



PARKS AND TRAILS COMMISSION

Monday, October 11, 2021 at 4:00 PM

HYBRID MEETING – In person in the Council Chambers and Zoom

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

1. Approve Minutes of September 13, 2021

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

NEW BUSINESS

2. Introduce Parks & Rec Admin Assistant Erin Bird
3. Term Expirations
4. Disc Golf Course Feedback
5. McCormick Park Report - Woodruff
6. Nob Hill Halloweentown Event
7. Upcoming Work Party at Botanical Garden
8. RFP Parks & Rec Master Plan

OLD BUSINESS

9. Master Plan Ideas List Updates

PARK & REC MANAGER'S REPORT

MAYOR'S REPORT

DISCUSSION ITEMS

ADJOURNMENT – Reminder – there is no meeting in November

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PARKS AND TRAILS COMMISSION

Monday, September 13, 2021 at 4:00 PM

MINUTES

PRESENT

Chair Carmin Dunn
Commissioner Brandon Sundeen
Commissioner Jacob Woodruff
Commissioner Jerry Belcher
Commissioner Howard Blumenthal
Commissioner Elisa Mann
Commissioner Lynne Pettit
Commissioner Paul Barlow

STAFF PRESENT

Shanna Duggan
Lisa Scholl
Sheri Ingram
Patrick Birkle

OTHERS PRESENT

Greg Bartsch
Pat Jewett

ABSENT

Vice Chair John Brewington

CALL TO ORDER - 4:03 P.M.

APPROVAL OF MINUTES

1. Approve Minutes of August 9, 2021

Motion made by Commissioner Woodruff, Seconded by Commissioner Pettit to approve the Minutes of August 9, 2021.

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

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

COUNCILOR'S REPORT

Birkle was at the meeting and he said he went by Campbell this afternoon and saw the work going on there and it's great to see it progressing. He wants to thank them for the good work they are doing with the parks. It's the crown jewel of the City.

NEW BUSINESS**2. McCormick Exercise Stations - Greg Bartsch, St. Helens Lions Club**

The St. Helens Lions Club maintain the exercise stations on the exercise path and there is a sign that needs a new frame. It is located by the restroom at the beginning of the exercise path. They would like to have the sign replaced and moved to a place that would be more appropriate to the activities going on and one suggestion would be by exercise station #1. The Lions do assorted activities in town like putting up the flags, recycling programs with children, etc. but digging holes and setting posts is outside the scope of what they do so they are wondering if the City can take over this project. The Lions Club just maintains the stations and he's not sure where they originally came from but it may have been an Eagle Scout project in the early 90s. Even though they would rather not do the work, they have talked to vendors about getting hardware and wood and stain and they could supply that but not the labor. So that is the scope of the work. Can it be repaired and/or moved and not by him? Dunn said as long as the materials are paid for, she thought it would be great if City staff can help rebuild it and move it to a different spot but she would have to defer to Duggan on that one. Duggan said part of her job is to come up with a strategic plans list of projects they have coming up and she thinks this is something she can add to the list. She's not sure right now where they will be able to fit it in because they are finishing up some other things but she doesn't think it will be too far off. She would like to check on it with Zaher to make sure where she is going with it is correct and she can keep in contact with him to let him know when it gets put on the list. She appreciates everything they do for the park and people love the exercise stations and she agrees with moving the sign to a more appropriate place where it is more visible and we would love to help make that happen.

3. Nob Hill Bench Placement

Dunn said she added this because there was conversation at the last meeting about placement and there were different conversations from the people who donated the bench. Blumenthal said at one time it would be nice to have a bench by the kiosk because there is a wetland that forms there in the winter. They are also open to having one by the top of the staircase. There is nothing but grasses up there and a flat area behind the crest of the hill where you could see over the hill but he'd like to meet with anyone who wants to look at the spot. Dunn has the donation form she can send out to everyone and that needs to be filled out and come to the Commission for approval. Duggan asked when they were thinking of meeting for locating the bench and wondered if the Lions Club ok with the spot. Belcher wondered what the view would be like when the area gets developed. He was thinking of an area farther upstream from that between there and the entryway. He and Blumenthal will go look at it after the meeting. Dunn said we need to consider the people who donated the bench to make sure they like where it is going. Birkle said as far as views and heights, nothing has been proposed out there. The code said there is a 75' height restriction for industrial areas and he's not sure what that is down there. Later in the meeting, he said appropriate code for riverfront is 55'.

