



# **PARKS AND TRAILS COMMISSION**

Monday, March 13, 2023 at 4:00 PM

HYBRID: Council Chambers & Zoom (details below)

---

## **AGENDA**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Approve February 13, 2023, Minutes

**VISITOR COMMENTS:** Limited to three (3) minutes per speaker

### **NEW BUSINESS**

2. Draft Grants Subcommittee Guidelines - Jennifer Dimsho
3. Columbia View Park stage - Commissioner Jacobson
4. Interview Subcommittee - Chair Lathrope
5. Municipal Code Review - Chair Lathrope
6. Park Field Trips - Chair Lathrope
7. Dalton Lake & Walnut Park update – Vice Chair Pettit

### **OLD BUSINESS**

### **ACTION ITEMS**

### **STAFF REPORT**

### **COUNCILOR'S REPORT**

### **DISCUSSION ITEMS**

### **SUMMARIZE ACTION ITEMS**

### **ADJOURNMENT**

### **VIRTUAL MEETING DETAILS**

<https://zoom.us/j/92489939761?pwd=bEp5MXZXQ2tPQ1ArTHpnQ1ZudU01QT09>

Meeting ID: 924 8993 9761

Passcode: 837150

---

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217.



# **PARKS AND RECREATION COMMISSION**

Monday, February 13, 2023 at 4:00 PM

---

## **DRAFT MINUTES**

### **MEMBERS PRESENT**

Commissioner Howard Blumenthal  
Vice Chair Lynne Pettit  
Chair Dana Lathrope  
Commissioner Paul Barlow  
Commissioner Scott Jacobson  
Commissioner Lauren Gonzales  
Commissioner Jacob Woodruff

### **STAFF PRESENT**

Melisa Gaelrun-Maggi, Parks Administrative Assistant  
Buck Tupper, Facilities Maintenance Supervisor  
Brandon Sundeen, City Council  
Crystal King, Communications Officer  
Suzanne Bishop, Library Director

### **CALL TO ORDER – 4:03pm**

### **APPROVAL OF MINUTES**

1. Approval of Minutes of January 9, 2023

Commissioner Jacobson corrected that he wanted both Parks websites. Pettit correcting that Buck thought Planning worked on grants, not Accounting. Pettit wanted "agenda items cc'd to Commission members" before putting on agenda.

Motion made by Blumenthal to approve minutes as read with changes, seconded by Gonzales.

Voted yea: Blumenthal, Pettit, Barlow, Jacobson, Gonzales, Woodruff.

### **NEW BUSINESS**

#### **2. Bylaws proposed by Council**

The Commission looked over the bylaws with the name change from Parks & Recreation to Parks & Trails.

#### **3. Godfrey Park plans - Council Birkle**

Council Birkle was not in attendance but had a printout available about Godfrey Park plans. The Commission decided they will look over the handout and discuss the plans at the next meeting.

#### **4. Schedule for Park update presentations - Chair Lathrope**

Chair Lathrope asked when the Commissioners would like to have their presentations. Vice Chair Pettit will present Dalton Lake and Walnut Tree in March. Commissioner Gonzales will present Civic Pride Park in April. Commissioner Blumenthal will present Nob Hill in May. Commissioner Woodruff will present 6<sup>th</sup> Street Park in June. Chair Lathrope will present Campbell Park in July. Commissioner Woodruff will present Sand Island in August. Commissioner Woodruff suggested presenting McCormick Park and the

BMX track in the same month, possibly September. October was suggested as the best month to present Heinie Heumann Park and Columbia View. November was suggested for Godfrey Park and the Botanical Gardens. Chair Lathrope will review what kind of format will be best for park presentations.

#### **5. Citizen's Day in the Park - Chair Lathrope**

Chair Lathrope asked who will be attending. Vice Chair Pettit said she will bring a canopy, banner, and table. Commissioner Jacobson said he will be there all day and can bring a table. Commissioner Gonzales stated she will be there and will bring tables and chairs. Commissioner Barlow will also be there but for the bike shop. Commissioner Blumenthal will also be there but at two booths. Chair Lathrope would like to present something about the Japanese gardens. Commissioner Blumenthal would like them to give tours of the Japanese garden. Council Sundeen has a history game he can bring. Chair Lathrope plans on being there all day. Commissioner Blumenthal thought it would be a good idea to have a handout for upcoming work parties. Chair Lathrope wants to talk about Citizens Day again at the May meeting.

#### **6. Park Municipal Code - Commissioner Blumenthal**

Commissioner Blumenthal brought up the leash law in the Municipal Code. He feels it needs to be updated to include Grey Cliffs and Heinie Heumann Park. He also feels it needs to be clear about exactly how long the leash can be. He says he found somewhere that says six feet, and somewhere that says sixteen feet. Chair Lathrope feels that the Parks Commission needs time to review all the leash laws. Council Sundeen found code 8.24.190 that states six-foot leash in City parks. Crystal King was able to find code 6.04.040(-6) that states sixteen feet.

### **OLD BUSINESS**

#### **7. Park Assignments Update**

Chair Lathrope asked if anyone wanted to change the parks that they are assigned to. Pettit wants to know what the Parks Department does over at Sand Island. Tupper believes that Brad Hendrickson has mostly taken over all responsibilities on Sand Island. Jacobson has some questions about the construction going on at Sand Island. The general agreement was that they are building cabins. The Commission would like more communication about activities on Sand Island. Lathrope would like to have more park field trips.

