



# **PARKS AND RECREATION COMMISSION**

Monday, March 14, 2022 at 4:00 PM

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## **AGENDA**

### **CALL TO ORDER**

### **APPROVAL OF MINUTES**

1. Approval of Minutes from January 10<sup>th</sup>, 2022 and February 7<sup>th</sup>, 2022

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

### **STAFF REPORT**

### **COUNCILOR'S REPORT**

### **NEW BUSINESS**

2. Property Lines on 5<sup>th</sup> ST Trail
3. Nob Hill Nature Park.

### **OLD BUSINESS**

4. RFP Update

### **DISCUSSION ITEMS**

### **ADJOURNMENT**

Topic: Parks & Rec Commission

Time: Mar 14, 2022 04:00 PM Pacific Time (US and Canada)

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# PARKS AND TRAILS COMMISSION

Monday, January 10, 2022 at 4:00 PM

## MINUTES

### PRESENT

Chair Carmin Dunn  
 Commissioner Jerry Belcher  
 Commissioner Lynne Pettit  
 Commissioner Paul Barlow  
 Commissioner Howard Blumenthal  
 Commissioner Brandon Sundeen  
 Commissioner Dana Lathrope

### STAFF PRESENT

Councilman Doug Morton  
 Shanna Duggan, Parks and Rec Manager  
 Sheri Ingram, Public Works Office Assistant  
 Erin Bird, Parks and Recreation Admin  
 Matt Brown, Finance Director

### ABSENT

Vice Chair John Brewington  
 Commissioner Jacob Woodruff

### OTHERS PRESENT

Emily Martin

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

1. Welcome Commissioner Dana Lathrope

Dunn said welcome Dana Lathrope, Lathrope is not present yet due to technical difficulties.

### APPROVAL OF MINUTES

2. Approve Minutes of 12/13/2021

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Belcher. To approve minutes of December 13, 2021

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

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

Martin said last Wednesday they successfully installed the last plants at Nob Hill Park, other than regular maintenance during Spring and Summer this project is wrapped up. Martin said there is a possible small grant project starting with a landowner who is adjacent to the project site.

**PARKS & REC MANAGER'S REPORT**

Duggan said:

- There have been many upticks in COVID and contact tracing.
- McCormick Park trails are flooded currently and be cautious. Once the water goes away, they can look at trees and see how many are down and need looked after.
- The zipline is fixed, there are some issues with drainage at the playground.
- The surfacing is completed at the sports park at Campbell Park, Duggan said she sees it being used over the weekend.
- Basketball season started, there are 110 participants, we are doing 3rd-6th grade teams due to the lack of gym space with remodels at the High School.
- There are a lot of Grant Opportunities coming up.
- Trail opportunities for the Masterplan. There is an in-depth trail-system plan in the City of Portland. Duggan urges everyone to take a look and become involved in what is going into the Masterplan
- In the last 60 days there have been over 522 registrations, the revenue brought in is about 20,000 dollars in the last 60 days. The money goes towards buying local for supplies, staff, and youth programs. It is thriving and doing well, they will see how this COVID uptick goes and they are following along with the schools when it comes to closures. They limit how many participants are at programs, mask wearing and cleaning.
- Interviews are the Parks Utility 1 position, there were 34 applicants, they took top five.
- Looking towards the summer, start thinking of work parties and such. Art in the park will be happening. Blumenthal asked what type of program it is and Duggan said it is in the works. Blumenthal asked if it'll be a couple days and be like a bizarre setting with booths and Duggan said that is what she is looking for, but keeping it hands on. Lathrope said she had an annual showing that lasted 3 days over a weekend in another town smaller than St. Helens and it had arts and music from locals, it resembled a Saturday market and but focused on local only.

