



PARKS AND RECREATION COMMISSION

Monday, December 12, 2022 at 4:00 PM
HYBRID: Council Chambers & Zoom (details below)

AGENDA

CALL TO ORDER – 4:00pm

APPROVAL OF MINUTES

1. Approve Minutes of October 12, 2022

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

NEW BUSINESS

2. Discussion of HB 3115 - Jacob Graichen, City Planner (15 min)
3. Mural & Graffiti prevention - Commissioner Lathrope (10 min)
4. Parks Internet Presence - Commissioner Jacobson (5min)
5. Bylaw changes – Chair Pettit (10min)
6. Interview Panel Sub-Committee - Chair Pettit (10min)
7. Appoint & Vote Commission Members (10 min)

OLD BUSINESS

9. Update: Urban Trail – Duggan (5min)

ACTION ITEMS

10. Follow Up: Dog Park & McCormick Park Safety – Chair Pettit (5min)
12. Follow Up: Tracking Grant Time – Chair Pettit (5min)

STAFF REPORT

13. Semi Annual Report - Duggan (15 min)

COUNCILOR'S REPORT

OTHER BUSINESS

SUMMARIZE ACTION ITEMS

ADJOURNMENT

VIRTUAL MEETING DETAILS

<https://us06web.zoom.us/j/87080090135?pwd=cXA0VDVzOWdCOERYWVNhb3hHZzIPUT09>
Meeting ID: 870 8009 0135
Passcode: 650810

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 or call 503-366-8217.



PARKS AND RECREATION COMMISSION

Monday, October 10, 2022 at 4:00 PM

DRAFT MINUTES

MEMBERS PRESENT

Commissioner Howard Blumenthal
 Commissioner Jacob Woodruff
 Chair Lynne Pettit
 Vice Chair Brandon Sundeen
 Commissioner Scott Jacobson
 Commissioner Dana Lathrope
 Commissioner Paul Barlow

STAFF PRESENT

Melisa Gaelrun-Maggi, Parks & Recreation Administrative Assistant
 Tory Shelby, Parks Field Supervisor
 Shanna Duggan, Parks & Recreation Manager
 John Walsh, City Administrator
 Sheri Ingram, Public Works Office Assistant

OTHERS

Lauren Tacke
 Greg Bartsch
 Kathy Syrstad

CALL TO ORDER - 4:01pm

APPROVAL OF MINUTES

1. Approve Minutes of September 12th, 2022
 Motion made by Woodruff to approve minutes, seconded by Blumenthal.
 Voted yea: Sundeen, Jacobson, Lathrope, Pettit.

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

- ❖ Lauren Tacke is a patron of dog park at McCormick Park and wants to know if there is a fund or something to donate to for a barrier to keep dogs from running into the parking area. She believes there was a dog death about 2 years ago.

NEW BUSINESS

Greg Bartsch & Kathy Syrstad - St. Helens Lions Club

Greg and Kathy gave a presentation via Zoom about the mending and maintaining they have recently done on the exercise stations on McCormick Park trail as well as benches they have installed at various parks. Duggan thanked the group for their help and partnership.

Trunk or Treat - Gaelrun-Maggi

Gave a presentation on possible Trunk or Treat themes for Halloween day asking for input or volunteers. Pettit volunteered to help on Halloween day. Lathrope volunteered to help with decorations.

Expiring Commissions

Pettit and Barlow expressed their wishes to continue for another term. Sundeen would like to continue depending on what happens in the November City Council election.

Parks & Recreation Budget Line Items Presentation - Walsh

Walsh referred to the budget link on the City website. He explained that the Parks budget is under the general fund. Parks does not bring in a lot of revenue besides park fees, however Recreation does bring in some revenue as well as grants. Walsh asked for specific questions from commission and gave a quick overview of line items.

Blumenthal asked about cost of dog bags and revenue from dog licenses. It was explained that the County takes care of dog licenses not Parks & Recreation.

Woodruff asked about Sand Island, it was explained that the City leases the island and that the City get a 10% hotel tax which goes back to the general fund. Woodruff feels that more from Sand Island should go back directly to Parks & Recreation for baseball fields and park equipment.

Duggan says that it is about identifying the hot items and getting funding or grants to complete them. Walsh agreed that Duggan has been great at obtaining grants.

Pettit asked if there are any current outstanding grants, Duggan and Walsh mentioned two that they are currently working on.

Lathrope asked if there is a current project plan that the Commission could check for follow up or help with. Duggan said that there will be.

