



PARKS AND TRAILS COMMISSION

Monday, March 10, 2025 at 4:00 PM
HYBRID: Council Chambers & Zoom (details below)

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

- [1.](#) Approve Minutes of February 10th, 2025

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

NEW BUSINESS

- [2.](#) Interview Brittany West and Nick Flory for Parks & Trails Positions
3. Scappoose - Dalton Lake Presentation - Lathrope

OLD BUSINESS

4. Rolls & Responsibilities/Parks Assignments - Lathrope & Jacobson
5. Milton Creek Reserve - Standing Item

STAFF REPORT

COUNCILOR'S REPORT

DISCUSSION ITEMS

ADJOURNMENT

Time: Mar 10, 2025 04:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91497604327?pwd=m9LHC8FCafHKYq7RmIvp7b4oRFX8oq.1>

Meeting ID: 914 9760 4327

Passcode: 868190

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 or call 503-366-8217.



PARKS AND TRAILS COMMISSION

Monday, February 10, 2025 at 4:00 PM

DRAFT MINUTES

MEMBERS PRESENT

Chair Dana Lathrope
 Vice Chair Howard Blumenthal
 Commissioner Paul Barlow
 Commissioner Jerry Belcher
 Commissioner Lucas Green
 Commissioner Scott Jacobson
 Commissioner Lynne Pettit
 Commissioner Jacob Woodruff

STAFF PRESENT

Brandon Sundeen, City Councilor
 Buck Tupper, Facilities Maintenance Supervisor
 Sheri Ingram, Public Works Office Assistant
 Lisa Scholl, Deputy City Recorder
 Dawn Richardson, Admin Billing Specialist
 Jamie Ford, Admin Billing Specialist

CALL TO ORDER - 4:00 PM

APPROVAL OF MINUTES

1. Approve Minutes of January 13th, 2025

Motion made by Commissioner Jacobson, Seconded by Commissioner Green to approve the minutes of January 13, 2025 with correction.

Voting Yea: Chair Lathrope, Vice Chair Blumenthal, Commissioner Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Woodruff

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

NEW BUSINESS

2. Interview Brittney West and Nick Flory for Parks & Trails Positions

Postponed Interviews due to Illness

3. Friends Group for McCormick Park - Tupper

Tupper: Emily Wilson would like to put together a group to remove invasive species. Filled out application.

Blumenthal mentions that there is a brochure online through the City Website.

Petit states that there is a Facebook page, but not a "Friends Group"

OLD BUSINESS

4. Rolls & Responsibilities - Update Bylaws - Lathrope

Presents by-laws - what works, what doesn't. Proposed suggestions and feedback. Updating by-laws. Clarity needed.

Updating the process regarding assigning parks, responsibilities and an assessment or reporting tools - this would be in lieu of updating the bylaws.

Noticed inconsistencies in Park Assignments such as:

- Number of Parks assigned to each Commissioner
- Level of responsibilities for Activities/Actions in individual parks
- Allocation of funds for park needs
- Ability for Commissioners to participate in parks they would prefer vs. what parks are available for assignment
- Frequency and content of reporting to the commission
- Advocacy for clean-ups, improvements, etc.

Lathrope would like to recommend the following changes in the way they operate park assignments:

These changes would be intended to:

- aid in transparency
- improve and maintain cooperation between commission members
- ease time constraints
- provide a framework for minimum reporting standards
- assist with gathering information for the Annual Presentation to the City Council
- offer opportunity for additional eyes and input on all parks and trails
- improvement of efficient meeting times

These changes would NOT be intended to:

- Inhibit or limit any Commission Member from volunteering additional hours or resources as desired in any given park of their choosing.
- Limit the ability for any Commission Member to be active in any Park or Trail.
- Restrict Commission Members from forming Friends of Groups for any parks.
- Gathering any resources for any parks as they wish.

suggests rotation of park assignments on a quarterly basis - each park would be assigned at random.

Checklist of bullet point items (standing item each month - in lieu of monthly presentation) - Chair could read to make efficient use of meeting times.

-Gathering information to City Council has been a consistent issue:

The proposed components:

- Safety concerns
- Structures Conditions/Repairs/Etc.
- Amenities
- Others
- Trees & foliage
- Visitor use & feedback
- Park clean up
- Community engagement
- Commissioner needed staff attention
- Volunteer hours tracking

Blumenthal doesn't see benefits and worries about timeline and possible issues with it being more paperwork.

Pettit believes checklist would become more work

Lathrope clarifies requirements regarding checklist requirements.