**COUNCILOR'S REPORT**

Morten asked if Duggan presented standards that the trails need to follow, and Duggan said she made a presentation regarding standards they want the trails to follow and how she discussed with the group about the trail standards in the City of Portland. Duggan said she'll send a link to all. She said it is going to include the trails from all the parks around, it is on the RFQ then soon RFP. Belcher requested more information on what an RPQ is. Duggan explained an RFQ is a request of qualifications, the RFP is the submit of permanent proposals, she said it dials in on what is good and what needs attention. Morten asked if everyone has the RFQ documents, about 60 pages, Duggan will send it out. Morten mentioned how the Spirit of Halloweentown made three quarters of a million dollars for Tourism, this is after expenses were paid. The event director reported to the council with this information, she oversees this money, the Tourism spends it where it needs it, he said that Nob Hill made a fraction of the money. The money can stay in Tourism, Morten says that trails is a big part of that, he did a search on the design and function of trails because it will be a huge part of it, they will happen quick and for the it'd be important for the Master Plan. There will be involvement in the trail that goes South on the waterfront, in front of the paper mill and down towards Milton Creek and in McCormick Park, Morten says he hopes for this to be put into the Masterplan. He looked in the Masterplan and there are some put in by Dimsho some sections of that trail on the riverfront. Morten said it is timely with the riverfront. Things are coming along with Campbell Park and Duggan reports it well and should be timely now. Morten felt there were a lot of missing pieces before and he is thankful for Duggan being there to give report and him as well. Morten assured this will be more helpful.

Barlow asked where her office is located, Duggan said she is at the 2625 Gable Rd location but is able to meet at other locations. Belcher asked when the new person is hired, where will they be when they come in, Duggan said they are entry position and as for looking for a supervisory on the parks side, she is looking to see if they need.

## NEW BUSINESS

### 3. **Columbia View Park Expansion**

Dimsho is sharing a rendering on zoom. Dimsho introduced the Riverfront Site Plan, she said there was an open house where this was presented to the public, you can also check online for more info. Dimsho said this will be presented at the next council meeting, they will recommend an expansion of .6 acres, it will go before the planning commission meeting in the February 8<sup>th</sup> meeting. Dimsho is hoping to get a motion to move forward with the plan. Dimsho mentioned in the 2015 Masterplan, expansion of property. Riverwalk access and stage and increase capacity, Dimsho is focusing on just the expansion of the park. This design is at 30% level. This will get more consistent as it comes along. The new stage will be shifted back from the gazebo with a permanent dance floor and some seating made from concrete. The stage, there are renderings online, its only 30% complete. it will have a moveable back, it will remain unconstructed when not in use. it will be like a barn door. Dimsho continued further south, the park will be expanded closer to the river. there will be grading. There will be concrete walls put in, there will be a mountain viewpoint. There will be an opportunity for signage and more. There is storm water drainage, a landscaped area and a street expansion. it will be similar to Seaside, Oregon where it turns you around to the street. There is enough space to unload and travel by. There will be an ADA accessible area and that is the only area where ADA accessibility is. Dimsho mentioned a berm at the park, the berm is a few feet and will add some elevation to the park, a fun play area for kids. This will get recommendation at the next council meeting. The money will be spent appropriately through the amount of acreage and adds to the urban plaza acreage.

Dimsho asked for questions: Dunn asked about the money being used in the roundabout, will it go into parks or road structure, parks are used only for parks and the street will not be included in that. Dunn also asked how many feet the expansion will be, about 150 ft. Blumenthal asked about the roundabout, it is a very good idea, Dimsho said it will be quite accessible, she related with McCormick and said it has a small street system in it. Blumenthal asked will it be able to be used with vendors and Dimsho said there will be a designated spot used just for that. Belcher asked about Godfrey needed different play equipment, and Dimsho said there was some design but then it went away, Belcher mentioned his concern of this being forgotten like Godfrey. Dimsho said it depends on capacity. Dunn said what happened with Godfrey was the changes of staffing and turnover it kind of didn't happen.

**Motion** made by Commissioner Blumenthal and seconded by Commissioner Pettit to recommend expansion of Columbia View Park.

