipal corporation to provide park and recreation facilities for the inhabitants.”

District Authority

“To assess, levy and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining any lakes, parks, recreation grounds and buildings that may be acquired, or any lawful claims against the district, and the running expenses of the district.”

Tax Collection

“Each year the district board shall determine and fix the amount of money to be levied and raised by taxation, for the purposes of the district. The total amount in dollars and cents shall

not exceed one-half of one percent (0.0050) of the real market value of all taxable property within the district.”

Source: Legislative Counsel Committee. *CHAPTER 266—Park and Recreation Districts*. 2015. Web. 12 June 2017.

APPENDIX E: RESOURCES

The following section includes information that is relevant for the implementation of the Cave Junction Parks and Recreation Master Plan. The information includes:

- Section A: Bathroom Best Practices
- Section B: Parks and Recreation Funding Sources
- Section C: Recommended Partnerships
- Section D: Three Rivers School District Rental Forms

Section A: Bathroom Best Practices

The following project examples demonstrate principles that may be used in the design of safer and more durable toilets.

1. Bethesda Park in Durham, North Carolina

An easy to maintain restroom.



- Prefabricated facility are durable and not expensive.
- The interiors of the pre fab unit are sturdy and vandal resistant.
- The building is located adjacent to a pedestrian footpath with the cubicle entrances facing onto the most active spaces – the carpark and the playground.
- Restrooms entries are not obstructed in any way and clearly visible from most directions.
- Designated gender allocation is clearly visible in language and symbol.
- Outdoor fountain attached to the building.

2. Decker Park in Brighton, Australia

A stand-alone 'off-the-shelf' toilet facility.



- Generous roofed area outside the restrooms that provides cover for required circulation space.

- Gap from the finished floor level.
- The building is located adjacent to a pedestrian footpath with the entrances facing onto the most active spaces – the carpark and the playground.
- Restrooms entries are not obstructed in any way and clearly visible from most directions.
- Continuous accessible path of travel to and around toilet.
- Surrounding trees are an appropriate distance away to avoid debris gathering in gutters and on the roof.
- Designated gender allocation is clearly visible in language and symbol, including characters in braille in accordance with Disability Standards.
- Outdoor fountain attached to the building.

3. East Branch Park in San Ramon, California

A personalized pre-fabricated structure.



- Prefabricated facility designed to blend with the general look of the development.
- The stone for the wainscot is used elsewhere in the development and the tile roof was chosen to match the roof material on the homes. It was important to continue that whole theme throughout the park.
- The building is located adjacent to a pedestrian footpath with the entrances facing onto the most active spaces – the carpark and the playground.
- The building entries are not obstructed in any way and clearly visible from most directions.
- Designated gender allocation is clearly visible in language and symbol.
- Outdoor fountain attached to the building.

Extract from GOING PUBLIC: an assessment of restroom facilities in City of Durham parks (January 2014)

“These pre-fabs are not inexpensive, though typically they cost no more than a comparable stick-built building. Durham has paid from \$165,000 to \$200,000 for these two-room installations, depending upon how much site work and utility work

was required to complete them. A study done for the City Council of Salt Lake City in 2012 compared the costs of various types of pre-fabricated toilets with similar amenities from different major manufacturers. Staff looked at the cost of a one-stall (one room) installation, including permitting and construction:

Stick-built by local contractor....~\$90,000

ROMTEC, Inc.....\$82,571

CXT Concrete Buildings.....\$78,614

Hunter Kneppshield Co.....\$92,702

Restroom Facilities, Ltd.\$148,460

Public Restroom Company.....\$117,281

The Portland Loo\$156,000

Staff Recommendations To Address Vandalism

- Repaint interior and exterior of existing structures in graffiti-resistant paint (paint with silicon or some similar material included in its mixture so that graffiti and stains wash off with water).
- Clean up / remove any graffiti immediately upon its discovery.
- Remove all glass mirrors from existing restrooms and replace with stainless steel.
- Replace existing porcelain toilets, sinks, and urinals with a different material; there are now stainless steel down-flush (rather than wall hung) replacement toilets being manufactured for this upfit use, and even carbon graphite toilets.
- Replace paper towel containers with air driers and all plastic handwash soap dispensers with metal ones.
- Remove any remaining copper piping in older restrooms and replace with PVC or flexible piping.

These products would cost approximately \$1,000 for paint for typical park restroom structure, and \$2,000 per sink/toilet/urinal combination."

Section B: Parks and Recreation Funding Sources

Providing the necessary resources for parks and open space can be a challenge for small communities. This Master Plan identifies capital improvement projects for Cave Junction's park system based on community input. The City will need to pursue new and ongoing funding sources to fulfill identified capital improvement and maintenance goals. Cave Junction should strive to have a diversified funding and support strategy that is comprised of short and long-term sources.

This appendix presents potential strategies for funding and supporting Cave Junction's parks and recreation. This includes a description of public revenue-generating sources, grants, and donations. This section also describes non-monetary support such as partnerships and volunteerism.

Key questions the City should ask as it pursues a funding and support strategy are:

- How much funding is needed to maintain *existing* park and recreation facilities?
- How much will be needed to maintain *future* park and recreation facilities?
- What stable, long-term funding sources can be created for ongoing maintenance, land acquisition and capital improvement needs?
- What long-term partnerships can be pursued?

Possible Funding Strategies

Funding sources most appropriate to Cave Junction are expanded upon in the following sections. The City can use this as a starting place to begin thinking about how to compile a stable and sufficient funding stream for parks and recreation.

Bonds

To issue long-term debt instruments (bonds), a municipality obtains legal authorization from either the voters or its legislative body to borrow money from a qualified lender. Usually the lender is an established financial institution, such as a bank, an investment service that may purchase bonds as part of its mutual fund portfolio, or sometimes, an insurance company.

