



# PARKS AND TRAILS COMMISSION

Monday, August 14, 2023 at 4:00 PM

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## APPROVED MINUTES

### MEMBERS PRESENT

Chair Dana Lathrope  
Commissioner Howard Blumenthal  
Commissioner Paul Barlow  
Commissioner Scott Jacobson  
Commissioner Brian Long

### MEMBERS ABSENT

Vice Chair Lynne Pettit  
Commissioner Jerry Belcher  
Commissioner Jacob Woodruff

### STAFF PRESENT

Brandon Sundeen, City Council  
Melisa Gaelrun-Maggi, Parks Administrative Assistant  
Buck Tupper, Facilities Maintenance Supervisor

**CALL TO ORDER** 4:09pm

### APPROVAL OF MINUTES

1. Approval of July 10th, 2023, Minutes

**Motion made by Commissioner Blumenthal, Seconded by Commissioner Jacobson.  
Voting Yea: Chair Lathrope, Commissioner Blumenthal, Commissioner Barlow,  
Commissioner Jacobson, Commissioner Long**

### NEW BUSINESS

#### 2. Bike & Pedestrian Account - Barlow

Commissioner Barlow is curious if there is still money in an account that was used for bicycle helmets. Gaelrun-Maggi will follow up with the accounting manager. In the past many things were auctioned off to support this account. Barlow thinks approximately fourteen years ago. He believes the last time they withdrew funds was about six years ago.

#### 3. Fire Prevention - Barlow

There was a small brush fire by the BMX track a few weeks ago. The cause is unknown, and the shed is already fixed and repainted. It made him think of fire prevention such as fire "zones" around the parks. Buck Tupper commented that thankfully most park areas are mowed and irrigated. The "natural state" areas are the most susceptible to fire. While he does not believe there is an SOP for fire zones around the buildings, they do keep brush away from city buildings as a safety feature.

Blumenthal wondered if there should be a sign that warns of fire danger in the nature parks. Tupper said it would be easy to add one by the kiosks.

Tupper will investigate a good fire safety standard to incorporate in the future.

#### **4. Bicycle Lane - Barlow**

Barlow asked when the City's responsibility stops on the Gable Road bike lane. Tupper stated that he believed at the train tracks, it became either the railroad or ODOT's responsibility.

#### **5. Sand Island Annual Update - Blumenthal**

Blumenthal had no update to give.

### **OLD BUSINESS**

#### **6. City Council & Planning Commission meeting updates - Lathrope**

No Commissioner had anything to report from any of the other meetings.

#### **7. Liaison schedule - Lathrope**

Lathrope checked the website and scheduled with other Commissioners to sit in on other commission meetings for the month of September.

#### **8. Special Use Permit Review – Lathrope**

Lathrope asked if the rest of the Commission members read through the packet, so they did not have to go through each item.

Lathrope talked through the Special Use Application Ordinance line by line and asked for input.

Lathrope asked for a copy of the vendor application and was directed to Kathy Payne.

Jacobson mentioned that he once saw a political sign at an event. The park rules state that no political signs are allowed in the park. Tupper will investigate what the repercussions would be.

Part of the ordinance mentions dogs being licensed at city hall which it no longer does.

Lathrope wants to know if you must fill out a different form for each area being used. She was informed that they fill out a permit for each event and name the areas used. The site plan and map help with the areas being used.

Lathrope asked that if there is a pre-event meeting and certified security for large events, why is 13 Nights on the River having security issues. She was informed that that particular applicant did not have a pre-event meeting.

The Commission would like to up the fees for larger groups in the park to cover the damage footprint.

They would also like the rules edited to have them move the picnic tables back when they are done with an event.

### **ACTION ITEMS**

Review the rest of the Special Use Permit packet.

### **STAFF REPORT**

Tupper reported that the play structure at Columbia View Park is being removed and can possibly be used in Campbell Park if not damaged.

He stated that there has been damage and vandalism at Campbell Park.

Tupper will send an email that show the plans for the VFW memorial expansion in McCormick Park.

Summer help started today that will help with the weeding and structure repair.

The Japanese garden in McCormick Park has been sprayed for blackberries and the work crew will cut down the dead vines. Lathrope asked if we put up signage when we spray. Buck confirmed that they do. During the high heat, the work crews are on modified schedules.

**COUNCILOR'S REPORT**

The gateway project for downtown is in the recent City newsletter. Feels that "no smoking" signs could be more prevalent in the parks.

**DISCUSSION ITEMS**

Lathrope brought up that they have received two applicants for the Parks & Trails Commission and would like to create a three-person interview committee and asked for volunteers. Blumenthal and Jacobson volunteered. Lathrope agreed to be the third interviewee.

**Motion made by Commissioner Blumenthal to create sub-committee,  
Seconded by Commissioner Barlow.**

**Voting Yea: Chair Lathrope, Commissioner Blumenthal, Commissioner Barlow,  
Commissioner Jacobson, Commissioner Long**

It was decided that they would conduct the interviews on Monday the 28th at 1pm in the Columbia View Room. Gaelrun-Maggi will contact the applicants.

Blumenthal mentioned the work party at Nob Hill on September 9th.

Blumenthal wants to talk about the future of Nob Hill after the waterfront project. Possible signage or fences.

**ADJOURNMENT** 5:52pm