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

### 4. **Tourism Impact and Funding Allocations**

Dunn explained that there is 3/4 of a million dollars to tourism, make a recommendation to city council to bring some of the funds to parks, parks like Columbia View Park, Nob Hill Park and just trails in general. Belcher said the money from tourism, from Spirit of Halloweentown, that money was spent and deemed necessary. It must be specifically revenue, if the city has discretion to spend it on the parks from Spirit of Halloweentown money. Duggan said if things are being impacted by Tourism, it can be used to replenish those types of things. Morten said that the money for Tourism stays in Tourism, it is up to the Tourism Director make the call to take the money to other places. The Tourism has been an ongoing situation. There are many different things that have been suggested by Council, Morten said it is complicated and when the budget meeting gets unveiled, he will have more answers. Dunn asked about Nob Hill getting money, Morten said Curry has already mentioned a better way to facilitate next year, Morten said we need to hear what's in mind. Morten said for an example; Curry wants to do the sandcastle challenge, Curry wants to make it bigger and buy a ferry, she wants people to easily get there from around town and to purchase a tram, she sees a future in Tourism. Morten said that Curry has turned the town around with tourism. Morten said he does not know how to go about requesting money. Dunn asked the best path to take is to request through City Council to set forth a process. Morten said its going to get ironed out. How will the Tourism money be utilized. Curry can rationalize money that goes into Nob Hill, then it will be utilized by Tourism. Dunn said that they need to make a motion to city council. Morten agrees and says it will be appropriate. Belcher said from a conversation he had with Brown, if the ticket sales go towards Nob Hill Park than you can see it as a direct payment. Brown said that the spending of the tourism funds is up to the Tourism Director, the Council can think of a policy, recommend a policy, if parks are used for events, then they should receive some of the funds. Dunn asked about a contract is getting rewritten towards Tourism. Will there be more direction? Brown said that question is best towards Morten and Walsh. Belcher said when parks are being directly used by tourism, then a portion of the money should go towards the park's improvements. Lathrope, say funds used towards 13 nights, however the revenue comes from vendor fees, does some of the revenue come from the vendors? Is that space in front of the courthouse is owned by county? Morten said in the permit system, there could be some verbiage, if Tourism wants to use a park, how much money being used in the permit. Morten reminded this is new, the paper mill when away and now what. Tourism is a clean industry. It is going to revitalize the economy here. Morten said that there is a lot to be done, and parks is in the middle. Brown mentioned about revenue, The Spirit of Halloween town is special but keep in mind there are many different events that don't many money such as 13 nights, this is done because The Spirit of Halloween town makes plenty of money to get through the other events. Fees an permits, there are usually costs but are waived. Duggan said she wants some kind of funding towards the parks when used during Tourism events, like toilet paper, garbage and such. Look into the impacts towards the parks, making sure there's enough supplies. Dunn said just general improvements, if its an annual event then maybe making improvements towards the park being used for the event make it benefit. with the parks and recreation masterplan there will be this type thing brought up. Blumenthal asked if there will be surprises again, having an event without input from others. Blumenthal mentioned he is re-graveling Nob Hill Park. Blumenthal thinks this should have happened within a month after The Spirit if Halloweentown. Dunn said this is something we want to try and get ahead of for next time. How can we get to the support and funding towards the next event. ettit agrees with the wording to develop the proposal. Lathrope asked about estimating.

**Motion:** Motion made by Commissioner Lathrope and seconded by Chair Dunn to recommend to Council that when tourism uses a city park when it is charged for, then a portion of proceeds should go towards park improvements towards that park.

Voting Yea: Chair Dunn, Commissioner Barlow, Commissioner Belcher, Commissioner Lathrope, Commissioner Pettit, Commissioner Sundeen Voting Nay: Commissioner Blumenthal

## 5. Dalton Lake Report-Lynne Pettit

Pettit said cities offer a great challenge to sustain species, it is a great opportunity to preserve nature. Walnut tree park is doing great there is no damage and the library is getting lots of books. Dalton Lake is it doing well, there is a lot of seeding. May will be a work party, there was a donation of \$460. In October the kiosk was installed, hopefully the signs will come by March 22<sup>nd</sup>, one bench, signs, kiosk, three other benches, new plant species signs with QR codes and is in the works. Dunn said with the signs and QR codes could be used in other parks it would be nice to see some consistency with all the parks. Pettit offered bringing a picture of what they have there.