### **STAFF REPORT**

Tupper asked what the Commission would like to hear out of the staff report. Chair Lathrope said that she would like to hear about construction, vandalism updates, and park areas that need work.

Vice Chair Pettit would like to hear about new processes. Tupper mentioned that all the white poles that were rotten have been removed. All the white rocks that were at McCormick Park were removed to help with mowing and weeding. He would like to install concrete curb stops instead. Chair Lathrope was wondering if they could do that at Campbell Park as well.

Tupper also mentioned that they have trimmed trees and went on a tour of Nob Hill.

He spoke with Commissioner Belcher about the Urban Trail, and they have found concrete stamps as a sign option instead of poles.

They have found that there is power at Walnut Tree Park, and they are going to remove it.

He received a quote for the rotting light poles at Campbell Park, not including the electrician. There is a lot of work that Parks can do themselves once PUD shuts the power off that can save money. He is meeting with PUD and Peak Electric at McCormick Park to talk about more power for Citizens Day.

Tupper talked to Chip Bubl who is going to work with Parks employees to get their spray licenses.

Jacobson asked which pavilion at McCormick Park the new power would be it. Tupper thought it will be the one by the bathrooms, but it will require more discussion.

Tupper brought up the progress that the Little League is making putting down new dirt at the McCormick Park ball fields.

### **COUNCILOR'S REPORT**

Councilor Sundeen spoke of the last City Council meeting which was about how commissions can be more effective. He advised the Commission to try and be mindful of staff time when having meetings. Make sure things get on the agenda and be mindful of each other's time.

### **DISCUSSION ITEMS**

Blumenthal mentioned the March 4<sup>th</sup> Work Party at 5<sup>th</sup> Street Right-of Way and April 1st Work Party at Nob Hill.

He also mentioned that there will be more benches added to Nob Hill.

Blumenthal would like to suggest that when guest staff attend Parks Commission meetings that they are put on the front of the agenda so they can get in and out in a timely manner.

Jacobson mentioned the stage location at Columbia View Park and that he is working on a resolution.

Pettit followed up with Tina Curry about the t-shirts to raise funds for Parks. There is no time frame currently for the release.

Pettit talked about the blackberries that were cleared out at Dalton Lake with the help of the Parks staff.

### **ACTION ITEMS:**

Chair Lathrope suggests they look over the dog leash municipal codes and talk about them at the next meeting.

The Commission should be thinking of days they would like to do field trips of the parks.

### **ADJOURNMENT - 4:56**

# DRAFT

## Parks & Trails Commission Grants Subcommittee Questionnaire

The following questionnaire should be completed by the grants subcommittee members prior to engaging with staff about the grant application. In addition to responses to these questions, **please provide a link to the grant website/guidelines with your emailed questionnaire to staff.**

### 1. What type of funding agency is it?

#### a. Federal Agencies (EPA, DEQ, CDBG, NRPA, etc.)

- i. Federal grants are likely to be in excess of \$250k and require more than volunteer effort to prepare
- ii. **Highly unlikely staff will support** a Subcommittee application for federal funds due to the high complexity of applications and management capacity

#### b. State Agencies (OPRD, SHPO, OSMB, DLCD, etc.)

- i. Staff will review on a case-by-case basis
- ii. **Unlikely that staff will support** a Subcommittee application for state funds because more often than not, the City already has plans to apply to many eligible state grants

#### c. Private Groups/Foundations (Oregon Community Foundation, MODA, Ford Family Foundation, etc.)

- i. Usually smaller awards, shorter applications, less rules about how funds can be used, easier to manage, simpler project reporting
- ii. **Staff will likely support** a Subcommittee application for private groups/foundation funds

### 2. Determining Eligibility

- a. Are local governments eligible?
- b. Does the Parks & Trails Commission support the project grant application?
- c. Is the proposed park or trail project in an adopted plan or otherwise supported by Council by resolution/ordinance?
  - i. Parks & Trails Master Plan (2015)
  - ii. City Council Strategic Plan
  - iii. Sewer/Water/Storm Master Plans (2019)
  - iv. Park-specific site plans (Godfrey, Columbia View Park, Campbell Park)
  - v. City Council Resolution No. or Ordinance No.
- d. Does the City have the required matching funds?
- e. Does the City have the staff capacity to manage the project and grant if successful?  
Approval from the following departments is required prior to application:
  - i. Public Works Dept. (if project includes in-kind work by PW crew)
  - ii. Planning Dept. (for compliance with adopted plans and if project includes in-kind management by staff)
  - iii. Engineering Dept. (if project includes in-kind project management by staff)
  - iv. Finance Dept. (for compliance with adopted budget)
- f. Are there other partner agencies that need to be involved? Do you have support from any relevant partners?

## DRAFT

- i. St. Helens School District
  - ii. Columbia County
  - iii. Scappoose Bay Watershed Council
  - iv. Aquatic District
  - v. Friends of Groups
  - vi. Others?
- g. Does this project compete with other eligible projects for the same funder? (i.e., Asking for \$500 for an eligible project when there's another eligible project that is \$20,000 from the same funder?)

### **3. Preparing Grant Application**

- a. Who will be responsible for the following?
  - i. Narrative (Responses to application questions)
  - ii. Letters of Support if required
  - iii. Budget
  - iv. Site Plan(s) if relevant
  - v. Project Timeline
  - vi. Other required attachments?