Issuing debt is justified based on several factors:

- Borrowing distributes costs and payments for a project or improvement to those who will benefit from it over its useful life, rather than requiring today's taxpayers or ratepayers to pay for future use.
- During times of inflation, debt allows future repayment of borrowed money in cheaper dollars.
- Borrowing can improve a municipality's liquidity to purchase needed equipment for project construction and improvements. Debt issuance also does not exhaust current cash-on-hand, allowing such general fund revenues to be used for operating expenses.²

² *Oregon Bond Manual – 4th Edition*, 1998, Oregon State Treasury and Municipal Debt Advisory Commission.

The longer the maturity term, the higher the interest rate required to borrow for that period of time because borrowers have to compensate investors for locking up their resources for a longer time.

Oregon law requires that all Unlimited-Tax General Obligation (ULTGO) bonds be authorized by a vote of the people. The *Oregon Bond Manual – 4th Edition*³, recommends municipalities hire a bond counsel prior to the bond election to ensure that all requirements are met for a legal bond election.

The Bond Manual also notes that approval of an ULTGO bond requires considerable effort. Some examples of ways to gain public support include attitude polls, forming a bond issue citizens' committee, holding public meetings, leaflets, and door-to-door canvassing. Note that under Oregon law, no public resources may be used to advocate a pro or con position regarding a ballot measure. Accordingly, any printed materials must be purely explanatory in nature.

A fundamental rule associated with issuing long-term debt instruments is that they may not be issued for maturity longer than the project's useful life. People should not be paying for a major park or recreational facility after it is no longer in use.⁴ Furthermore, Cave Junction should be very clear about the specific actions to be carried out with the bond revenue. Working with the community is an important aspect of passing a bond.

The key benefit of bonds for park acquisition is that the City can generate a substantial amount of capital. This capital can then be used for land acquisition or improvements to existing parks. Since this Master Plan does not suggest major land acquisitions or hugely expensive park improvements, bonds are not a good fit funding the City's park system at this time.

Tax Levies

A local option levy for capital improvements provides for a separate property tax levy outside the City's permanent rate limit. This levy may be used to fund a capital project or a group of projects over a specified period of time, up to ten years. Revenues from these levies may be used to secure bonds for projects or to complete one or more projects on a "pay as you go" basis.

The advantages of levies include reduced interest, increased flexibility, enhanced debt capacity, improved borrowing terms, and increased fiscal responsibility. The major disadvantages of this approach are insufficient funding, intergenerational inequity (if, for example, long-term facilities are paid for disproportionately by current users), inconsistency of funding requirements, and use of accumulated

³ *Oregon Bond Manual- 4th Edition*, 1998, Oregon State Treasury and Municipal Debt Advisory Commission

⁴ Crompton, John L. 1999. *Financing and Acquiring Park and Recreation Resources*. Champaign, IL, Human Kinetics.

reserves. There are also legal requirements including property tax limitations imposed by Article XI, Section 11 of the Oregon Constitution.⁵

Local option levies require voter approval and are subject to the double majority requirement. In addition, increases in the assessed valuation of each property are limited to three percent per year (Section 11(1)(b)), with special exemptions for property that is improved, rezoned, subdivided, or ceases to qualify for exemption. In combination with the fixed permanent rate, the limitation on the growth in assessed value will limit the growth of taxes on individual properties to an average of 3% per year. Due to these limitations, local option levies are not generally considered to be a good alternative to the use of general obligation bonds for large projects or groups of projects.

Property tax levies can be used for facility operations and maintenance, land acquisition, and capital improvements.

The Special District Option

In addition to a standard property tax levy through the city, it is also possible to levy property taxes through special districts. Chapter 266 of the Oregon Revised Statutes describes the process for forming and operating a special taxing district for parks and recreation. Chapter 198 of the Oregon Revised Statutes describes additional requirements for special districts.

If formed, the boundaries of the parks and recreation special district could be designated as larger than just the city limits of Cave Junction. Once formed, the special district would have the authority to levy *up to* 0.5% of the real market value of all taxable property within the district.

While a special district would provide flexibility and stable revenue for ongoing maintenance/operation of Cave Junction's parks and recreation system, the process of forming a special district is extremely time and resource intensive. Without sufficient outreach and preparation, it is often politically unfeasible to get voters to approve district formation and the accompanying added tax burden.

System Development Charges (SDCs)

The City of Cave Junction currently does not have SDCs for the park system. According to Oregon's Legislative Committee Services, System Development Charges are one-time fees charged on new development, and certain types of redevelopment, to help pay for existing and planned infrastructure to serve the development.⁶ SDCs can only be used for capital improvements, not ongoing maintenance.

Many cities in Oregon rely on SDCs for developing their park systems as populations increase and more demands are placed on park systems. In 2013, the

⁵ Section 11 was created via House Joint Resolution 85, 1997 and adopted by the people of Oregon, May 20, 1997 via Measure 50

⁶ Adkins, Janet. "A Background Brief on System Development Charges." May 2004. *Legislative Committee Services Background Brief*. Volume 2, Issue 1.
https://www.oregonlegislature.gov/lpro/Publications/2004GG_System_Development_Charges.pdf

League of Oregon Cities released a survey of SDCs charged in cities across Oregon: https://www.orcities.org/Portals/17/Premium/SDC_Survey_Report_2013.pdf. If Cave Junction decides to add an SDC for parks and recreation, the information in League's survey can help the City determine a reasonable rate based on nearby and/or similar cities. If the City decides to move forward with creating a park SDC, we recommend the City hire a consultant to generate a methodology for calculating the SDC rate. The consultant can also assist with preparing the appropriate rate adoption and implementation measures for the City.

User Fees

Obtaining funding for the ongoing maintenance and operations of parks and recreation systems is a challenge for most cities in Oregon. Many funding sources are only available for capital improvements and do not provide for the long-term maintenance and operation costs of parks and recreational programs. In addition to tax levies, user fees are one of the few mechanisms governments can use for supporting the ongoing maintenance of a park and recreation system.

User fees are charged directly to park and recreation patrons for a specific purpose or activity. Examples include rental fees for picnic pavilions or fees charged for participating in recreational programming. In some cases, cities may also charge parking fees to help support the park system, or add an additional fee on residents' utility bill that can be applied towards park maintenance.

