



PARKS AND TRAILS COMMISSION

Monday, March 10, 2025 at 4:00 PM

APPROVED MINUTES

MEMBERS PRESENT

Chair Dana Lathrope
Vice Chair Howard Blumenthal
Commissioner Paul Barlow
Commissioner Jerry Belcher
Commissioner Lucas Green
Commissioner Scott Jacobson
Commissioner Lynne Pettit
Commissioner Jacob Woodruff

STAFF PRESENT

Brandon Sundeen, City Councilor
Buck Tupper, Facilities Maintenance Supervisor
Sheri Ingram, Public Works Office Assistant
Dawn Richardson, Admin Billing Specialist
Jamie Ford, Admin Billing Specialist

OTHERS

Nick Flory

CALL TO ORDER – 4:01 PM

APPROVAL OF MINUTES

1. Approve Minutes of February 10th, 2025

Motion made by Commissioner Belcher, Seconded by Vice Chair Blumenthal.

Voting Yea: Chair Lathrope, Vice Chair Blumenthal, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit

Woodruff & Barlow were not present during voting

TOPICS FROM THE FLOOR: From attendees not otherwise of the agenda

NEW BUSINESS

2. Interview Brittany West and Nick Flory for Parks & Trails Positions

Nick Flory approaches

Lived in st helens for 5 year - navy - joined p&t group to unify and improve parks

belcher - do you have any experience

Flory - managment experience - takes pride in overall looks and use

Lathrope - volunteer time takes a couple hours a month - is this somethin youd be up to

Lynne - have you read responsibilities of Code

Yes - I've also gone over by laws

lath - any interests

Mc Cormick & Grey Cliffs - grew up in small town with nice riverwalk - interested in being a part of that.

Brittney West not present

Lathrope requests reaching out to Brittany one more time

Does anyone have anything to say about Nick?

Motion made by Commissioner Jacobson, Seconded by Commissioner Woodruff.

Voting Yea: Chair Lathrope, Vice Chair Blumenthal, Commissioner Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Woodruff

3. Scappoose - Dalton Lake Presentation - Lathrope

Lathrope - what the intention is of presentation

Lynne - called by the scappoose library staff in late january - commissioner 8 to 10 years ago regarding dalton lake - would like lynn to give information on history birds and plants in the area - presenting for 15 minutes (pictures and show in progression) April 26th

Earth day is

Contact parks and rec if interested in obtaining a booth

lathrope will you be presenting on behalf of parks commission or just a community member

lynne - that didn't come up, but i can present as p&t if you want

lathrope - brought up questions about potentially speaking on behalf of the commission.

Blumenthal - do not have a problem speaking about it

Lathrope worried about speaking on something the commission isn't made aware of.

Belcher - talked to rotary about urban trail and talked to Lions Club regarding that - didn't get permission to do that.

Jacobson - not opposed to speaking regarding dalton

Lathrope - wants to make sure that if it represents the commission as a whole, it is made aware to the commission before being presented.

Lathrope had the opportunity to review the agreement between city and dalton lake. theres potential concerns - agreement was created in 2009 - ends in 2029 - at end of agreement there is a potential for the city to pay for any and all improvements. City was required to identify policies and procedures. lynne have you developed a plan

Pettite - yes management plan was given to the city council and they approved it

Lathrope planning does not have it and the parks does not have it

Pettite planning does have it. when we brought it to the city it had future plans and needs at that time

the only thing anyone has is a press release - but as far as an actual management plan it does not look like anything from ODOT was presented.

Pettite - I think you're looking for something that isn't needed, I can give you my presentation.

Lathrope - I read through the midigation permits....agreement itself, city responsibilities. This step has not been completed.

Pettit - City did approve what was presented - specialist was working on it - an extensions agent - Chip Beubl - I think we need to talk about this at a later time. I believe you're talking about something already approved by ODOT.

Lathrope - reason I ask is because it is pretty explicit and I can not find anyone who has this agreement. with any and all improvements when the agreement ends the City shall ... You need to return everything as it was - financial cost to the City -

Tupper - it's a minimal footprint and would be pretty inexpensive to remove it - it would be back to normal in approx 2 weeks. The hardest part would be popping up the concrete but that could be done in a couple hours.

