



# **PARKS AND TRAILS COMMISSION**

Monday, January 10, 2022 at 4:00 PM

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## **AGENDA**

### **CALL TO ORDER**

1. Welcome Commissioner Dana Lathrope

### **APPROVAL OF MINUTES**

- [2.](#) Approve Minutes of 12/13/2021

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

### **STAFF REPORT**

### **OTHER BUSINESS**

### **COUNCILOR'S REPORT**

### **NEW BUSINESS**

3. Columbia View Park Expansion
4. Tourism Impact and Funding Allocations
5. Dalton Lake Report-Lynne Pettit

### **DISCUSSION ITEMS**

### **ADJOURNMENT**

Topic: Parks & Trails Commission

Time: Jan 10, 2022 04:00 PM Pacific Time (US and Canada)

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# PARKS AND TRAILS COMMISSION

Monday, December 13, 2021 at 4:00 PM

## MINUTES

### PRESENT

Chair Carmin Dunn  
Vice Chair John Brewington  
Commissioner Elisa Mann  
Commissioner Jerry Belcher  
Commissioner Howard Blumenthal  
Commissioner Jacob Woodruff  
Commissioner Lynne Pettit  
Commissioner Brandon Sundeen

### STAFF PRESENT

Shanna Duggan Parks and Recreation Manager  
Sheri Ingram Public Works Office Assistant  
Lisa Scholl City Deputy City Recorder  
Matt Brown Deputy City Administrator  
Erin Bird Parks and Rec Administrative Assistant  
John Walsh City Administrator  
Councilor Doug Morten

### ABSENT

Commissioner Paul Barlow

### OTHERS PRESENT

Scott Jacobson  
Emily Martin  
Dana Lathrope

**CALL TO ORDER-** 4:01 p.m.

### APPROVAL OF MINUTES

1. Approve Minutes of October 11, 2021

**Motion** made by Commissioner Blumenthal, Seconded by Vice Chair Brewington. To approve minutes of October 11, 2021.

Voting Yea: Chair Dunn, Commissioner Woodruff, Commissioner Pettit, Commissioner Sundeen, Commissioner Barlow, Commissioner Blumenthal, Commissioner Mann, Commissioner Belcher.

### TOPICS FROM THE FLOOR:

Martin said planting project with city of Scappoose at Veteran's Park, and a workshop for landowners for restorations February 26<sup>th</sup> and the time is to be determined sometime between 9 a.m. and 3 p.m. schoolkids will be able to attend. Dunn asked to communicate details. There will be more projects coming up. This will be discussed at the next meeting, as well as in February. Dunn asked if there was any other things from Martin. Martin said she finished management plans for mccormick park. start creating spring plantlists and volunteers for plant sale.

### STAFF REPORT

Duggan said:

- Tennis net will be installed at Campbell Park, pickleball courts, fitzal and basketball courts. Pickleball nets will be available to check out from the Recreation Center as well as fitzal nets. They have also begun fencing with the courts.

- McCormick Park, the zipline has been broken for some time. It has had the design redone and tomorrow should be installed. The cost has been covered by the zipline company; it is under warranty.
- New software with programs, there has been 488 sign ups in the last 60 days, we have brought in a lot of revenue, about \$25,000 the last couple months.
- There will be adult softball leagues soon, Parks and Recreation took this on, there will be more talk about this as it gets closer. The success that the Parks and Recreation program is having with communicating and organization, they are excited to join forces with us.
- Looking at grant opportunities, please send anything you see along to Duggan.
- The Recreation Center is being utilized regardless of new building; we will be starting rentals before spring of 2022. It has been used a lot and with the new playground it has brought people in.
- The RFP is in process. Brown said Walsh will have a conversation on Wednesday's City Council meeting about the RFP. They have heard comments about the plan and would like to be more involved with the process. Brown stated he wants to see a lot more involvement and more participation from more companies. They will go back into the bid process and revise it to be more specific with approval from City Council. This will be at Council meetings; it is more pushed out than intended. Bidding should start on February 6<sup>th</sup>. Blumenthal said his concern of the nature trails, Brown said it will be included in the master plan.
- Belcher asked about new building on 2625 Gable Rd, Duggan said the used clothes bin brings them 2600 a year. Belcher asked about functions for each building and Duggan said the 1810 one is for rentals, dance, sports. The Gable rd. space is for office space for us, programs and it has a stage as well. Belcher asked how it is manned with Duggan and Bird. Duggan stated the 1810 facility is not manned and has no confidential things and will soon have an auto unlock door.
- Duggan said they have 2 parks staff and are hiring for a Park's Utility 1.
- Blumenthal asked about vests for volunteers and Duggan said they have been found.

### **COUNCILORS REPORT:**

Morten stated that Duggan is the staff here reporting, it is Morten's role to oversee. Morten is encouraging everyone to revise the master plan and if there's any ideas on what they want to be seen in any park to write it down. He said to make sure if there's anything that is needed to give it to the staff, it is very important, Morten is challenging everyone to think of things to do with Civil Pride Park and Godfrey Park. Morten said that some of the things that need to get done at these parks get swept to the bottom and having it be done with a consultant will be good while it won't overload the staff. Blumenthal asked about the plan with the non-park, like city owned land. Morten said Walsh knows the scenario with that, such as the land on Ross Rd. Walsh said that it is a good time to put in things such as that into the master plan. Morten said it is important that Duggan is here so there is no break between staff and council. If the communication needs action, then Duggan and Morten are available. Dunn said that Duggan has been coming to all the meetings. Martin said that Duggan has been flexible with how Campbell Park has been constructed by adding popular features to that park.