Pettit would like the Commission to like to start tracking their volunteer time for future grants.

Blumenthal asked how much the past year revenue from Sand Island was. Walsh said he believed it was about \$10,000. Blumenthal asked if since tourism uses the City parks for Halloweentown if some of that revenue could come back to the parks instead of all going back to tourism. Walsh said that if there were specific things in the parks that need upgraded or fixed because of tourism then that sounded fair.

Pettit asked what the next step to get the Urban Trail going would be. Walsh said he believed that would be an engineer's cost estimate. Duggan said that she believes that Zaher and the engineers are working on that. Duggan stated that there is not money in the current budget for the Urban Trail.

Lathrope wants to discuss Halloweentown permits in the Parks Commission before next Halloweentown. Walsh said he could look at it.

Sand Island & Docks - Walsh

There was a survey done of all our docks and they need a lot of repairs due to age. They are in the process of getting estimates and looking at grants. St. Helens Marina is now managing the docks and

the City waterways. There will be more to talk about this at the next meeting after more information is gathered from a limited purpose dock committee.

Heinie Heumann Park - Jacobson

Jacobson brought a paper presentation with pictures he took recently describing the park and its current amenities. He described how the Master Plan relates to the current area including a possible rain garden. This park is not on the list of high priority.

OLD BUSINESS

ACTION ITEMS

Crosswalk Work - Barlow

Barlow brought up the idea of an additional crosswalk closer to the highway. He believes that will be helpful.

Duggan heard from Zaher that an additional crosswalk is not feasible due to ADA requirements, and they are working on another option. Any additional questions can be directed to Dave or Sharon in Public Works.

STAFF REPORT

Duggan talked about how Special Use Permits are now being updated to make them more streamline. New forms will be available in December or January. Duggan explained that permit fees for City contractors such as tourism or with City partners are waived but the rules still apply. Duggan feels that if the Commission wants review permits, they need to go through all of them not just cherry picking some of the permits to review. Blumenthal wants to know if they can just review permits that are over 2000 people. Duggan said that it might be possible to create levels of permits.

Duggan says that she encourages all the small volunteer groups that have an interest in parks to do what they can in all the small ways for the parks.

Maintenance has finished their summer list including the new benches that they wanted to have placed.

Jacobson asked if there is a list of all the "friends" groups or volunteer groups. Duggan says she would like to put together such a list. Lathrope asked if when this list is done, we can put this on the City's website.

Parks & Recreation is working on a Volunteer Program that is more comprehensive including a Citizen Adoption Program that is grouped by park and by season with special benefits that boost buzz and civic pride. Parks & Recreation is looking for sponsors for buckets and grabbers for a new program called Litter League that will be debuting in the spring.

Recreation is now fully staffed so more programs will be coming as well as paper pamphlets for those who like something in hand.

COUNCILOR'S REPORT

OTHER BUSINESS

Sundeen has asked for spot spray of poison oak in the Japanese gardens.

Sundeen said he has heard that people including teachers from the nearby school would like to use Civic Pride Park more but need more care and a sign.

Blumenthal mentioned the upcoming Nob Hill work party. He mentioned that currently rock is shifting on the stairs with the increase of foot traffic during Halloweentown. He feels this need to be addressed before the rainy season. Duggan requested that these requests be sent to her so that maintenance can address it.

Jacobson asked for an update on the possible Boise Park. Pettit says she needs more wetland details. Walsh says the donation of the land from Port to City needs to be timed just right to go with a grant and they are not yet there.

Jacobson and Lathrope said they would help on the Japanese Gardens.

Jacobson want to make sure that the City Council know where he stands on the Overlook project.

Motion: Jacobson make a motion to bring the Overlook Project before the Council with further discussion.

Blumenthal seconded.

Yeas from Commissioners Pettit, Barlow, Sundeen, and Lathrope.

Jacobson wants to know if they can get more high school kids involved in the Commission. Duggan mentioned possibly restarting Youth Council and will follow up with City Council.

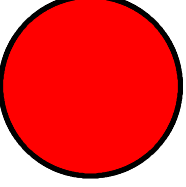
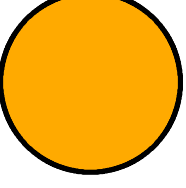
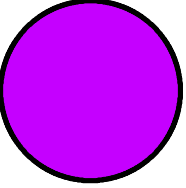

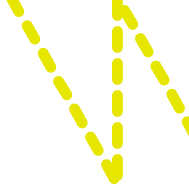
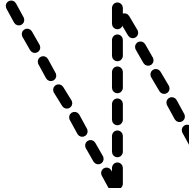
Sundeen mentioned that he feels maybe in the future the dog park at Heinie Heumann could be moved since it gets muddy and a kiosk with the history of the founder.

Duggan gave update on behalf of Emily Martin from Scappoose Bay Watershed that they just finished their native plant sale, the contract has been updated with the appropriate names, and they have plans coming up for volunteer outreach and a several work parties. They are working on upcoming pesticide training with Chip Buble at OSU Extension Service.

Sundeen asked if Emily Martin would be able to take a look at the Japanese garden area. Duggan said she would ask her and follow up.

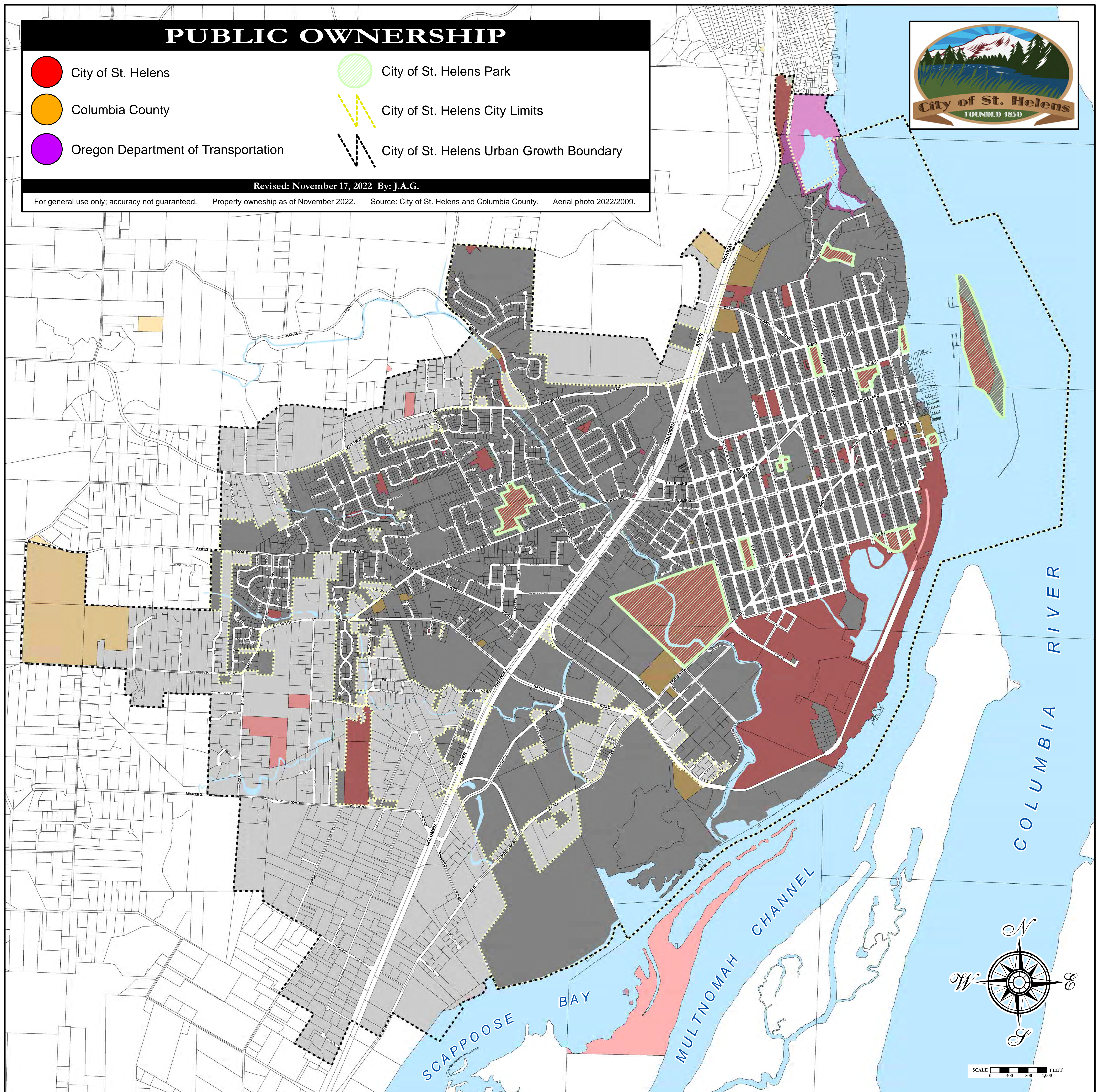
ADJOURNMENT at 6:07

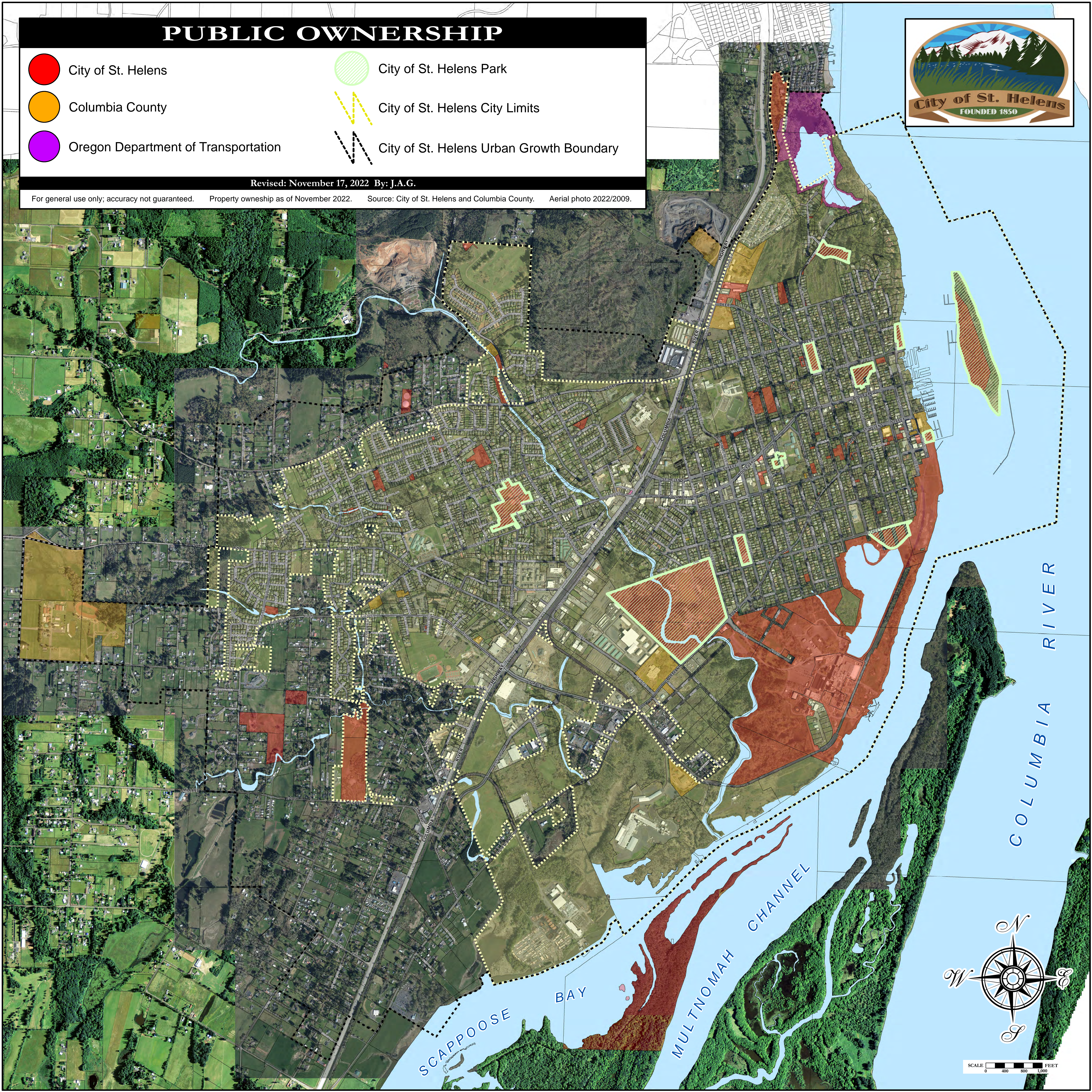
PUBLIC OWNERSHIP

-  City of St. Helens
-  Columbia County
-  Oregon Department of Transportation
-  City of St. Helens Park
-  City of St. Helens City Limits
-  City of St. Helens Urban Growth Boundary

Revised: November 17, 2022 By: J.A.G.