Lathrope - covering our basis in accordance with the agreement.

Tupper -

Lathrope talked to Jacob - who is required to follow up

Tupper -

Jacobson - it can come back on us, so it would be nice to have something concrete to fall back on. Permitting that says should anything go sideways

Pettit - ODOT, Vector control, Mouhamad all in on the process and it was well vetted. All items have been donated from city businesses.

Lathrope - I love reading laws and rules its something I do in my freetime - I want to make sure we're doing the best we can regarding rules and guidelines. Making sure we're covering our basis because the City is liable.

Blumenthal - I'm very impressed by the improvements of Dalton Lake. Wondering if we should say something about maintaining Dalton Lake Stuardship.

Lathrope - vetted interest in the area, as a commission we utilize that space, City is not interested in renewing or purchasing Dalton Lake.

Pettit - conservation group or environmental group could show interest in Dalton lake. Because there is a gate, they think that it's not the trail. But would like

Jacobson - it would should review Dalton Lake History.

Lathrope - I would encourage all of you to read through

A lot of responsibilities and potential consequences.

Blumenthal: Is there a way to get a copy of the management agreement?

Woodruff:

Lathrope: Volunteers doing a lot of the work

Tupper; we don't spend a lot of time out there - once a month maybe

Woodruff: where is the burden at?

Belcher: This is wetlands and can not build in this area - what is ODOT's plan for the future? It's either going to stay the way it is or it's going to have improvements like Lynne has been doing - weather it stays in the City or to ODOT. Not overly concerned about what happens, but it would be nice for ODOT to give us permission to do improvements.

Lathrope - this is where I was going with this - this agreement is ending in 4 years. Now is the time to discuss if we are going to extend or not. What would a plan with ODOT & City look like.

Blumenthal: 4 or 5 acres owned by someone else that is privately owned

Pettit: that land is locked in - brought portfolio to owner. Asked owner to donate the property and if interested to contact the city administrator - but nothing came of it. We talk to the group who owns the strip of land on the east side. They are not interested in donating land to the City. We are landlocked on the south side.

Belcher - I remember the landlock - This is maybe to Brandon Sundeen. Why doesn't the City want to go into agreement with ODOT.

Sundeen: Dalton lake has never been mentioned. I'm not sure where that came from.

Tupper: we have to spend a lot of time conveying information and can be time consuming to explain to people.

Belcher: but that was 2 or 3 years ago - talking about cutting their own trails - they shouldn't be doing that.

Pettit: Can't build on it, so it will not generate any income.

Jacobson:

Lathrope: Talked to Jacob. will be discussing it in the management meeting. wise to re-up and discuss next month. Lynne would love for you to share the background of Dalton Lake.

Pettit: I don't know about last month. It would have been nice to know about you speaking to Jacob.

Lathrope: Would be great to have a refresher for everyone new.

OLD BUSINESS

4. Rolls & Responsibilities/Parks Assignments - Lathrope & Jacobson

Lathrope: spent time creating a mock up of assessing tool. I gave buck a copy of the park assessment tool and a mock up of the monthly report to buck. and an empty report to buck. the filled out template only had one copy.

explained the process for the checklist. McCormick was a concern to split into regions.

Mock-up of Park Assessment Tool: can fill out and send in email prior to meeting - this is something we can have created into a digital form.

Hoping to utilize this information for a staff report to the council.

If there is any proposed park clean up any potential for community engagement.

volunteer hour tracking - this gives opportunity for that.

Showed and gave example of report to Tupper.

Shows mock of completed template for example to Commission.

I would gladly take on the responsibility of taking the reports and handing them off to Tupper.

Woodruff: does this only apply to one park?

Lathrope: this could be for any park you want. I would like to trial run this.

Belcher: Can we drop it by or email it to you?

Lathrope: Yes

Belcher: I wasn't for this to begin with, but I think with 3 months it will be fair and allow us to view other parks. We can still come in and give reports on our main parks, I was concerned because of the technology, But I'm h

Barlow: What prompted this? What's the problem we're trying to fix with doing this report? I'm not against it, but what are we trying to fix?

