



# PARKS AND RECREATION COMMISSION

Monday, March 14, 2022 at 4:00 PM

## DRAFT MINUTES

### PRESENT

Chair Lynne Pettit  
Vice Chair Brandon Sundein  
Commissioner Howard Blumenthal  
Commissioner Jacob Woodruff  
Commissioner Paul Barlow  
Commissioner Jerry Belcher  
Commissioner Dana Lathrop  
Commissioner Carmin Dunn

### STAFF PRESENT

Shanna Duggan Parks and Rec Manager  
Sheri Ingram Public Works Office Assistant  
Councilor Doug Morten  
Erin Bird Parks and Rec Admin Assistant  
Matt Brown Finance Director

### OTHERS PRESENT

Dan Davis  
Emily Martin  
Patrick Birckle

**CALL TO ORDER-** 4:02 P.M.

### APPROVAL OF MINUTES

Belcher commented on cobblestones being featured in the 01-10-2022 minutes. January minutes will need to be changed. Dunn suggested we approve the minutes and note they will get corrected.

Motion made by Commissioner Dunn and seconded by Vice Chair Belcher to approve January 10, 2022 and February 7, 2022 minutes

Voting Yea: Commissioner Dunn, Commissioner Belcher, Commissioner Blumenthal, Chair Pettit, Commissioner Sundein, