



PARKS AND TRAILS COMMISSION

Monday, December 11, 2023 at 4:00 PM
HYBRID: Council Chambers & Zoom (details below)

AGENDA

CALL TO ORDER

VISITOR COMMENTS: Limited to three (3) minutes

APPROVAL OF MINUTES

- [1.](#) Approval of November minutes

NEW BUSINESS

- 2 - Display of Canoe - Belcher
- 3 - Expansion of Botanical Gardens - Belcher
- 4 - Tolles Resignation - Lathrope
- 5 - Interview Committee - Lathrope
- 6 - Future budget items - Lathrope

OLD BUSINESS

- 7 - Reinstate Blumenthal - Lathrope

ACTION ITEMS

STAFF REPORT

COUNCILOR'S REPORT

DISCUSSION ITEMS

ADJOURNMENT

Join Zoom Meeting

<https://zoom.us/j/93760368545?pwd=WjhtR2NEcXIFbjRCLzFIM3J1Z1FHdz09>

Meeting ID: 937 6036 8545

Passcode: 353144

+12532158782,,93760368545#,,,,*353144# US (Tacoma)

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.

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PARKS AND TRAILS COMMISSION

Monday, November 13, 2023 at 4:00 PM

DRAFT MINUTES

MEMBERS PRESENT

Chair Dana Lathrope
 Vice Chair Lynne Pettit
 Commissioner Jerry Belcher
 Commissioner Howard Blumenthal
 Commissioner Scott Jacobson
 Commissioner Brian Long
 Commissioner Lacey Tolles

MEMBERS ABSENT

Commissioner Jacob Woodruff

STAFF PRESENT

Brandon Sundeen, City Council
 Melisa Gaelrun-Maggi, Parks Administrative Assistant
 Gloria Butsch, Finance Director
 Buck Tupper, Facilities Maintenance Supervisor
 Jennifer Dimsho, Community Development Project Manager
 John Walsh, City Director

CALL TO ORDER 4:00pm

APPROVAL OF MINUTES

1. Approval of October Minutes

Commissioner Lacey noted that her name was misspelled.

Motion made by Commissioner Blumenthal to approve with change, Seconded by Vice Chair Pettit.

Voting Yea: Chair Lathrope, Vice Chair Pettit, Commissioner Belcher, Commissioner Blumenthal, Commissioner Jacobson, Commissioner Long, and Commissioner Tolles.

VISTOR COMMENTS:

Finance Director Gloria Butsch made herself available to answer questions.

First question was, what is the appropriate process for securing funds?

Gloria recommended that the Commission work with the staff in Parks for future budget needs.

She reminded the Commission that everything that they do is representative of the City. Any grants and donations need to be budgeted as well as any expenditures. Any revisions to the City budget need to go through Council.

The second question was, what is the process for donations?

Gloria said that sometimes a donation for a specific item or use can be brought in but needs to be thoroughly documented. The funds do not go into a separate account but are up to the city staff to watch and allocate the funds.

Buck Tupper had questions about line items and how to code it. It does still affect the budget but thorough notes help map the paper trail.

Belcher asked if Parks has discretionary funds that are available for Commission members to use. Buck mentioned that there is a slight amount of room to use.

Gloria mentioned that they should have their list of wants ready with priorities before the next budget year decisions are made.

Lathrope had questions about fund-raising and guidelines. Gloria stated that she had concerns about how to secure those funds through utility billing and through general funds.

It was mentioned that a "Friends of" nonprofit could make this whole system easier, but the Commission prefers to go through Buck and make him track the funds.

(Commissioner Lacey Tolles left meeting)

NEW BUSINESS

2. Blumenthal Term Expiration

Commissioners were reminded that they did receive an applicant. Chair Lathrope wants to confer with Kathy Payne if they should interview new applicant before just forwarding Commissioner Blumenthal.

Belcher made motion to forward Blumenthal anyway. Jacobson seconded. All commissioners voted in favor.

3. Columbia View Park Update – Dimsho & Walsh

Jennifer Dimsho spoke about the high construction quotes that came in for the renovations due to inflation. The new stage, covered picnic area, and playground were the high-ticket items. John Walsh said that the City is looking into grants as well as loans through the Urban Renewal Agency. The City is also looking at what they can cut so they don't overextend and keep the remaining items. Since grants are time sensitive, there is the possibilities for grants in the future to add on later for future phases.

The departure of Cascade leaves a tax base depression that will hopefully catch up in time. There might even be opportunities for piecemeal sponsorship.

The timeframe for construction will still be the same just pared down.

4. Heinie Heumann Park Update - Jacobson

Some native plants were observed including camas. Jacobson asked for mowing to be halted so that native plants could propagate. Buck Tupper mentioned that people complained as it is not a nature trail park. Lathrope thought that maybe if they put some temporary signs up to educate might help.

Jacobson thought some ADA trails from the Senior Center through the park might be nice as well as some shrubs around the edges.

He also brought up that the dog park gets muddy in the non-summer months.

5. Botanical Garden Update - Belcher

Belcher said that the park is not well visited. He would like to see a kiosk with a map of the trails, dangerous plants, and history. He feels the park should also be renamed as it is a nature trail, not a botanical garden.

6. Godfrey Park Update - Belcher

Belcher said that Godfrey is categorized as a neighborhood park, he would like to see updated playground equipment in addition to the covered areas and the horseshoe pits. Belcher mentioned the possibility of a fenced dog off lease area. Lynn commented that maybe horseshoes is not played by the younger generation and they should consider putting in something else. There was talk amongst the members about a splashpad.

Pettit stated that whatever we do in parts you should remember the less maintenance the better.

7. Special Use Permit Recommendations - Lathrope

Lathrope wants the municipal code to change to strike line 8.08.040.02 so that everyone who applies shall be charged no matter the circumstances.

Blumenthal is upset with Halloweentown going into Nob Hill.

Belcher thinks that the Commission should be included in the approval of any events over 1000 people.

The Commission decided not to move forward this recommendation after some discussion.

Lathrope pointed out that the verbiage on the ordinance does not match the verbiage on the permit regarding insurance.

Lathrope suggested that the City Council change the verbiage on line 8.08.060 to match the permit.

Jacobson made a motion, Pettit seconded, all present voted in favor.

Lathrope wants to remove line 8.08.130.4 of the municipal code as they no longer license dogs at City Hall.

Jacobson made a motion, Belcher seconded, all voted in favor.

Lathrope wants to add an additional fee to the Fee Schedule for permit groups larger than 250 persons. It was proposed that the fee be \$100.00. Belcher had questions about the permit process. It was proposed that the parade cleaning deposit be added for groups of 250 or more in the parks.

Belcher made a motion to change the fee schedule, Pettit seconded. Commissioner Long opposed.

Commissioner Long feels that Parks are for all citizens to enjoy, and fees should not drive them away.

Belcher would like to withdraw his motion.

After some discussion it was decided not to recommend the change.

Lathrope suggested changing language in agreement pages from "when required" to "as required".

Lathrope wants verbiage added to the Special Use Permit that the citizens must move the picnic table back to where they belong. Buck Tupper has an issue with "moving tables back" as how would they know their proper original location. He does not find the moving of picnic tables to be an issue.

Commission decided it was alright to not add that verbiage.

Lathrope would like language added to the permit to require "movable barriers to ensure safe traffic flow in areas of congestion" at parades. Buck understands the safety factor but is worried that this would price out any event.

It was mentioned that city engineering looks through each permit with safety in mind.

ACTION ITEMS

Lathrope suggested that members be thinking of budget items for the December meeting.

STAFF REPORT

Buck Tupper reported that the Veterans Memorial expansion is not done yet as the stones did not arrive on time.

Some trees have fallen recently including the ash tree that might have ash beetles.

There has been a person camping at Campbell Park who is frustrating a local resident. The police have been involved.

COUNCILOR'S REPORT

Councilor Sundeen reported that Gene Hester gave a great program over the weekend at the Veterans Memorial program.

The warrior rock lighthouse replica is going to be replaced with grant money as well as a sign giving history.

DISCUSSION ITEMS

Lathrope encouraged any Commission members to visit other board meetings especially if there is an agenda item that pertains to parks.

Belcher still wants to invite Brad Hendrickson to a Parks & Trails meeting to ask questions about Sand Island.

Belcher wants name ideas for Botanical Garden from Councilor Sundeen.

Belcher said that Doug Morton wants the City to buy the extra property east of Botanical Garden even though it is not for sale. Morton feels that if new business comes in the City will have lots of extra cash.

Belcher says that Doug Morten would like to get together with local native american tribes and encase the eagle canoe and display it with Native American information from the area.

Blumenthal stated that nine people showed up for his Nob Hill work party and wishes to install another bench and kiosk.

ADJOURNMENT 6:16pm