



# PARKS AND TRAILS COMMISSION

Monday, December 09, 2024 at 4:00 PM  
HYBRID: Council Chambers & Zoom (details below)

---

## AGENDA

### CALL TO ORDER

### APPROVAL OF MINUTES

1. Approve minutes of November 18, 2024 meeting

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

### NEW BUSINESS

2. Waterfront Update - John Walsh
3. Public Communication for Milton Creek Reserve - Crystal King
4. Pedestrian Safety and Grant Opportunities - Howard Blumenthal

### OLD BUSINESS

5. Roles & Responsibilities - Update Bylaws - Dana Lathrope
6. Milton Creek Reserve - Standing Item

### STAFF REPORT

### COUNCILOR'S REPORT

### DISCUSSION ITEMS

### ADJOURNMENT

Join Zoom Meeting

<https://zoom.us/j/99683431373?pwd=XzYhqitLdL20JpPgsXXIZ5sXQiY0jf.1>

Meeting ID: 996 8343 1373

Passcode: 070403

Dial by your location

- +1 253 215 8782 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.

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 TRAILS COMMISSION

Monday, November 18, 2024 at 4:00 PM

## DRAFT MINUTES

### MEMBERS PRESENT

Chair Scott Jacobson  
Vice Chair Dana Lathrope  
Commissioner Howard Blumenthal  
Commissioner Lynne Pettit  
Commissioner Jacob Woodruff  
Commissioner Nicholas Helmich

### MEMBERS ABSENT

Commissioner Paul Barlow  
Commissioner Jerry Belcher  
Commissioner Reid Herman

### STAFF PRESENT

Brandon Sundeen, City Councilor  
Sheri Ingram, Public Works Office Assistant  
Lisa Scholl, Deputy City Recorder

### OTHERS

Lucas Green  
Elliott Levin  
Katy Daugherty  
Gina Sisco  
Heidi Green  
Sydney Green

### CALL TO ORDER - 4:03 p.m.

### APPROVAL OF MINUTES

1. Approve Minutes of August 27, 2024 and September 9, 2024

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Hellmich to approve the minutes of August 27, 2024.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Pettit, Commissioner Woodruff

**Motion** made by Commissioner Woodruff, Seconded by Commissioner Hellmich to approve the minutes of September 9, 2024.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Pettit, Commissioner Woodruff

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

Lathrope wants to postpone Item 6, Roles & Responsibilities until December and talk about OGE Public Meetings Laws training that happened earlier today.

**Motion** made by Commissioner Hellmich, Seconded by Commissioner Blumenthal to postpone Item 6.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Pettit, Commissioner Woodruff

## NEW BUSINESS

### 2. Port of Columbia County - Pope & Talbot Site Cleanup

Elliott Levin from the Port of Columbia County is the manager for the cleanup of the Pope & Talbot site. Katy Daugherty from DEQ was on Zoom to help him answer any questions and Gina Sisco from the Port who is integral in putting together the grant application. He gave a slide presentation and talked about the areas with contamination that occurred before the Port owned the property. DEQ has been investigating the site since the 80s to determine the extent of contamination and determining how best to clean it. They released a decision last year and the Port is designing and implementing the cleanup called for.

They have been talking to several agencies about funding options. EPA announced a new grant cycle with individual grants up to four million dollars. The estimated cost to clean up all five action areas is upwards of 30 million dollars but they can apply for a grant for each action area once a year. They want to start with Upland Area 1. They are here today because Parks & Trails introduced them to the proposed Milton Creek project and the Pope & Talbot site fits well with that project. They would like to include that plan along with industrial development. He was told by Jacobson that there was a second trail envisioned on the south side of Milton Creek near the Port's bridge. One issue he sees is that would be getting into the action areas and the bridge is at the end of its life. They are planning on redirecting their access away from that bridge for that reason. Lathrope said regardless of whether the bridge is there or not, a cross-over somewhere in that region is still a potential desire so they can make a smaller loop that would navigate both sides of the creek. Levin said they understand this is a work in progress but they support the project.

Jacobson asked what he foresees with the property and Levin said most of the property is in the flood plain so he doesn't see any heavy industrial going in there as they can't get insured.

Daugherty explained what the capping process would be and how it would prevent stormwater infiltration and there are stormwater swales.

They have filed their application and won't find out about grant until May 2025.