4. Disc Golf Drop

Duggan said she has been in contact with the group that made the disc golf course and they do a lot of maintenance out there and they have been working to get a disc golf drop where people can put stray discs they find. Then the people who maintain the course can come and get them once a week and call the people they belong to. She showed a picture of the drop they made and the thought is to attach it to the bridge out there. There is a slot at the top where the discs can be put in and a door

below where they can empty it and it is made out of steel. She wanted to get their opinion on where to mount it and their approval to put it up. She likes the bridge idea because it would be easy to weld it to the side of the bridge but do we want stuff welded on the bridge? Her other thought was mount it to one of their map things at one of the holes. Woodruff suggested putting it somewhere by their practice hole but Duggan didn't think there was anything there to affix it to easily in that area. Belcher said he recommends the Parks Dept. and Duggan make that decision and others agreed. Dunn thought it would be cool to have it painted so people know what it is and it looks more like a piece of art because she can see people putting garbage in it the way it looks now. Belcher thought it would get more garbage in it if it were on the bridge and Duggan said that is a good point.

5. Disc Golf Update

Blumenthal said we haven't heard anything about the course in a while and he thought they had talked years ago about having the group come back and give them an update every few years. Duggan said she can ask them. She has been working with them and they have been having trouble getting volunteers to maintain the course so our seasonal workers have been doing some things to help. They are interested in putting in new maps. Tons of people are coming out and playing and they are having a tournament on October 18th and 19th. She talked to someone today about doing a tournament that is a Halloween style trick-or-treat type thing. They haven't gotten a lot of help from the Parks Dept. as far as maintenance because of short staffing and she would like to work some of that into her schedule. She would love to get some work parties started at other parks. She will reach out to the disc golf group to see if someone can come out and talk to them.

6. Sand Island Update

Blumenthal said he read in the newspaper that they were in front of the Planning Department for building some buildings and he's wondering why he's reading about it in the paper before hearing about it at Parks Commission since it is a City park. Birkle is the liaison to the Planning Commission and in the spring, the person with the contract for Sand Island made a proposal to the City and if they want to, they should be able to go to the planning website for that meeting and see documents for proposed cabins and an additional shelter of some sort on the NE end of the island. It has been presented to the Planning Commission and City Council but no final decision has been made. It was the initial proposal to see what kinds of issues would need to be addressed. As far as how things are presented to the Parks Commission, he hears the frustration and he wonders about that in a number of areas, we don't have well-established procedures for involving Commissions in terms of making sure they are in the loop. That is something they can look at.

Dunn asked if there has been any discussion at the Council meeting about safety concerns on the island. She knows it has come up at a meeting before and they have had issues when camping over there. Last month, someone set an M-80 off in the middle of the night and the next day, she heard there was a fight in the campground between campers in the middle of the night. They were camped away from the campground. Birkle said at the July Work Session, Chief Greenway and two officers were making a presentation regarding the illegal boat docking issue and law enforcement on Sand Island. He believes the Mayor is working with an informal group on the derelict boat issue. He recalls that John Walsh said at the last meeting, because of our agreement with the Oregon Marine Board, we have another tool for enforcement and that is being investigated. As far as law enforcement on Sand Island, the main concern of the Chief was the safety of officers as far as not being trained and transportation to the island. For the safety of everyone involved, those officers would require some

specialized training. The Mayor was going to reach out to Sheriffs Dept. to see what the intergovernmental agreement is as far as using their boat. Steps are being taken to address it but no final decisions have been made. The City did say in the Sand Island agreement that we would provide law enforcement but we never had that capability.