Belcher asked about Duggan being Parks and Recreation Manager then back to Recreation Manager and then back to Parks and Recreation, Walsh said there has been some shifting, now Parks and Recreation is part of Community Development Department and Walsh is her direct supervisor. Belcher asked about whom is staffed under Duggan, Duggan mentioned Erin, two parks' staff and a few part time employees that work the After School Program. Duggan mentioned how Sue Nelson, Matt Brown

and the parks staff have been heavily involved with the construction of Campbell Park's new courts, the Parks staff being present in the planning was beneficial because they knew what'd good fits be in the park they work in.

Duggan said that vandalism has been going on in the bathrooms, in Scappoose as well. Duggan said that they need to report anything they see. they may plan to move play equipment and then the restrooms have auto locks and there have been issues with trashing the bathroom challenges with teens and flushing mud. Duggan informed all to report anything to the nonemergency number.

Morten said that the Spirit of Halloweentown was successful with monetary games, a quarter of a million dollars was made. That goes into tourism, hopefully they keep going. Dunn asked if any money goes into parks. Morten said that tourism stays with tourism, due to state regulations. Blumenthal said that the money going back would be good, some parts of the trails, gravel is gone and its muddy. He asked what is in it for Nob Hill Park. Blumenthal is hoping for better communication next year. Duggan mentioned it's been discussed that getting gravel is not a good time, Duggan said to talk to her about getting gravel. Blumenthal said things are growing back where it was walked on. Morten said that Blumenthal could come to the Council meeting and talk to Curry about what is happening to the park. Things fell through the cracks; Morten apologized for his part.

## **NEW BUSINESS**

### **2. Interviews for Vacant Positions**

Scott Jacobson, Shannon Mullican and Dana Lathrope

Jacobson:

Jacobson is new to St. Helens and ready to be involved, interested in utilizing parks. He has traveled around the United States and been to National Parks. In his background he was a contract archeologist. He mentioned that he has some experience working with government. Belcher mentioned he saw him cleaning up a park as volunteer. He asked if he is planning to stay and Jacobson said yes, he is not going anywhere. Dunn asked what his favorite park is and Jacobson said he likes Columbia View Park, he visited 13 Nights and really enjoyed it. Blumenthal asked if he is always available for 4:00 p.m. meetings and he said yes. Jacobson asked why parks? Jacobson said he has had interest and he wanted to see where he fit in. Pettit did not have any questions. Belcher asked if his training as an archeologist will help with the parks, he said he has heard of arrowheads found in Nob Hill.

Dana Lathrope:

Lathrope said she has talked with many of them, she owns Realizing Art, a tattoo shop in downtown St. Helens and she is an active member of chamber of commerce. She is looking for new projects to volunteer with and Parks and Trails have been on her radar to help with, especially the botanical gardens. She said she has interest in beautification of the parks, she has three kids and uses the playground frequently especially Columbia View Park. She said she is planning to stay in the community for a long time, she has been attentive to the changes coming. Dunn asked what her favorite park and why, she likes McCormick Park she takes her children to the beautiful new playground and she likes disc golf and would like to see more activity on the course. Blumenthal asked if she is available for all meetings and additional projects, she said yes. Pettit asked what activities she is looking forward to doing, Lathrope said she is looking forward to beautification to existing parks and using her art skill to updating trash cans and being apart of planning and being attentive daily to plans and projects, she would like give some attention to the Botanical gardens.

3. McCormick Park Report- Woodruff

Woodruff has gone over to McCormick where theres always kids and they want to talk to him. There is a blue megaphone that the kids put their mouths on. A few parents asked if there is a way to get that removed. The disc golf course is getting muddy but is continuing to be a big hit.

Dunn said that the park report for next month will be Pettit to do Dalton Lake next meeting.

4. Parks Pamphlet/Website Updates

Dunn said she has done some updates to Dalton Lake, PSU last updated the brochure and she said they reached out to them to see if we can get the brochure to correct. There was a piece of the website that has the map of the lake and the trails

Pettit said there is a map that was made by the planning dept. it shows the trails that are on private property, they need to update it and have trails not on private land. Pettit would like it to change the name on the site that said its owned by ODOT and should be changed to city of St. Helens and it has an icon for fishing and the latest research said that there is no fishing at Dalton Lake. There should be more info about birding. Dunn asked if they coordinate with Duggan on what needs to be changed. Duggan said she will check in with Jenny and Woodruff about what should be changed, she asked Pettit to send her in writing what needs to get done.

5. RFP Parks and Master Plan Update

Dunn said that since it was discussed earlier and to move forward.

## OLD BUSINESS

No topics

## DISCUSSION ITEMS

Vote on who should be on commission and decided to vote privately.

Dunn said Dana Lathrope got most votes.

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

Voting Yea: Chair Dunn, Commissioner Blumenthal, Commissioner Woodruff, Commissioner Pettit, Commissioner Sundeen

Recommend John Brewington for the vote,

Motion made by Commissioner Woodruff.

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Commissioner Pettit, Commissioner Sundeen

## OTHER BUSINESS

Blumenthal brought up Nob Hill Nature Park, they need to control how people treat the park and what they do in it. Dunn mentioned making signs to help

Morten mentioned they will be continuing the 5th street trail. Martin agrees that signs would help with camas. reach out to other places to see how much it would cost. McCormick has also been having people going off trail which is harming plants near the creek.

Belcher, Dunn and Morten update on The Botanical Gardens, they have the blackberries, ivy, and hollies out of there and got the trails cleaned. Dunn thanks parks staff for getting the holly.

Dunn said there is an updated version of the Master Plan recommendations. Belcher mentioned kiosks at the parks, and Dunn said it's been updated.

Brewington mentioned he will be absent next week.

Dunn said first Monday will be the meeting on Feb 7th.

## **ADJOURNMENT**

5:07