### 3. Rare Plants on Milton Creek - Lucas Green

Lucas Green presented a slide show on the ecology of Milton Creek Reserve property. He gave a geologic history of the area and the varieties of trees and plants in the different areas including uncommon and rare species. He talked about the animals, birds and reptiles present and potential threats from invasive species and people. He would like to see walkways and bridges so people could enjoy it without disturbing the meadows. It would be a good place for the community to learn what is here. These areas are pretty rare. Hellmich told him about SOLV and suggested he become a team captain and they could get the old tires out because SOLV pays for the removal of the waste and tires are not cheap to get rid of.

They would like to include his presentation in their presentation to City Council and he said he would love to advocate for this location.

#### 4. Term Expirations - Jerry Belcher and Nick Hellmich

Hellmich said he was not going to serve another term so his position will be advertised for. Belcher had indicated he was interested in serving another term. His position was advertised for since he has served more than two terms but there were no new applicants.

**Motion** made by Vice Chair Lathrope, Seconded by Commissioner Blumenthal to recommend Council appoint Belcher for another term.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Pettit, Commissioner Woodruff

#### 5. 2025 Meeting Schedule

**Motion** made by Commissioner Blumenthal, Seconded by Commissioner Hellmich to recommend Council approve the 2025 Parks & Trails meeting schedule.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Pettit, Commissioner Woodruff

### OLD BUSINESS

#### 6. Public Meeting Laws Training -Dana Lathrope

There was a Public Meeting Laws training today. It was clear and concise on meeting laws. Some concerns she brought up earlier in the year were answered. There are resources and an advice page on their website at [www.oregon.gov/ogec](http://www.oregon.gov/ogec). They can ask questions directly and if they follow advice given, they can have safe harbor. All on the Commission are responsible for action and inaction and can be fined. Fines cannot be paid by the entity but must be paid by the individual. She recommends they all go through the OARs and Statutes regarding Public Meeting Laws so they stay within guidelines and keep themselves protected. They are a governing body and subcommittees are subject to meeting laws and quorums too. If they are information gathering only and not discussing and deliberating it does not count as a meeting but they recommend not having subcommittees because that is a gray area. They have to be mindful of discussions out in public because they cannot discuss anything pertaining to the Commission. They can go to gatherings like Citizens Day but they can't discuss anything relating to the Commission because they could potentially be reported by a third party. If they have questions about any situation, they should go on the website and ask. It is their individual responsibility to comply with the laws and rules. If you are in a situation that you are aware of that is not in compliance, it is your responsibility to state that it is not in compliance and remove yourself from that situation. That is your best way to protect yourself.

#### 7. Milton Creek Reserve - Standing Item

Jacobson had sent new presentation for them to review and they discussed the things they need to decide on for the Council Presentation and who will present it. He will send them another updated one before the next meeting to review so they can finalize things at the next meeting.

**Motion** made by Vice Chair Lathrope, Seconded by Commissioner Hellmich to recommend they invite Lucas Green to join them and give his presentation to the Council in addition to their presentation.

Voting Yea: Chair Jacobson, Vice Chair Lathrope, Commissioner Blumenthal, Commissioner Hellmich, Commissioner Pettit, Commissioner Woodruff

## **STAFF REPORT**

## **COUNCILOR'S REPORT**

Sundeen said thank you for those who attended training today. This is also a good time of year to look at long-term and short-term goals. Lathrope asked if it is possible to have John Walsh and Jenny Dimsho give an update and timeline of waterfront project, specifically the park and riverwalk and he said they would just need to make a request.

## **DISCUSSION ITEMS**

Blumenthal said they had 12 people at their work party. They planted some more plants and got some weeding done and picked up some tires they found in the woods.

Pettit said she is curious about what is going on in other parks. Jacobson said he would look into it. Ingram said the monthly reports got waylaid with Belcher being gone and a meeting being cancelled. Pettit said the last amended Bylaws were 2023, not 2019.

Hellmich said he worked with another disc golfer at McCormick Park to spread the pile of wood chips past the second hole in the areas that get wet in the winter so it will be safer for people to walk the course. He talked to Tupper about getting another 4-5 yards of chips in the same area but they are holding off until they see where there are other wet spots or maybe there is a tournament coming to town. As he said earlier, he will not be serving another term so he thanks them for letting him do this.