OLD BUSINESS

7. Master Plan Ideas List Updates

Belcher said at Grey Cliffs Park, they should fence off the upper level for a dog park. At Godfrey, he thinks they should make a pet area but not fence it off on the far right side that is not being used. Morten talked to him and he would like to see Civic Pride Park updated a little bit and would like to see deciduous trees. They could fix the paths that were made in the 50s and put some benches in there so it looks like a park. He'd also like to see the area on Wyeth have a cable fence. He'd also like to see where Godfrey Park comes out on 2nd Street, some kind of crosswalk put in there. Dunn said it needs signage too. Blumenthal brought up marking the park boundaries and he agreed with more kiosks and the Urban Trail. Pettit would like to see trees or bushes at Civic Pride Park that are native to Oregon and Birkle agrees on natives. Belcher said Duggan, Woodruff and Brewington have talked about more ballfields and Dunn said it is on there.

Birkle said he noticed in the minutes from the last meeting that they talked about the ballfields at Boise and that is a major concern of Councilor Chilton's and himself. As the project to develop that area, they have expressed it is best to have some kind of replacement in place before those ballfields are removed. There is no timeline yet for that. Birkle wanted to organize a citywide Scotch Broom cleanup. It is an invasive and everywhere and taking over the west side of McCormick. He would like to work sometime this spring with the Extension office, Scappoose Bay Watershed, Soil & Water Conservation and the Chamber to get rid of some of it. He would also like to make private property owners aware. Blumenthal said he has a weed wrench that works great on Scotch Broom when the ground is a little wet.

8. Plan Monthly Park Updates by Commission Members

Dunn said we used to do this pre-Covid and the thought is to have someone present a park each month and is looking for a volunteer. Woodruff said he will do McCormick next month. Sundeen doesn't have a park. Dunn said Heinie Heumann is open but doesn't know if it makes sense to have him take a park or just be the parks historian. Sundeen said he would take Heinie Heumann.

PARKS & REC MANAGER'S REPORT

Duggan said Houk has retired and there is a retirement reception at McCormick from 3-4 pm on the 23rd if anyone would like to come. Barlow asked if his position will be filled and Duggan said they are looking at that right now. The seasonal workers will be leaving September 30th.

After-school programs have started with Parks & Rec at Lewis & Clark and the other schools feed into that. They have about 30 kids right now. Soccer started and this is their first year doing a Rec week and they are doing grades 3 and below and they have over 100 kids signed up. They have over 50 applicants for Parks & Rec Assistant and they will do interviews.

They ordered new Recreation software a few months ago and it is very user-friendly. They are also using a Parks software program called Productive Parks that will help them create work orders and keep track of the fleet and plan for the Master Plan and keep track of receipts to see which parks are getting hit hard with vandalism. The bathrooms and playground at Campbell gets vandalized at least once a week.

She should have an RFP for them to look at during the next meeting for a new organization to do the new Master Plan. It's great to have the ideas thrown out but they really need to get into the nitty gritty stuff so she wants them to hold onto the ideas in one place until that gets opened. It will look at what our population is, what needs we have for recreation, what needs we have for dog parks. She knows there are no dog parks on the other side of the highway so does it make sense to create more over here or over there. Dunn asked if some of them could be included on the committee who score the proposals and Duggan said she thought that could be worked in and she would talk to Brown about it.

The new Rec Center is being called the Community Center on Gable Road. We have done a few things to bring it up to code and are waiting for a drawing from lower Columbia Engineering to come back so we can finish some other work there. They aren't quite ready to open yet.

She is enjoying her position and the Parks & Rec staff is amazing. The new picnic tables have been getting put out and that will save a lot of time not having to paint the old ones this winter. We have had a lot of wasps nests to deal with lately.

She has applied for a \$75,000 grant for after school funding and should hear back about it in October.