Donations

Two key motives for donation are philanthropy and tax incentives. These benefits should be emphasized when collaborating with landowners. There are many strategies for securing donations including building public relations, creating a healthy community, and boosting employee morale. Another strategy includes existing tax structures that have built in incentives for donating land. It is important to note that for some potential donors, tax considerations are the primary reason for considering a major land donation.

Soliciting donations takes time and effort on the part of City staff, but can be mutually rewarding. However, before donations are secured it is important to set up a foundation to accept and manage them. The City should begin working to set-up such a group or recruit volunteers to provide the services. Generally, donations are not stable sources of land or finances and should not be relied upon for a major portion of funding.

Pursuing donations through partnerships may provide advantages to all parties involved. For example, working a land transaction through a non-profit organization may provide tax benefits for the donor, can provide flexibility to the City, and can reap financial benefits for the non-profit.

Partnerships & Volunteering

Partnerships can play an important role in the acquisition of new park and recreation facilities and in providing one-time or ongoing maintenance support. Public and private organizations may be willing to partner with the City. Such

partnerships can provide funding resources to acquire additional parks and recreation services. Certain organizations may be interested in improving or maintaining an existing facility through a sponsorship. This method is a good way to build cooperation among public and private partners.

Many cities have a local “Friends of the Parks” nonprofit organization that works in partnership with the City to maintain and fundraise for the park system. Such an organization often has the capacity to rally volunteers who help with park maintenance, assist with special events (including fundraisers), and provide staffing for recreational programs.

Although partnerships may not yield monetary benefits, there are other important benefits including:

- Removing service duplication or use of complementary assets to deliver services;
- Enhancing stability because future service is more probable where partnerships exist;
- Enhancing organizational effectiveness and image;
- Pursuing projects that the city would not have the resources to complete;
- Identifying opportunities through partner organizations; and
- Providing educational opportunities.

The key problem with partnerships is that there is no guarantee of success. Developing projects with partners requires considerable time and energy.

Grants

Grants are a good strategy to supplement park acquisition and development funds. Many grant organizations fund park acquisition and improvements, although few provide funds for ongoing maintenance activities. Two factors that make grants challenging are (1) most grant organizations have lengthy processes that will require staff time and effort, and (2) grants usually have very specific guidelines and only fund projects that specifically address their overall goals. Moreover, grants should not be considered a long-term stable funding source.

The Local Government Grant Program administered by the Oregon Parks and Recreation Department (OPRD), for example, require that the proposed project be consistent with the outdoor recreation goals and objectives contained in the State Comprehensive Outdoor Recreation Plan (SCORP). Because grants are usually highly competitive, staff time should be allocated carefully to apply for grants that are a good fit. Likewise, partnerships should be pursued for volunteer grant writing.

Because many grant agencies look favorably upon collaborative projects, a potential benefit of grant proposals is that they can foster partnerships between agencies, organizations, and the City. The final section of this appendix includes suggestions for partnerships the City of Cave Junction should consider.

In the following pages, we provide a list of grants and organizations that offer grants that may be relevant to Cave Junction’s efforts to improve the park and recreation system.

State of Oregon Resources

- Park and Recreation Department Grants
 - Local Government Grant Program
 - Types of eligible projects: acquisition, development, rehabilitation, planning & feasibility studies
 - <https://www.oregon.gov/oprd/GRANTS/pages/local.aspx>
 - Recreation Trail Grants (RTP)
 - “RTP are national grants administered by OPRD for recreational trail-related projects, such as hiking, running, bicycling, off-road motorcycling, and all-terrain vehicle riding.”
 - <https://www.oregon.gov/oprd/GRANTS/Pages/trails.aspx>
- Land and Water Conservation Fund
 - “The LWCF grants provide matching grants to state and local governments for acquiring and developing public outdoor recreation areas and facilities.”
 - https://www.oregon.gov/oprd/GRANTS/Pages/lwcf_other.aspx
 - State specific resources and examples
 - Land and Water Fund Coalition
 - <https://www.lwcfcoalition.com/tools/>

Federal Resources

- Federal Lands to Parks Program
 - “When federal land becomes available for reuse, the General Services Administration will notify other federal and state agencies. Staff review notices of available property for park and recreation opportunities, and notify relevant state, regional and/or local park agencies. A state or local government agency interested in property for parks or recreational areas should notify the Federal Lands to Parks Program regional office in writing of its interest.”
 - https://www.nps.gov/ncrc/programs/flp/flp_get_land.html

Regional Resources

- Rogue Gateway Rotary Club District Grants
 - The Rotary Club of Illinois Valley can apply for district rotary grants. This grant can be applied toward a specific need in pool development, as they are intended to serve small-scale, short-term needs in club communities.
 - <https://roguegateway.org/rotary-international/rotary-grants/>
 - Example: The Rotary Club’s website references youth programs as an example that “meets community need”. The Rogue Gateway Rotary Club of Grants Pass has previously awarded local community organizations such as the Siskiyou Community Health center with district grants.
- Meyer Memorial Trust
 - The Trusts’ General Purpose Grants can fund projects related to education, health, social welfare, and other community-oriented activities. The trust is not limited by time or monetary constraints for proposals.