## DISCUSSION ITEMS

### New Vice Chair/Chair

**Motion:** Motion made by Commissioner Belcher and Seconded by Commissioner Blumenthal to nominate Commissioner Brewington as Chair and Commissioner Pettit as Vice Chair.

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

Blumenthal will be first sat April work party. The bridge on nob hill is floating. Belcher said the urban trail, he counted people on the river walk, 20 people. The urban trail will connect the trails and you can see sand island. The urban trail will bring people to town, Belcher have walked many trails and this needs to get to the Master Plan. They need a barrier along the trail, Belcher said he will not let this go away, this is something that will benefit the City of St. Helens. This will bring people to the trail, he wants to give people the parks brochures. Pettit is making suggestion towards Master Plan, can use on Millard Property, make a golf course. It will protect the old oak trees. Belcher said a golf course is expensive. Pettit said to walk the property see if it can be done, or they can make a driving range. or a short course. Dunn said to bring this up with Brewington next time.

Pettit will be out of the state next meeting

Lathrope thanked everyone for walking her through this. Lathrope is going to recommend trail definition and marking for the botanical gardens and use Pettit's idea with the signs and QR code.

Dunn said that she can add that to our list, have all ideas compiled.

Belcher said every park should have a kiosk with a map of trails marked out. Get some cobblestones as found in portland and be near kiosks.

## ADJOURNMENT

5:43 p.m.



## PARKS AND TRAILS COMMISSION

Monday, February 7, 2022, at 4:00 PM

### MINUTES

#### PRESENT

Vice Chair Lynne Pettit  
Commissioner Carmin Dunn  
Commissioner Howard Blumenthal  
Commissioner Jacob Woodruff  
Commissioner Paul Barlow  
Commissioner Brandon Sundeen  
Commissioner Dana Lathrope

#### STAFF PRESENT

Shanna Duggan Parks and Rec Manager  
Sheri Ingram Public Works Office Assistant  
Councilman Doug Morten  
Erin Bird Parks and Rec Admin Assistant

#### OTHERS PRESENT

Dan Davis

#### ABSENT

Chair John Brewington

#### CALL TO ORDER

4:04 p.m.

#### APPROVAL OF MINUTES

Approve minutes next month March 12th.

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

Dan Davis is here to listen.

#### STAFF REPORT

Duggan stated:

- There have been some server issues popping up which is why there has been some confusion and lack of communication and that she apologizes.
- Campbell Park bathrooms will be shut down earlier than normal due to students vandalizing right after school.
- The new rubber on the basketball hoops have been ripped down at Campbell Park.
- Recreation printed an activity log and in the last 60 days there have been 400+ registrations. They have dealt with 119 in registrations. Dunn asked about where the registrations come

from non-residents, Duggan said Warren and Columbia city is many non-residents. There has been a newspaper article.

- It's time to think about Spring Work Parties, give Parks and Rec the info for that soon. Duggan mentioned she would like to see work parties in other parks that don't normally get them.
- Art in the park will be August 20th and Parks and Rec will be inviting artists and they will come and show their art, dance, gardens, paintings, etc.
- Citizens Day in the Park is getting planned. Duggan is in charge and would like some to be involved, it will be on June 20th. It will be a 10 or 11 o'clock start time with lunch and such.
- St. Helens Softball will be starting soon. There is a lot of youth and some adult and older than 18.

## COUNCILOR'S REPORT

Morten counts the amount of people in the Council Chambers, there are many people on zoom.