## **ADJOURNMENT - 5:33 p.m.**

Respectfully submitted by Sheri Ingram, Public Works Office Assistant

# **BYLAWS OF THE ST. HELENS PARKS & TRAILS COMMISSION**

## **ARTICLE 1**

### **Name**

The name of this Commission shall be the St. Helens Parks & Trails Commission as established by St. Helens Municipal Code Chapter 2.74, as amended.

## **ARTICLE 2**

### **Purpose and Powers of Commission**

The purpose of the Parks & Trails Commission is to encourage opportunities for parks and trails use in St. Helens, identify groups and organizations that could help enhance the parks and trail systems in the St. Helens area, provide liaison and recommendations to the City Council and other City commissions and boards, advocate and promote parks and trails in the community, identify funding opportunities for the parks and trails, and to perform such other park and trail related tasks as it shall be directed by Council to perform. In addition, the Parks & Trails Commission shall have responsibilities, duties, and powers as stated in Chapter 2.74 of the St. Helens Municipal Code, as amended.

## **ARTICLE 3**

### **Composition**

The Parks & Trails Commission shall consist of nine at-large members, at least six of which shall be city residents, and one ex-officio, non-voting Council member. All members shall be appointed to the Parks & Trails Commission by the Mayor with the consent of the City Council. Commissioners serve at the pleasure of the City Council.

## **ARTICLE 4**

### **Term of Office; Vacancy**

Term of office for each position shall be four years beginning on January 1 of the year subsequent to the appointment unless the appointment is to fill an unexpired term. Vacancies in the Commission can occur following a resignation or a removal of a Commission member. A commissioner may resign at any time. A commissioner may be removed from the Commission for cause following a hearing before the City Council. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government ethics, or conviction of a felony or a misdemeanor involving moral turpitude, including the crime of official misconduct. Commission members shall regularly attend meetings of the Commission and any meetings of the subcommittees to which they are appointed and shall fulfill other duties as appointed by the Chair. Any Commission member failing to attend three consecutive Commission meetings without an excused absence shall be deemed to have resigned. The Commission shall report any vacancies in the Commission to the Council and the Council shall declare the position vacant. The Mayor may then, with the consent of Council, appoint a new member to complete the term.

## **ARTICLE 5 Officers**

A majority of the at-large members shall comprise a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter, except that no Commission meeting to conduct business shall be held by less than five members. Pursuant to St. Helens Municipal Code Chapter 2.74, as amended, the Commission shall have authority to adopt rules for the conduct of its business. The following officers shall be elected from the at-large Commission membership during the first meeting of each year and shall serve a one-year term in the office:

**Chair:** The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. Except for unanimous consent, the Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.

**Vice Chair:** The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

Nothing in this section shall be deemed to limit the number of terms these officers may ultimately serve.

## **ARTICLE 6 Subcommittees**

The Commission shall have the power to create subcommittees with such responsibilities as the Commission directs. The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Commission concerning the work of the subcommittee.

## **ARTICLE 7 Public Meetings and Records**

The Commission is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings. The regular meeting of the Parks & Trails Commission shall be the second Monday of every month at a place accessible to the public. The Commission is subject to the Open Meetings law (ORS 192.610 to 192.690) and shall conduct meetings accordingly. Special meetings may be called by the Chair by giving the members and the press written or verbal notice at least 24 hours before the meeting.

**ARTICLE 8  
Rules of Order**

The rules contained in Robert’s Rules of Order Newly Revised shall generally govern the Commission if they are not inconsistent with these bylaws, Oregon Revised Statutes, or St. Helens City Ordinances.

**ARTICLE 9  
Ethics**

Parks & Trails Commission membership is an unpaid voluntary appointed position and members receive no compensation for their service except for expenses specifically budgeted and authorized by the City Council. The Parks & Trails Commission is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

**ARTICLE 10  
Amendment**

These bylaws may be amended at any regular meeting of the Commission by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and any such amendment is approved by the City Council. These bylaws may be amended by the City Council upon its own motion. Prior to an amendment, the City Council may request a recommendation from the Commission.

# # #

*Approved by Commission: May 13, 2019*  
*Accepted by the City Council: June 5, 2019*  
*Amendments Accepted by the City Council: December 21, 2022*  
*Approved by the Commission: February 13, 2023*  
*Amendments Accepted by the City Council: March 15, 2023*