- <https://mmt.org/apply/grant-types>
- Southern Oregon Regional Economic Development Inc.
 - Non-profit focused on economic prosperity in Josephine and Jackson Counties. Although focused on small-businesses, partnership structures could make SOREDI a potential source for loans. They also provide coordination among regional agencies for training, financial planning, help with permits, and site selection.
 - <https://soredi.org/>
- The Carpenter Foundation
 - The Carpenter Foundation provides grants for human services projects in Josephine and Jackson Counties. The foundation could be a potential source of Capital Improvements Plan (CIP) funds. They usually do not make multi-year grants & often administer one grant per agency/ per year.
 - http://www.carpenter-foundation.org/grants_applications.html
- Oregon Community Foundation
 - Community Grant Program
 - <http://www.oregoncf.org/grants-scholarships/grants>

Gateway Community and Tourism Development: Travel Oregon

- Rural Tourism Studio
 - “Oregon’s Rural Tourism Studio is a robust training program designed to assist rural communities in sustainable tourism development. Travel Oregon hopes the program will increase high-value, authentic experiences for travelers, thereby strengthening Oregon’s position as a premiere North American tourism destination.”
 - <http://industry.traveloregon.com/industry-resources/destination-development/rural-tourism-studio/>
 - Example: A Rural Tourism Studio was conducted between winter 2016 – Spring 2017 in the Southern Oregon Coast Region. The communities consisted of Reedsport, Winchester Bay, North Bend, Coos Bay, Charleston, Bandon and the Coquille River valley. Nine different workshops occurred, such as Adventure Travel and Outdoor Recreation networking, communications, and marketing.
- Rural Tourism Studio Matching Grants Program
 - “The mission of the Oregon Tourism Commission (OTC), doing business as Travel Oregon, is to encourage economic growth and enhance the quality of life in Oregon through a strengthened economic impact of tourism throughout the state. Projects that contribute to the development and improvement of local economies throughout Oregon by means of the enhancement, expansion and promotion of the visitor industry are eligible to receive funding from the Matching Grant Program.”
 - <http://industry.traveloregon.com/industry-resources/matching-grants-program/rural-tourism-studio-matching-grants-program/>
- Travel Oregon Competitive Grants Program

- “The Travel Oregon Competitive Grants Program makes awards available to eligible applicants for projects that contribute to the development and improvement of local communities throughout the state. These projects support Travel Oregon’s mission of ‘a better life for Oregonians through strong, sustainable local economies.’ To be eligible for funding, projects must be for tourism purposes and demonstrate a direct tie to the mission of Travel Oregon.”
- <http://industry.traveloregon.com/industry-resources/matching-grants-program/oregon-tourism-commission-matching-grants-program/>
- Travel Oregon Forever Fund
 - “provides residents and travelers to Oregon an opportunity to own a piece of the state’s sustainability story by giving to projects that make Oregon a better place live and travel to.”
 - Example: “Friends of the Columbia Gorge, wants more people to explore the trail and make the nearby town of Mosier their base-camp through a new adventuring idea, supported by the Travel Oregon Forever Fund, that is called Towns to Trails.”
 - <http://www.kgw.com/mb/travel/destinations/grants-getaways/grants-getaways-towns-to-trails/439648115>
 - Sustainable Transportation Development
 - [Bike lanes/ trail development](#)
 - <http://industry.traveloregon.com/industry-resources/sustainable-tourism-development/sustainable-transportation-development/active-transportation/>
- <http://industry.traveloregon.com/industry-resources/sustainable-tourism-development/travel-oregon-forever-fund/>

Additional Resources and Potential Funding Sources

Rails to Trails

- Trail building toolkit
 - Toolkit includes guidance on corridor research, and trail planning, building, design, and management
 - <https://www.railstotrails.org/build-trails/trail-building-toolbox/lkit>

The Conservation Fund

- Resourceful Communities: People, Places, and Opportunities Program
- Conservation Leadership Network: Collaboration Program
- <http://www.conservationfund.org/resources>

Safe Routes to Play

- “Child-centered transportation planning process which helps communities assess the potential to create non-motorized connectivity between neighborhoods and parks, playgrounds, trails, and natural areas for children and their families. “Safe Routes to Play” is licensed under a [Creative Commons Attribution-Non Commercial 4.0 International License](#).”

- <http://www.gpred.org/initiatives/safe-routes-to-play/>

American Association of Retired Persons (AARP)

- Guide and toolkits to promote and design livable communities
- <http://www.aarp.org/livable-communities/archives/info-2014/livable-tool-kits-and-guides.html>

Grant Resources

- The Grantsmanship Center
 - <https://www.tgci.com/funding-sources/oregon>

Section C: Recommended Partnerships

In general, we recommend that Cave Junction begin to initiate stronger and more formal partnerships with the following organizations to improve the park and recreation system:

- IVCaDo (Illinois Valley Community Development Organization)
- Boys and Girls Club
- 3 Rivers School District
- Cave Junction Lions Club
 - Source for volunteers for fundraisers, and a Friends group
- Family Living Coalition/ Healthy U
 - Healthy U currently provides fitness/yoga classes, physical therapy, and youth services. This programming could be coordinated or incorporated to enhance Cave Junction's recreational programming.
- Cave Junction Senior Center
- Josephine Community Libraries
- Siskiyou Community Health Center, Cave Junction, and school-based clinics
- Riverside Physical Therapy, Cave Junction location
- Broader region – Josephine County and nearby towns
 - Stronger partnerships with the surrounding area would be particularly desirable if the City decides to pursue the formation of a special district for parks and recreation that encompasses more than just Cave Junction.
- Rogue Community College, Illinois Valley Learning Center
- YMCA, Grants Pass

More specifically, we recommend Cave Junction pursue partnerships with the following organizations to establish new programs for recreation and youth engagement:

- Oregon State Parks and Recreation / Illinois River Forks State Park
- Josephine County Parks Department
- National Park Service; U.S. Forest Service, Bureau of Land Management
- Oregon Caves National Monument
- Land Management Partners
- Friends of the Oregon Caves and Chateau (a nonprofit group with a developed network and donor relationships)
- Rusk Ranch Nature Center
- Siskiyou Field Institute

Section D: Three Rivers School District Forms

DISTRIBUTION

- ☐ White - School
☐ Yellow - Dist. Office/Supt
☐ Pink - Applicant

THREE RIVERS SCHOOL DISTRICT

8550 New Hope Road, P.O. Box 160

Murphy, Oregon 97533



APPLICATION FOR USE OF SCHOOL FACILITIES

Name of School	Principal's Name	Date
Applicant or organization	Name of chief officer (president, chairman, or responsible person in charge)	Phone
Address of Applicant _____		
Hereby apply for permission to use: (specify room, facility or area to be used) _____		
Specify days(s) of week <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Beginning on: _____ Ending on: _____ From _____ o'clock to _____ o'clock, for the following purpose		
DESCRIPTION OF ACTIVITY: _____		



Mark the box that applies to your request:



- ☐ There will be admission charged for participation in the above activity.
☐ There will not be admission charged for participation in the above activity.

☐ There will be need for services of custodian or cook.
☐ There will not be need for services of custodian or cook



AGREEMENT: The undersigned, in making application for use of the above described facility certifies that he/she is the authorized representative of the above-named applicant organization and agrees that the organization will observe all the rules and regulations governing use of school facilities as enacted by the Board of Education and the principal of the school in which the facilities are to be used. The applicant agrees to exercise the utmost care in the use of school premises and property, to provide competent and responsible supervision, and save Three Rivers School District, its Board and employees, harmless from all liability resulting from the applicant's use of said facilities. The applicant further agrees to pay a fee as outlined in Board Policy #KG-AR(3). They also agree to reimburse the school district for any loss or damage arising from the applicant's use of said facilities. Upon demand, and prior to use of the facilities, applicant will furnish school district with a policy of liability insurance in such amounts and with such coverage and in such form as school district may require, and in which school district shall be a named additional insured, and the insurance company shall be authorized to do business in the State of Oregon.

Date: _____, 20____

(Signature of applicant)

SCHOOL USE ONLY (Mark appropriate box)

- ☐ Approved free use
☐ Not Approved
☐ Approved paid use @ \$ _____ Fee _____



(Principal Signature)

**REFER TO ADMINISTRATIVE
RULE KG & KG-AR(1) OF THE
BOARD POLICY.**

FORM 121 (Revised 2-2010)

121 PM65

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: KG – AR(1)

Adopted: 6/19/06

Readopted: 10/20/08

FACILITY USAGE PROCEDURES – POLICY STATEMENT

The District cooperates with the community in providing use of the District facilities when possible, so long as such use does not interfere with the education and activity programs of the schools, or with the requirements for maintenance, operation, safety and security of the physical plant and grounds.

The District recognizes that its grounds are owned by the public, and it encourages the public use of its facilities including, but not limited to, its tracks, outdoor basketball courts, tennis courts, or any other athletic venue readily available to the public outside of normal working hours.

The ultimate determination of the requirement to provide insurability, and the cost, if any, for its use, is left to the discretion of the Principal, or, in the Principal's absence, the Superintendent, or Superintendent's designee.

Application Procedure

Groups wishing to use school facilities must complete a facility use agreement (see District policy KG-AR(2)) which may be obtained from either the building principal or from the District office.

Insurance

The User shall obtain, at user's expense, a Certificate of Liability Insurance; the District and its officers, directors, and employees shall be added as additional insured. All liability insurance policies affected by this provision shall be physically endorsed onto this policy.

The Limits of General Liability Insurance shall be as follows:

Each Occurrence	\$1,000,000
Damage to Premises (each occurrence)	\$ 100,000
Medical Expense (any one person)	\$ 5,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$1,000,000
Products – Completed Ops Aggregate	\$1,000,000
Fire Damage (any one fire)	\$ 50,000

The Certificate of Liability Insurance form, along with the Facility Use Form, signed by the principal must be on file in the office of the Principal and the District's business office prior to usage of facilities. If insurance coverage is not available, the Superintendent, or designee, may agree to waive the requirement for insurance.

If the District Superintendent, Superintendent's designee, or principal determined that a Certificate of Liability Insurance is not required, the User shall sign a "hold harmless" provision and waiver of liability as part of the requirement to gain access to District facilities. The provision and waiver are included with AR(2) – *Rules Governing Community Use of District Facilities*. The User will then, in effect, be self-insuring as, under ORS 30-265, the District cannot be held liable for the actions of the User.

It is the principal's responsibility to ascertain that the proposed activity:

1. Will not be harmful to the school facility;
2. Will not interrupt the school's programs;
3. Will fit appropriately into the building use calendar;
4. Will have adequate and appropriate supervision;
5. Will not cause or allow a breach in security.

Compliance of OSAA policies, rules and regulations are the responsibility of the principal of the school making the facility use request.

Availability

- The District reserves the right to grant or deny permission for use of facilities at its sole discretion.
- Use of District facilities for church, partisan, political or sectarian purposes may be granted; however, such approval in no way implies District endorsement or sponsorship of these activities.
- Those organizations that have failed to pay for previous usage will be denied use until the past due debt is paid in full.
- Unauthorized use of the District facilities or failure to comply with the facility use agreement or policy may result in cancellation of agreement or denial of any future use.
- Programs that serve the District's students will have priority over adult programs when scheduling facilities.

When school administrators are unavailable, the District office will determine the availability of facilities.

Cancellation

District administration is authorized by the Board to cancel building use permits when it is apparent that such action is necessary for the best interest of the District. Nevertheless, the District should give at least a 48-hour cancellation notice, when possible, if a group's approval to use the facilities must be revoked.

Supervision

All groups using any facility will provide supervision. The building principal will determine the level and type of supervision required. The District strongly recommends that a District staff representative or designee will be in attendance whenever a large group or many minors will assemble, or other situations in which potential for harm to person or property is high. When "large" groups use the facility,¹ a District staff representative is required to be in attendance; or as a minimum, to open, close, and inspect the facility after its use, as determined by the building Principal.

Costs for District provided supervision for a specific activity (including overtime labor, for groups not paying fees or paying a reduced rate) must be reimbursed to the District by the using group. All District employees who are hired by the District to supervise will be paid through the District payroll department.

The District reserves the right to require police supervision at any event the administration deems necessary and to charge the user for that supervision.

Security

District keys should not be shared or given to non-District employees without appropriate record keeping and accountability. If the principal deems it necessary to issue a key, a \$25 deposit is required. The deposit will be retained in the school's petty cash account and will be forfeited if the key is not returned by the date specified. Keys must be returned promptly at the end of each season or event.

Safety, Liability & Care of Facilities

Any organization sponsoring the use of the building or grounds shall assume liability for any accidents that occur upon the grounds or in the buildings during the times such facilities are in use under its direction.

¹ Defined as 50 or more persons; however, this determination is left to the building Principal.

The building administrator or designated supervisor has the right to stop any activity at any time if in his or her judgment there is a violation of the rules contained in this document, or if the activity is deemed to be hazardous to personnel, property, equipment or participants.

If damages occur during the use of a facility, documentation must be provided by the supervisor detailing the date, time, location, nature of the damage and the responsible party. The principal and the District office should be notified as soon as practical and photos taken if possible.

Returning the facility to the condition it was prior to usage, including cleanup and the return of all keys is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying and possible denial of future facility use.

To control the usage of the facility, halls are to be blocked off when school is not in session.

If a group uses a facility and the doors are left open or unlocked then a fee of \$25 shall be assessed for each occurrence.

Specialized Facilities, Equipment & Usage

1. Gyms and Multipurpose Rooms: Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games.

2. Kitchens and Cafeterias:

- For activities that do not involve actual food preparation or operation of kitchen equipment, access to kitchen facilities will be allowed only under the supervision of an appropriate school employee whose responsibility would be to consult with the kitchen manager prior to the activity and to see that kitchen facilities are left as mutually agreed;
- For activities involving actual food preparation, regularly employed kitchen workers **must** be present. The actual number required depends upon the activity and must be determined by the kitchen manager and the Food Service Director. To ensure that professional food service employees will be available, requests must be submitted to the Food Service Director no less than two weeks prior to the scheduled event.

3. Playing Fields: Organizations renting playing fields will be required to provide portable restrooms for participants. Failure to comply will result in denial of future use.

Rules of Conduct for Use of School District Facilities may be found in KG-AR(2), Rules Governing Community Use of District Facilities.

Group I: Groups Granted Free Use of District Facilities²

The following groups, organizations, or activities will be granted free use of District facilities providing such use shall in no way interfere with or be detrimental to school functions. Such free use will be limited to those times when a District employee is on regularly scheduled duty. A charge will be made for the use of the facility when a District employee is required to be present or when extra heating, utility costs or cleanup are incurred beyond the normal operating hours.

- Parent club meetings and activities
- After-school sponsored activities
- Boy Scouts/Girl Scouts
- Camp Fire Girls
- 4-H Clubs

² Building Principals have the flexibility to place individual organizations in categories other than shown here, as they determine appropriate. The rationale and justification for such changes will be documented, and the documentation will be attached to the Facility Use Agreement.

- Boy's and Girl's Club (Conducted during regular school year)
- Little League
- State League - Youth
- American Legion Baseball
- Softball – Youth
- Volleyball – Youth
- AAU Basketball
- Youth Soccer Organizations
- Parks and Recreation –Youth (Conducted during regular school year)
- YMCA Club – Youth (Conducted during regular school year)
- Wellness activities for District employees only
- Fund raising activities for educational, athletic or fine art purposes benefiting District students
- Educational meeting or conferences which benefit the District and are sponsored by the SOESD, Rogue Community College, or the Oregon Board of Education
- Other groups or organizations may be added at the District's discretion

Group II: Groups Granted a Reduced Rate for use of District Facilities

The following groups, organizations or activities will be granted a reduced rate for use of District facilities:

- Boy's and Girl's Club – Summer daytime use
- Softball - Adult
- Volleyball - Adult
- YMCA Clubs - Summer daytime use
- Parks and Recreation - Adult
- Adult recreation classes
- Schools other than those in the District (for non-profit activities)
- Other groups or organizations may be added at the District's discretion

Specialized Instruction

Individuals who provide individual instruction to enhance academic, athletic or fine arts achievement will be required to follow the facility use application procedure and submit proof of liability insurance or a signed waiver of insurance. The building administrator must approve all applications before any tutoring can take place. In lieu of rental fee, the tutor shall pay 15% of whatever he/she charges students.

Group III: Groups Expected to Pay Regular Rate for use of District Facilities

The following groups, organizations or activities will be expected to pay regular rate, as prescribed by the District's fee schedule.

- Political organizations
- Commercial organizations
- Religious organizations
- Professional organizations
- Fraternal organizations
- Labor Unions
- Social groups
- Recreational groups not identified as a group granted a reduced rate.
- Fund raising activities where the net proceeds are identified and retained for the direct benefit of the patron
- Schools other than those in the District for profit-making activities

In addition, when any group uses District facilities, the District may require that one of its (the District's) employees be present.

An additional charge for District personnel will be administered when exclusive or overtime employment of school employees is required. The charge will be at the rate of one and one half the employee's regular pay.

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: KG – AR(2)

Adopted: 10/16/06

RULES GOVERNING COMMUNITY USE OF DISTRICT FACILITIES

- 1) Application for the use of any building or ground district shall be made in writing to the building principal or to the District Office (*Form 121*). Such application shall be signed by an adult who will be responsible for the care of the facility. The application shall state the organization's name, the purpose for the facility's use and the time of the proposed use.
 - a) To assure reservations of the facility, application shall be in the principal's office far enough in advance to allow ample time to properly plan for the use of the facility, preferably 10 days before the date of use. If kitchen equipment is to be used, the request must be to the Food Service Director no less than two weeks before the date of use.
 - b) As with all other District contractual matters, an agreement to provide use of the District's facilities will automatically terminate with the end of the fiscal year; after review by the Principal and/or District Office, it may be renewed as appropriate for the next fiscal year.
- 2) After approval of the application, a contract agreement between the District and the community organization shall be drawn up and signed.
- 3) Payment, when required, for use of the district facility shall be made to the District's business office within one week after the facility has been used, unless special arrangements have been made previously. Payment shall be in accordance with the contract agreement and the schedule of charges approved by the Board.
- 4) Request for the cancellation of the agreement shall be made to the building principal or the physical plant office not later than one day preceding the scheduled use of the facility. A regular charge shall be made in accordance with the contract agreement and schedule of charges for the facility engaged and not used unless such notice to cancel is given.
- 5) The Board reserves the right to cancel at any time any and all agreements for the use of its facilities; the superintendent or his/her representative is hereby authorized to cancel at any time any and all agreements issued for the use of its facilities when he/she deems such action is necessary for the best interests of the district.
- 6) The Superintendent is authorized to make reasonable exceptions to the rules and regulations covering the community use of buildings.
- 7) Any damages to district property (i.e., school grounds and buildings) shall be assumed by the sponsoring parties. The district facility shall be left in the same condition as found.
- 8) When any group uses district facilities, the District normally requires that one of its employees be present. This requirement may be waived by the Principal, after consulting with the Superintendent. An additional charge for district personnel will be administered when exclusive or overtime employment of school employees is required. The charge will be time and a half the employee's regular pay.
- 9) When any group uses district kitchen facilities, the district requires that one of its food service professionals be present.