For general use only; accuracy not guaranteed. Property ownership as of November 2022. Source: City of St. Helens and Columbia County. Aerial photo 2022/2009.





Parks and Recreation Division

Semi-Annual Report – December 7, 2022

Shanna Duggan

Parks and Recreation Manager

Tory Shelby

Parks Field Supervisor

Parks and Recreation: By the Numbers

13 City parks with over 135 acres

2 Recreation Facilities

11 Sports Fields

4 other City facilities groundskeeping maintained

3 Parks Staff

8 irrigation systems



Parks and Recreation: By the Numbers

Over 500 programs since
January 1st

52 Volunteers/instructors

New league managed Coed
and Men's Softball



Efficiencies

- Utilizing staff where needed and providing additional office support so that parks staff can focus on other tasks.
- Combined opportunities for grant funding.
- More streamlined approach for work orders and ordering.
- More public outreach with volunteer events and joint programming.
- Joint effort in creating spaces and programming for citizens.



Parks and Recreation Division



GRANTS 2021/2022

- \$25,000 CPCCO Grant
- \$10,000 Blazer PLAY! Grant
- \$20,000 Greys Family Foundation
- \$3,000 Early Learning Hub
- \$21,250 Oregon State Oregon Camps
- \$75,000 OCF 2021 K-12 Summer Learning
- \$25,000 OCF 2021 Early Learning Summer Support
- \$10,000 Additional Blazer PLAY! Grant
- \$1,500 Early Learning HUB
- \$15,000 Early Learning HUB
- \$150,000 NW ESD K-12 Summer Learning
- \$1,000 Portland Trail Blazers/Moda

Total: \$356,750

For recreation programming, supplies, and staffing.

Parks and Recreation Division



What does grant/sponsorship money mean for St. Helens?

- Jobs created especially in the summer for residents mainly high school students.
- Locally sourced contract instructors. Example: Vertex Gaming Co. Tween/Teen Nights, Art By Hope paint classes, Amy Nevitt sewing classes, Case Creations cookie decorating class, and more.
- Increased offering for various interests.
- Locally sourced products for programming.
- Facilities upgrades and equipment.
- Lower user fees for programs.



Parks and Recreation Division

2022 Successes so far

- Building stronger partnerships with local organizations and nonprofits.
- Reopened/maxed out afterschool program after school closures.
- Reopened programs due to COVID shutdowns.
- Soft opening of new Community Center.
- Updated picnic tables/trashcans that are easier for staff maintenance, and visually appealing to the community.
- Utilized shared equipment, staffing, and resources.
- Created a High Value list to accomplish some projects that have been pending. (Concrete dugouts at Campbell Park, Bench Projects, finishing up some work at the new sports court and playground).
- Collaboration of projects with service/user groups to help the Parks and Recreation Division utilize resources effectively.
- Communication and partnerships with the School District for out of school time activities and spaces.
- Huge summer program, that offered many different activities, in our outdoor and indoor spaces.
- Increased social media postings.
- Balancing fee-based program/free programming.



Parks and Recreation Division

Goals for 2022/2023

- Continued collaboration with user groups to achieve common goals.
- Continuing and developing new partnerships with local organizations.
- Look at feasibility of hosting tournaments to generate revenue for the Division. (Basketball, Soccer, Softball, Baseball, Disc Golf, Volleyball, Pickleball, etc.)
- Continue to host diverse and safe programs and spaces for all interests, age groups, and abilities.
- CIP focus on projects that have been identified in the Parks Master Plan that we are able to do with the capacity and resources we have.
- Business/Resident Sponsorship Opportunities.
- Adopt a park program/volunteer outreach - launching in Spring 2023.
- Increase grant applications for both parks and recreation and other funding opportunities.
- Expanding our Community Wellness HUB.
- Revamping special use permits to make them more user friendly.
- Look at facility usage fees and rules, for consistency and ease for public users.
- Continuing to make indoor and outdoor spaces make sense and functional.
- Communications and outreach to citizens.
- Scholarship programs for accessibility.



NEW PLAYGROUND EQUIPMENT AT MCCORMICK PARK

Completed! ~~Upcoming projects:~~ benches, drinking fountain,
signage, concrete path to the zipline.



Our why....Building Community Through Activity



Partners and Community Groups

Item 4.



Parks and Recreation Division



Safe, clean, and desirable gathering spaces.....

Item 4.



Parks and Recreation Division



Parks and Recreation Division



THANK YOU!

Questions?