Belcher: people didn't feel like they were being treated fairly regarding the rotation of parks and only being able to see all the parks. We will have a park for 3 months. It gives everyone an opportunity to observe parks more critically. Can't currently give a report on a different park - but with this report you can.

Lathrope: yes, those are complaints I've heard and experienced. I felt unclear as to what my responsibilities were regarding reporting. this gives a clear report in a minimal way to allow multiple eyes on the same location to give a more thorough presentation.

Barlow: who's responsible for tracking all this? it seems like we're making more work.

Pettit: I agree with Barlow. What we used to do is to bring it to the table at that time.

Jacobson: we had 2 people assigned to each park in case something happens. So that there is always a representation - this methodology works with that and gives a more comprehensive overlook regarding all the parks.

Lathrope: This gives everyone a minimum in all the parks - if they want to go above and beyond that

Blumenthal: Would like to see this for longer than a 3 month rotation. I would have to see how to work around the time he has at his assigned park.

Lathrope: This would just be a trial run. Nothing is set in stone. W

Woodruff: This gives you a chance to go learn about and see each of the parks and see things another commission doesn't.

Lathrope: That is the core reason for this: For everyone to get out of our comfort zone and - is everyone in agreement to

Jacobson: Councilor Sundeen read rolls and responsibilities last meeting and I read through. We have not met the commitment. See if we want to be committed to all of the responsibilities or if we should revise and bring to the Council? I would suggest we read through the municipal code 2.74 bylaws for the parks and trails commission.

Lathrope: Would you like all Commissioners to review the bylaws and present concerns at next meeting? We can spark conversation and see what has been in place and see if it's still able to be attended to.

Blumenthal: Feels nothing happens when concerns are brought forward.

Jacobson: it is explicitly written out and more extensive how it reads.

Lathrope: lets review at the next meeting. please read and digest by laws so we can clarify at the next meeting

5. Milton Creek Reserve - Standing Item

Green: passed out map of Milton Creek Reserve with area estimates.
Potential area for bridge.

Lathrope: Is that the line to have City set aside for project? Next step to take to Jacob for him to give more concise lines and present to Council.

Belcher: what made you pick that area for a bridge

Green: it's narrower - where the slew is and roads already go through there.

Lathrope: Tupper how would we go from mock up to Jacob then to Council for exact request - since this is still rough estimate, Jacob would have a more defined boundary.

Tupper: I would go to him with what has been presented today - substation on back corner lot.

Lathrope: would anyone like to take this to Jacob.

Jacobson: I will.

Belcher: Would like to see it remain as a camas meadow. I would like to see scott talk to sean clark (port) so he knows what is happening. would like for him to ask where their property lines are. I got the impression that the Port would be willing to donate the property. Need to know where the property lines are.

Jacobson: I would also like to ask for them to be a part at what we're doing.

STAFF REPORT

Tupper: Trail to bench that will be installed this week. Scheduled work party at the Japanese garden 9 - 12. Guy from - him and crew will do clean up at mc cormick. Pick up trash & sticks. smaller stuff for kids to do

COUNCILOR'S REPORT

Councilor Sundeen: Some reports can get lengthy - looking to guidance about expectation. Prepare presentation and submit to council. welcome to come to meeting and share, but not needed to do a full report that has already been reviewed.

Blumenthal. Isn't that a good way for the public to hear the details and be informed?

Councilor Sundeen: I think thats a good point. There are lots of ways to get that out there. Social Media, newspaper, etc.

Lathrope: Talk to Crystal about public engagement.

Councilor Sundeen: Videos about parks.

Tupper: Crystal also does news letters - that's an opportunity to share with the public.

Lathrope: this is another use for the checklist as utilizing information.

Blumenthal; would like to get work parties listed in news letter.

Sundeen: You're welcome to share as much or as little as you'd like. don't feel limited. Mouhamad shared that worst case scenario should be done by end of June. McCormick is listed as a back up in case. Would anyone like me to take anything back to Council?

Belcher:

Sundeen: I don't know if that's an appropriate question for council.

DISCUSSION ITEMS

Jacobson:

Blumenthal: Work party coming up on the 5th - gave tour to OSU forestry on Nob Hill.

ADJOURNMENT

5:52 PM

Respectfully submitted By Jamie Ford, Administrative Billing Specialist