Rules Governing Community Use of District Facilities –KG-AR(2)
(continued)

- 10) Groups or organizations granted the use of district buildings or facilities must confine their activities to that part of the building or facility for which the application was made.
- 11) Use of school gymnasium includes the use of dressing rooms, showers and lights. Towels to be furnished by the applicant.
- 12) Persons or groups using a gymnasium for recreational purposes shall be required to wear tennis shoes or gymnasium shoes.
- 13) The maximum number of people permitted in the various buildings or facilities shall be restricted to the fire marshal requirements.
- 14) The Board assumes no responsibility for properties left on the premises.
- 15) Putting up decorations or scenery or moving pianos or other furniture is prohibited unless permission is granted.
- 16) Nothing shall be sold, given or exhibited or displayed without permission. The use of school equipment is not included in the facility usage contract and is prohibited unless permission is obtained and all electrical equipment and arrangements shall be controlled by the Board or its representatives.
- 17) The Board or its representatives must have free access to all rooms at all times.
- 18) Rules of conduct for use of district facilities:
 - a. Participants are not to enter the building until the time specified in the use agreement;
 - b. All participants and accompanying audience are to remain in the agreed-upon area as described by the facility use agreement;
 - c. The user is responsible for control of audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property;
 - d. Harassment of district personnel by members of the scheduled groups will be the basis for the cancellation of the facility use agreement;
 - e. Any complaints that users have are to be reported to the building principal;
 - f. Use of tobacco is prohibited anywhere on school property, including in private vehicles;
 - g. Use, possession or sale of alcoholic beverages and illegal drugs is prohibited anywhere on school premises, including private vehicles;
 - h. District programs have priority on the use of facilities and may cause cancellation of use by outside groups. Every effort will be made to give at least 48 hours notice. Known conflicts should be listed when use agreement is prepared.

Facility User Indemnity Agreement/Waiver of Insurance

This agreement is entered into between the Three Rivers School District (hereinafter “district”) and the undersigned user of district facilities (hereinafter “user”).

For the purposes of this agreement, “facilities” shall mean all premises, facilities and areas, whether permanent or temporary, that are owned, leased or managed by the district.

By signing this agreement, the user acknowledges an understanding that the usual activities of district facilities may have consequences to users of the facilities that are unforeseen and unanticipated by the district.

The user understands that use of district facilities may result in bodily injury to the user or loss or damage to the user’s property from both obvious and hidden dangers.

The user agrees to waive any claim against the district for bodily injury or property loss or damage the user may sustain by reason of the use of district facilities under this agreement.

The user agrees to use reasonable care while using the districts facilities so as to not cause unreasonable risk of harm to other people or property.

The user agrees to indemnify the district from all liability for bodily injury or property loss or damage arising from negligent or intentional acts of the user, against other people or property, while using district facilities.

This agreement is entered into by the user in consideration of the use of the facilities without payment to the district of a fee for insurance coverage.

The user agrees that there are no other agreements or understandings with the district regarding its facilities and an alteration of this agreement must be in writing and signed by the District Superintendent.

Dated this _____ day of _____, _____.

<i>User Information</i>	
Name of group or organization	
Name of person	
Signature	
Telephone	Address

Rules of Conduct for Use of School Facilities

- All groups will provide adequate and appropriate supervision.
- Any organization sponsoring the use of the building or grounds shall assume all liability for any accidents that occur upon the grounds or in the buildings.
- Participants are not to enter the building until the time specified in the facility use agreement.
- All participants and the accompanying audience are to remain in the agreed upon area as described by the facility use agreement.
- Use, possession or sale of alcoholic beverages or illegal drugs is prohibited anywhere on school district property. Tobacco use in any form is prohibited anywhere on school district property. This also includes any usage of these substances inside private vehicles.
- Profanity, vandalism or other misbehavior will not be tolerated.
- The user is responsible for control of the audience and participants to prevent running around the building, bouncing balls, playing on unauthorized equipment, littering the premises or damaging property.
- Harassment of school district personnel or other users of the facility will be cause for the cancellation of the facility use agreement.
- If a group leaves a door open or unlocked, they will be charged a fee and/or damages. There will be a charge for failure to return a key in a timely manner.
- Unauthorized use of the district's facilities or failure to comply with all the conditions of the facility use agreement or policy may result in cancellation of the agreement and denial of any future use.
- The building and grounds being used are to be left in good condition. Litter and spills are to be cleaned up by the user or a fee will be charged.
- Abuse of gym equipment such as backboards, rims, nets and bleachers will not be tolerated and may lead to the cancellation of the facility use agreement.
- School district programs have priority on the use of facilities and may cause cancellation of use by outside groups.
- Programs that serve the district's students will have priority over adult programs when scheduling facilities.

I have read and agree to these rules.

Group or organization _____

Signed by: _____

Date: _____

Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: KG – AR(3)
Adopted: 10/16/06
Readopted: 4/7/15

FEE CHARGES FOR USE OF DISTRICT FACILITIES

In accordance with ORS 332.172 (3), "The District may establish a schedule of fees and collect fees pursuant to the schedule for use of school buildings and grounds and other facilities"

As set forth in Policy KG, payments will be made to the Three Rivers School District and paid through the Office of the Principal.