Morten said that Council felt the proposed policy with the Parks Department needs to be polished. As this was discussed there is some language in the permit regarding cleanup of Parks. Council approved that damage that has occurred to who is holding the permit, any maintenance is looked at by staff and recommended and cleanup will be. Some of this is in place and some of this is an agreement. For example, a parade permit, the one who is holding the permit is responsible for clean up, you charge \$100 or \$200 to clean up. Another example is like renting a car, there should be pre-inspection with permits and at the end parks staff should look and check for any damage or clean up other than the charge to follow up. When individuals leave the area, it will need to be inspected; the park staff will need to inspect when the permit holders leave the area. Whether than put down deposit we put down a card on file. Like if there is a birthday party and there is some duct tape left behind then they can charge the card for this. Morten has another example Curry wants to use a park for a month. There should be checks throughout the process and time it is reserved. Every now and then during the time, staff can come, and check and Curry can be alerted regarding the problem and the staff will be alerted. If there is documentation regarding the issues of the parks, it can be rectified financially. Morten put this into the work session, Council had no problem agreeing with this. Barlow asked if this process was being modeled in other communities, Morten said it has been used in Portland Parks for years. He said you'd go to the spot you reserved and if anything was there in the beginning and he said you must mention it before. Barlow asked about on weekends do they have to be there. Morten mentioned that they can be there Friday afternoon before the weekend activities. Barlow questioned what if the wedding leaves a mess on 1 pm Saturday then it sits through Sunday, Barlow said this could be applied to ball fields being used. Morten mentioned it could be a photo taken when they leave. Morten would like the Parks and Recreation staff to come up with a method. Dunn said that staff may not have capacity to do this with every reservation. Duggan said that it is going to get revamped, the permit needs to be more user friendly. Duggan said some feedback may assist with these methods. We want to find a method that will keep the parks clean. Belcher said if the person has a permit they should have a legal document, attorneys should review it. There should be a pre-permit walkthrough and pre-permit documentation. Morten said you could take a photo of the space before and after the event. Things before and after would be documented through the photos. Belcher feels as if there should be pre-event documentation. There should be post-event documentation such as a photo or document. There should be a mitigation process. Such as Nob Hill, Blumenthal found a lot of damaged it there may have been some disagreement between city and permit holder. Sundeen said this is a good way to protect the parks and he has rented the parks and he said it was an unpleasant experience, both times it is filthy with broken glass, cigarette butts, and the garbage was full. He asked when a family's rents a space what are they going to pay for. Maybe if someone is paying for



this park reservation maybe there should be some guarantees. Morten said that he should be able to get money back from an experience as such. Belcher said you get a permit; you take a photo, and it looks like not how you want it. Can they go to the staff and ask that things be cleaned up? This can be a way to help clean up the parks. Woodruff said he would get to his reservation early and he said that there should be a number to call a staff should come out to clean up. Blumenthal said sometimes damage may or may not be visible until later. He said wildflowers don't grow until spring and he won't know of any additional damage until then. Morten said he should document a year after the event. This could be a yearlong permit. Curry will need to pay up to replace anything that is popping up. Blumenthal recommends there should be a intensive look at from the many thousands that came through. There were 100 per hour, maybe about 3,000 people coming through. That can cause a major impact. Morten said he asked Duggan to share a trail method link he sent to her. It is good to discuss the many different things we need to do to iron out this and the process will take a while, but it is on the radar. Blumenthal is asking how to fix this as well, bring in heavy equipment that might affect the trails and nature. Belcher said that its peculiar that many people went through there and if we expect that next time, we need some assistance and someone to monitor it, maybe it should be marked ahead of time with engineer's tape. Maybe the areas that are sensitive need signs and to be marks off. It was mentioned Curry will come to the Parks Commission. Lathrope said she is thankful of this plan moving ahead, she asked about considering the scenarios say the small rental vs permit large events. The bigger ones need to have a person walk through and document and periodically during the event time, all throughout the month and a half the event is happening, put some barriers in. Dunn said that it is important to think about what mitigation can be used to help and try to plan and assume a lot will go through. The plaza has changed for the assembly of people. In the plaza, going from the parking lot to the seating area you can go into or in front of the ceremony or walk in the grass and with the gazebo and there is a sidewalk. Morten wants to encourage everyone with iron in specials projects, come to the Budget Committee meetings. He said he wants them to come to meetings. it is important. Dunn asked Morten to please send this information. Belcher said he is hoping Dunn would come to the urban trail, maybe wait until the March meeting, and would like to go over the trail.