DISCUSSION ITEMS

Blumenthal said he was looking through the website and saw the Friends Groups and noticed Nob Hill finally got listed so he hopes other groups will sign up. They have been doing a lot of watering in Nob Hill and believes Emily with Watershed Council will start spraying for blackberries in the fall. People are turning over 300 lb. rocks and he is wondering if they are looking for geocache boxes. They have rolled over five rocks and he has turned them back over except one that is too heavy. Their work party is coming up November 6th and they will have a morning and afternoon work party.

Pettit said we had a donation of \$1000 and \$500 of it went to Dalton. She talked to Emily Martin and walked her around areas they want sprayed at the main entrance and three trails that go to the Columbia. The treatment would cost \$657 so they are going back to the drawing board. Maybe they can just do three trails or put it towards another park. Dunn asked if Emily is able to tell them how much she can do for \$500. She thinks they should just do what they can. Pettit hopes they can get the three trails done.

ADJOURNMENT - 5:23 P.M.

CITY OF ST. HELENS OREGON
PARKS AND RECREATION MASTER PLAN
REQUEST FOR PROPOSAL



Proposal Submittal Date:

October 15th, 2021 by 3:00 PM

**City of St. Helens
Attn: Matt Brown
265 Strand Street
St. Helens OR 97051**

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The City of St. Helens is seeking a qualified firm to produce a Parks and Recreation Master Plan. This Master Plan will drive City long-range planning, direct decision-making, and resources toward a clearly defined vision for its future, including park improvements and expansions, parks and recreation facilities, open space management, city walkability, recreation programming, and staffing needs over the next 10 years. The planning process will consist of the following components:

- Needs Assessment
 - Evaluating current parks, trails, and recreation systems
 - Review existing adopted plans, including Comprehensive Plan (2006), Transportation Systems Plan (2011), Framework Plan (2015), Parks & Trails Master Plan (2015), Riverfront Connector Plan (2019). Recommend any policy or methodology changes if needed.
 - Review of 2020 Census demographics and provide summary statistics and future anticipations related to families, populations and make recommendations based on anticipated future needs.
 - Review overlapping services including County, School District, Pool District, and City Services to provide potential collaboration recommendations and/or elimination of duplicated services.
- Community Outreach & Engagement
 - Plan a community engagement process that should include multiple community events, survey, and stakeholder meetings
 - Use engagement events to identify future needs/wants in our community
 - Plan for up to two meetings with Planning Commission for recommendation to City Council.
 - Plan for up to three meetings with Parks & Recreation Commission for recommendation to City Council.
 - Plan for one meeting with City Council to present the final plan for adoption.
- Project Lists, Priority Setting, Pricing Estimates
 - Establish a list of projects for each area that identify a priority level based on the needs assessment and community engagement. This list should be broken out by specific park and or section (Trail, Recreation Programs, Staffing, Facilities)
 - Establishing what level priority each project should be based on community engagement. Priority setting should be identified as Near (less than 5 years), Mid (5-10 years), and Long (10+ years).
 - Establish any comprehensive plan goals and policy changes if needed.
 - Each project should have an estimated cost for budgeting.
 - Ensure compliance and comparison with the Statewide Comprehensive Outdoor Recreation Plan (SCORP 2019-2023) to ensure priorities align to be competitive with grant applications with Oregon Parks & Recreation grant opportunities.
- Financial Planning
 - Reviewing Parks SDC methodology, recommend revised SDC fees, if necessary, based on needs assessment and levels of service guidelines of the National Parks and Recreation Association.
 - Review/discuss financial planning for project completion that may include items such as suggested fee schedules for current facilities and additional funding opportunities that are used in other communities to fund Parks and Recreation. This could include utility fees, bonds, or other financing methods currently used to fund Parks and Recreation.

- Identify staffing needs for Parks and Recreation based on current best practices
- The firm selected will create a complete package for adoption by the governing body.

INTRODUCTION & BACKGROUND

The City of St. Helens is the 40th largest city in Oregon and is located along the Columbia County approximately 28 miles northwest of Portland. The city covers an area roughly 5.9 square miles. The City of St. Helens is considered the entrance to Columbia County and is also home of Spirit of Halloweentown, a month-long celebration of Halloween that takes place all around the City in October as well as multiple annual events throughout the year. Over the last two years, the City has seen quite an expansion growth of residential development along with apartment complexes.