Fees may be modified with agreement between the Superintendent and the using organizations as necessary to meet the educational or facility requirements and needs. In the event the charge does not readily fit into one of the following categories, a fair and reasonable cost will be established by the Superintendent.

The District and the requesting organization may agree to alternative forms of payment, including the performance of landscape maintenance, routine painting of exterior and interior surfaces, vacuuming, and cleaning of carpeting and other work surfaces, and any other activity for which a reasonable fee can be computed.

Group I Free Use: no fee shall be paid to the District by the organization

School-sponsored/connected groups; student and parent organizations

Group II Reduced Fees: Groups granted a reduced rate

Non-profit, in-district education and recreational groups, school sponsored/ connected groups, youth organizations, public agencies, community organizations of civic or service nature (non-profits must report ID number)

Group III Regular Fees: Groups charged the regular rate

Private organizations, which exist primarily for the benefit of the membership: social clubs, classes taught individually for gain, church services, for-profit organizations, non-school related activities; out-of-district and/or private groups

Elementary School	Group II		Group III	
	School Day: Min two-hour charge	Non School Day: Min two- hour charge	Fee + Monitor, School Day	Fee + Custodial, Non-School Day
Gymnasium	\$10/hour	\$30/hour	\$50	\$75
Multi-Purpose/Cafeteria	\$10/hour	\$30/hour	\$50	\$75
Classroom	\$10/hour	\$30/hour	\$25	\$35
Library	\$10/hour	\$30/hour	\$40	\$50

Kitchen (requires food service employee, additional)	\$25/hour	\$50/hour	\$75	\$100
Outside Areas (no monitor)	No Charge	No Charge	\$50	\$50
Middle School	Group II		Group III	
Gymnasium	School Day: Min two-hour charge	Non School Day: Min two-hour charge	Fee + Monitor, School Day	Fee + Custodial, Non-School Day
	\$10/hour	\$30/hour	\$50	\$75
Multi-Purpose/Cafeteria/Commons	\$10/hour	\$30/hour	\$50	\$75
Classroom	\$10/hour	\$30/hour	\$25	\$35
Band/Choir	\$10/hour	\$30/hour	\$40	\$50
Library	\$10/hour	\$30/hour	\$40	\$50
Kitchen (requires food service employee, additional)	\$25/hour	\$50/hour	\$75	\$100
Fields (football/soccer/softball)	No Charge	No Charge	\$50	\$50
High School	Group II		Group III	
Gymnasium	School Day: Min two-hour charge	Non School Day: Min two-hour charge	Fee + Monitor, School Day	Fee + Custodial, Non-School Day
	\$10/hour	\$30/hour	\$50	\$75
Multi-Purpose/Cafeteria/Commons	\$10/hour	\$30/hour	\$50	\$75
Classroom	\$10/hour	\$30/hour	\$25	\$35
Band/Choir	\$10/hour	\$30/hour	\$40	\$50
Library	\$10/hour	\$30/hour	\$40	\$50
Kitchen (requires food service employee, additional)	\$25/hour	\$50/hour	\$100	\$150
Fields-North & Illinois Valley HS (Football, soccer, baseball, soccer)	No Charge	No Charge	\$1	\$1
Hidden Valley HS Turf Fields (Football, Soccer, Baseball, Softball)	\$10/hour 7am-3:30pm \$40/hour 3:30-10pm	\$50/hour Open all day	\$40/hour 7am-3:30pm \$50/hour 3:30-10pm	\$75/hour Open all day

Additional Fee for Lights on Football, Soccer, Track		\$100		\$125
District Office Grass Fields (Soccer)	\$10/hour	\$20/hour	\$30/hour	\$40/hour

1. Additional charge if lights are needed
2. Additional charge for site supervision or custodial services when applicable.
3. Keys need to be returned after site supervisor has locked up.

Additional:

\$100 refundable deposit if facility is clean and no damage has occurred. Check will be returned when keys are returned and facility has been checked by school personnel.

(Separate check is required)

Notes:

- (1) Custodial payroll rates are billed at the District's actual cost (per employee), fully burdened with taxes and benefits; if overtime is involved (as it would be for a head custodian, the billing rate will be increased accordingly.
 - (2) Food Service payroll rates are billed at the District's actual cost (per employee), fully burdened with taxes and benefits; if overtime is involved (as it might be for a kitchen manager, the billing rate will be increased accordingly.
 - (3) In addition to the fees/charges shown above, "long-term" users may be billed for incremental increases in utility bills experienced by the District. The charges for utilities will be discussed with using organizations prior to the signing of the *Facility Use Agreement*.
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Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: KG
Adopted: 6/19/06

COMMUNITY USE OF BUILDINGS

It is the District's policy that school facilities shall be made available, under capable and responsible adult supervision, for community activities of an educational, recreational or civic nature.

The district reserves the right to grant permission for building use and to deny any and all building use permits at its sole discretion. The use of school facilities for partisan, political or sectarian purposes may be granted with specific approval by the Superintendent or the Superintendent's designee. However, it should be understood that approval of building use for partisan, political or sectarian purposes does not imply the endorsement or sponsorship by the District. The administration is authorized to cancel building use permits when it is apparent that such action is necessary for the best interest of the District.

The administrative regulations of the district will include a detailed fee schedule, and procedures and rules pertaining to public use of school facilities. Groups and organizations will be allowed free usage, reduced rate usage, or full rate usage, depending upon the membership of the organization, and the kind of function for which the facility will be used.

Copies of the administrative regulations, fee schedules, and application forms are available at all schools and at the District Office.

Payments will be made to the Three Rivers School District and paid through the Office of the Principal.

END OF POLICY

Legal Reference(s):

ORS 330.430
ORS 332.107
ORS 332.172

Cross Reference(s):

KGf - Use of District Property
KMF - Use of School During Disasters