Blumenthal against more paperwork

Pettit doesn't want to fully walk the parks - working/retired etc.

Woodruff clarifies checklist and elaborates how checklist would be beneficial between multiple Commission member to keep eyes on park.

Belcher brings forward agreement/disagreement on parts of proposal.

Worries not enough communication. Not having a verbal presentation leaves a large part of reports unheard. Too much rotation. Verbal communication stays, rotation too quick for valuable information to be obtained.

Jacobson appreciates distribution of parks - verbal presentations could just have information on the agenda each meeting. Could have Tupper present any viable information.

Pettit doesn't like idea of rotating. Worried work load is too heavy and time restraints would vary.

Blumenthal does like the idea of rotation for Nob Hill for more frequenting but worries that other Commissioners might make decisions that would be detrimental to things he is already dedicated to.

Jacobson not allowing other Commissioners to frequent and make decisions takes away the opportunity and collaborate.

Lathrope clarifies that this is a group communication tool for Tupper to clarify needs.

Tupper sees both sides: Checklist is realistic, not interested in extra paperwork. Would be a good idea to rotate - seems selfish to only designate time to one park. Volunteering to be on P&TC means to care for ALL parks. Suggested 6 month trial rotation. The more eyes in the parks, the better.

Sundeen agrees with rotation. Believes this is a good tool for Commissioners - clarifies motto of Commission from City Web Site. Rotation beneficial not only to the parks, but community buildings as well.

Tupper safety Committee verifies safety of buildings.

Blumenthal prefers simplicity and suggests 6 months to a year.

Jacobson suggests thinking this over and re address at the next meeting.

Lathrope would like to create an example form for all Commissioners to review at next meeting.

Blumenthal wants to know how everyone feels regarding rotation time.

Tupper this will be 39 reports a month

Lathrope clarifies that the checklist is a summary - but also clarifies potential issues

Pettit asks how this is different from what they do already

Lathrope clarifies that instead of sending Tupper a lot of emails a month - this will address all issues at once. Diminish the amount of effort.

Motion made by Commissioner Woodruff, Seconded by Commissioner Jacobson for Lathrope to make a form and will discuss at the next meeting.

Voting Yea: Chair Lathrope, Vice Chair Blumenthal, Commissioner Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Woodruff

Voting Nay: Commissioner Pettit

5. Milton Creek Reserve

Belcher:

- Parks and Trails Commission met with City Council regarding Milton Creek Reserve - City Council said Staff would give help. Last meeting it was motioned to have Jacob to do map, Belcher decided to have his daughter create a working map. Would like Council Members to go over map and make list for Jacob to pin on map. Identifies areas on map.

- Need to know where the Port property is.
- Need to know where camas meadow and park are.
- Need to know where and how big Boise Property is.

Jacobson: Need footprint of PGE power station. New environmental policy for fish taking on in December

Tupper: Council asking for number of acres. What does Commission want - boundaries & acreage

Lathrope: Footprint of area requested - 1st task is securing the land.

Belcher: Take and draw line around everything and then eliminate as needed.

Green: some places have more natural resources than others - need to prioritize areas to preserve.

Belcher proposes Green make changes talked about. Green brings back next month - then the Commission overlooks and approach Jacob regarding moving forward.

Green: Affirms he can make interactive map.

STAFF REPORT

Tupper:

- Mayor Massey's Letter
- Rotten shed rebuilds
- Maintaining restrooms for Little League
- Tree trimming
- Borrowed County Chipper
- Barlow asked about slick bridges - Bridge company doesn't recommend putting anything down apart

from stain that does not seal - Solution be signage - slick vault lids solution possibly be diamond material so it has raised material so not as slick.

COUNCILOR'S REPORT

Sundeen:

Thank you for service - City Council discussion regarding new mayor and past effectiveness - current liaison working/not working. Councilors assigned to departments, some assigned to Commissions which can create loyalty to specific liaisons. Should rotation happen for clarity of all Commissions?

Eliminates Narrow focus on specific departments/commissions.

Jacobson: No qualms with Sundeen being in this position

Lathrope: Agrees with rotation to build relationship with multiple Council Members. Creates more visibility.

Jacobson: Some council members watch online

Belcher: What is estimated completion time of Phase 1

Sundeen: first phase of the riverwalk is scheduled for April - timeline for construction (unknown), suggests Sharon for more information.

DISCUSSION ITEMS

Blumenthal: Yearly Field Trip. Walking Safety - Pedestrian Safety at intersection of St. Helens Street & S. 1st Street. Detour sign has a giant trailer blocking area.