The City completed a Parks & Trails Master Plan back in 2015 that was done internally. The City has since then completed a number of projects from that Master Plan and identified potential new park ideas to be included.

The City began a Recreation Program in 2018 with funding from grants initially. Since 2018, the City has seen a large growth in our Recreation Program and in 2021, combined Parks and Recreation into one department with a new Parks and Recreation Manager. The Parks and Recreation Manager and department have an intergovernmental agreement to work alongside the St. Helens School District for use of facilities and this should be taken into consideration when planning out future projects as we do not want to duplicate services and features that are already offered within our community. This city and community are heavily engaged in both youth and adult sport leagues like softball and basketball. The City of St. Helens has a separate taxing district for a local pool (Eisenschmidt Pool) that operates as its own entity and taxing district.

TIME PERIOD

RFP Approval by City Council	09/15/2021
RFP Publicized	09/16/2021
Question Submittals	10/07/2021
Questions – Answers Addendum	10/08/2021 (posted on city website)
Proposals Due to City	10/15/2021
Internal Review by Committee	10/25/2021
Recommendation to City Council	11/03/2021
Firm Begins Project	11/08/2021

SELECTION PROCESS

Potential proposers may submit written questions to Matt Brown, Deputy City Administrator, at mbrown@sthelensoregon.gov by 09/30/2021. All questions and answers will be posted as an addendum to the RFP by October 1st, 2021. A Selection Committee will be composed of elected officials, city staff, and commission members.

DIRECTIONS FOR SUBMISSION

Proposers shall submit 5 physical copies and 1 copy via USB stick to 265 Strand Street, St. Helens OR 97051 no later than 3:00 PM on Tuesday, October 15th, 2021. All expenses for preparing and delivering project proposals will be borne by the proposer. All questions concerning this project during the solicitation process shall be forwarded to the Assistant City Administrator, Matt Brown, at mbrown@sthelensoregon.gov.

SUBMITTAL REQUIREMENTS

The following information must be provided in the following sequence. Sections and subsections should correspond with the sections and subsections identified below. The ideal firm shall have experience performing master and strategic planning directly related to Parks and Recreation departments/organizations. The qualifications and commitment of key personnel that would be assigned to this community are critically important in the selection of a firm. Please provide the following in your proposal in the following sequence. Proposals should be bound with cover letter on top.

A. Cover Letter & Introduction

On the proposer's letterhead, include an introduction with the name, phone number, and email address of the person authorized to represent the company regarding all matters related to the proposal.

B. Project Team

- (1) An executive Summary and an organizational chart identifying team members and their areas of responsibility.
- (2) Key personnel qualifications and experience related to Parks and Recreation Master Plans.

C. Qualifications

This can include relevant project experiences as outlined project description. Identify examples of hosting community outreach events, surveys, and other forms of engagement. Experience with SCORP. Experience with SDC methodologies and any other pertinent information you feel is necessary for the City to be aware of.

D. Schedule / Scope / Cost

Using the project description outlined above, please identify a schedule of services you would anticipate for the City and scope of services you anticipate using to complete this project. Each phase

should be identified with an estimated time and billing rate with an overall total proposal cost through completion.

Item 8.

E. References

Provide three (3) references. Firms shall provide contact information for at least three municipal, county, or other government or private sector client references specifying entity name, address, services provided, contact person, and telephone number.

F. Examples

Include a link to three examples of previous Parks and Recreation Master Plans that have been adopted by the governing agency. Examples should demonstrate the firm's ability to develop SDC Methodology, public involvement strategies, and other characteristics the firm would like to showcase as example for the rating committee.