## NEW BUSINESS

John is resigning from Parks and Commission. Dunn said it is time to reelect chair and Vice Chair Dunn said she may put Pettit on chair.

Motion made by Commissioner Belcher to elect Pettit as the new Chair, Seconded by Commissioner Blumenthal.

Voting Yea: Commissioner Dunn, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Vice Chair Pettit, Commissioner Barlow, Commissioner Sundeen, Commissioner Lathrope

Motion made by Commissioner Woodruff to elect Sundeen as Vice Chair, Seconded by Commissioner Blumenthal.

Voting Yea: Commissioner Dunn, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Vice Chair Pettit, Commissioner Barlow, Commissioner Sundeen, Commissioner Lathrope

## DISCUSSION ITEMS

2. Field rentals and trade time for work

Duggan said that Girls Softball has not been charged to use the Boise fields and Campbell fields, they maintain them. but they now get charged \$5 for using them. There has been talk of trading work maintained for field use. What is the liability with this with volunteers? Maybe someone does something the Parks does not want done. Some examples are the Board had to come to the City or Parks staff and it is improved and then traded for field usage. Duggan feels like say someone puts in 80 hours to maintain, should they put that much. Is this something that should happen? Woodruff said there is a lot of time being put into making the fields look nice. They should get a discount or break. A Parks representative should set what it should look like. Duggan said that the rate is very small, 5 an hour, how much do we discount when it comes to having to use fertilizer and weeds. There used be a permit to use athletic fields, they were exclusive use permits and now they are no longer being used. Dunn mentioned she thought this was settled and Duggan is going to investigate it more. She said this needs to be updated along with the special use permit needing to be updated.

3. Talk about how to post an area that is fragile and trying to be restored

Blumenthal wants this to be solely done. He said there is a camas bluff that people are laying in. Blumenthal has mowed it; the camas is starting to grow and how to post that camas is fragile and it needs to be marked that it is sensitive. Blumenthal states that he wants to preserve the camas fields. Pettit said that there could be signs that say, "do not disturb". If citizens are not abiding, then they'll need more signage. Morten asked if the camas bulbs could be transported to other areas, some of it would have to be sacrificed and replanted or to start new development. Morten thinks it's good to regulate people in the Nature Park. Blumenthal mentioned that camas likes growing in shallow soil with rock underneath, maybe build a boardwalk and that'd keep people off the ground and walking in the wrong areas. Belcher said he did not like that the camas meadow near the highway and replaced with bark. Belcher takes camas and has planted it in his yard. Belcher said if you want to transplant it but do so with expert assistance. Pettit said to try called Lana Pierce they will know how to properly do that. Morten said a sign stating "sensitive areas, please stay on path" Pettit got a donation for the signs. Duggan said she'll have a budget meeting and can investigate more signs for Nob Hill during 2022 and 2023. Belcher said next time there is a budget committee he would like to take part. He will find out when it is, and he'll keep Blumenthal and Dunn in the loop. Blumenthal said he's been moving gravel into the park. Blumenthal also said April 2nd is the next work party and Emily Martin will be doing a section of it. April the 3rd will have Native Plants Society come out and look. Blumenthal found out that there are some students from PSU that makes maps and we've been talking to Dimsho and Duggan about getting a rough draft of Nob hill. Woodruff is asking about how Brewington is and if we can just choose the person form last opening. Lathrope is asking about signs, will it be something they'll look at shortly. Lathrope would like to donate a couple 100s to the project,

## ADJOURNMENT

5:35 p.m.