Lathrope: Agrees crosswalk has no walking guidance - no safety signs to slow.

Blumenthal Motions for safety and pedestrian traffic.

Tupper: Suggests emailing Public Works Director.

Lathrope: Offers to email regarding emphasis on pedestrian safety.

Motion made by Commissioner Jacobson, Seconded by Vice Chair Blumenthal for Lathrope to contact Public Works Director regarding pedestrian issues in construction area.

Voting Yea: Chair Lathrope, Vice Chair Blumenthal, Commissioner Barlow, Commissioner Belcher, Commissioner Green, Commissioner Jacobson, Commissioner Pettit, Commissioner Woodruff

Blumenthal: Dog signage in parks. Would like to find a way to publicize leash requirements.

Tupper suggests getting a list of concerns to himself or Crystal King.

Barlow:

Public Works clean-up on road looks good. Does the City have Tree protocol to make sure they have inspection program. Is there anything in place

Tupper:

Tree Maintenance is complaint driven. City address as needed.

Pettit:

There will be a Dalton Lake Nature preserve work party March 8th 9 AM – 12 PM & Proposing a Japanese Garden work party at McCormick Park April 5th 9 AM -12 PM.

Pettit was asked to give a Presentation on Dalton Lake Nature Preserve at Earth Day in Scappoose.

ADJOURNMENT - 5:59 PM

Respectfully submitted by Jamie Ford, Administrative Billing Specialist

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Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Fri, 01/03/2025 - 2:44pm
174.224.92.174

I am interested in:

-
-
- Parks & Trails Commission
-
-

Applicant Name

Brittney West

Home Address

244 N 14th apt 2

City, Zip

Saint Helens, 97051

Primary Phone

5033966884

Secondary Phone

Email

wbrittney@hotmail.com

Mailing Address

244 N 14th Street Apt 2

City, Zip

Saint Helen's, OR

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

34 years

Civic Activities (offices held, honors, etc.)

List names, addresses, and phone numbers of three references not related to you.

Kim Mann - st Helen's OR, 971-899-1326

Jenny Estes - Vancouver WA, 503-679-3474
Justin Hahgart- Scappoose OR, 360-606-7656

Briefly summarize educational background.

Studied at Portland Community College. Obtained certification in accelerated accounting and working on associates in business.

Present Employer Name, Phone, and Address

Equus, 500 N Columbia River Hwy, St Helen's OR.
Director of operations, Diana Nish 503-396-6971

Job Title

Career Navigator

Additional information you wish to include.

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes

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[Home](#) > [Boards & Commissions Application - ONLINE SUBMITTAL](#) > [Webform results](#) > [Submission #49](#)

Submission information

Form: [Boards & Commissions Application - ONLINE SUBMITTAL](#) [1]
Submitted by Visitor (not verified)
Sun, 01/26/2025 - 9:34am
172.56.153.253

I am interested in:

- Parks & Trails Commission
- Planning Commission

Applicant Name

Nick Flory

Home Address

59004 Glacier Ave

City, Zip

St Helens, 97051

Primary Phone

5745203333

Secondary Phone

5745203333

Email

nf777nd@gmail.com

Mailing Address

59004 Glacier Ave

City, Zip

St Helen's, 97051

Do you live within the city limits of St. Helens?

Yes

If yes, how long?

4 years

Civic Activities (offices held, honors, etc.)

Volunteer Firefighter, Navy Veteran

List names, addresses, and phone numbers of three references not related to you.

Bruce Layton +1 (832) 331-9897

Jen Massey- +1 (503) 396-2318

Randy Eagleston 503-396-9234

Briefly summarize educational background.

United States Navy, Professional certification in Business management and Executive leadership from the University of Notre Dame.

Present Employer Name, Phone, and Address

Schindler Elevator Corporation, 14122 NE David Circle, Portland, Oregon, 97230

Job Title

State Superintendent

Additional information you wish to include.

I like giving back to the community, my wife and I enjoy hiking and spending time at public park's recreating and going to events. She is a runner and would love to be involved with local races. I hope to see our beautiful waterfront grow and thrive!

I hereby certify that the information provided above is true and accurate to the best of my knowledge. If appointed, I agree to not participate in any proceeding or action in which there may be a direct or substantial financial interest to myself, my relatives, or a business I or my relatives are associated with, including any business with which I am serving on their board or have served in the previous two years; or any business with which I am negotiating for or have an agreement or understanding concerning prospective partnership or employment. I agree to disclose any actual or potential conflict of interest at the meeting where the action is being taken.

Yes