EVALUTATION CRITERIA

<u>POINTS POSSIBLE</u>	<u>EVALUATION CRITERIA</u>
5	Form of proposal
10	Project Team
10	Qualifications
15	Schedule / Scope / Cost
10	References & Examples

RESERVATION OF RIGHTS

The City of St. Helens reserves all rights (which may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

- A. Cancel this RFP in whole or in part, at any time before the execution of a contract by the City of St. Helens, without incurring any cost, obligations, or liabilities.
- B. Issue addenda, supplements, and modifications to this RFP
- C. Revise and modify, at any time before the RFP submittal due date, the factors and/or weights of factors the City will consider in evaluating RFP submittals and to revise or otherwise expand its evaluation methodology as set forth herein.
- D. Extend the RFP submittal due date.
- E. Investigate the qualification of any firm under consideration and require submittal confirmation of information furnished by a firm.
- F. Require additional information from a firm concerning the contents of its RFP until such time as the City declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
- G. Reject at any time, any or all submittals, responses, and RFP submittals received.
- H. Terminate, at any time, evaluations or responses received.
- I. Appoint an evaluation committee to review RFP submittals or responses, make recommendations, and seek the assistance of outside technical experts and consultants in RFP submittal evaluation.
- J. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- K. Seek or obtain data from any source that has the potential to improve the understanding an evaluation of the responses to this RFP.
- L. Disclose information contained in the RFP submittal to the public as required under public records law.
- M. Waive deficiencies in an RFP submittal, accept and review a non-conforming RFP submittal or seek clarifications or supplements to an RFP submittal.

Parks & Trails Master Plan Mentions/Discussions

Park Standards

- Wayfinding, Signage, Kiosks
 - Incorporate history of the parks
 - Connectivity from each park to other nearby parks
- Define/markings park boundaries
- Maintenance plan to eradicate invasive species. Plan for next steps in each park on if next step is restoration, managing native species, etc.
 - List of parks with known native species & consultation when development is being done in these areas that could disrupt the native plants.

Park Specific Items

- 6th Street Park:
 - Restrooms
 - Parking solutions
- Civic Pride Park:
 - Restore flagstone walkway
 - Highlight history in new ways (National Community Achievement Winner 1958, “Civic Pride is the responsibility of everyone”)
 - Splash pad/water playground (aligning with the proximity to the pool)
 - Sport court
- Columbia Botanical Gardens:
 - Acquire surrounding property for park expansion/connectivity
 - Naming/signage alignment with park’s purpose
 - Highlight history and incorporate materials that align with past quarry operations.
 - Boardwalk to elevate areas of the trail impacted by rise of water level in the winter.
- Dalton Lake:
 - Proposed amenities
- Grey Cliffs Park:
 - Barrier along the top cliff along Wyeth St (cable barrier/other solution)
 - Trail upgrade (complete)
 - Fence on back half of dog park
- Godfrey Park:
 - On-Leash pet area to the right of the access road (fill with dirt, add grass, and signage)
 - Nature Playground upgrade from past equipment (proposal presented to commission in the past)
- Millard Road Property:
 - Keep for new park options
- McCormick Park:
 - Turn a ballfield into a larger multi-sport field with artificial turf
- Ross Road Property:
 - Acquire additional parcels & develop sports complex (softball/baseball/soccer/golf)
 - Trail connectivity in the area to connect to Gable Rd

Trails & Pathways

- Upgrades to Old Portland Road walkway (connect to Riverfront District)
- Permanent interactive trail installations (Born Learning Trails, Exercise Stations, Storybook stroll)
- Urban Trail/Pathway completion in phases – initial phases outlined, future phases to be developed with spin-off loops to other parks
- Park Connectivity – Pathways to have connectivity in our parks
- Develop and designate water trails

Sports Fields/Planning

- Field size requirements/needs for all age groups/levels so planning can support current and future community needs from all groups.

Other Considerations

- Amendment process for Master Plan to allow the flexibility.
- Vandalism solutions – cameras/motion detection lighting/other
- Parking planning/long term solutions
- Incorporating Art into the parks (past use of Trash Cans)
- Addition of Recycling receptacles to add to Garbage cans
- Recommendation for City to designate portions of City property as future parks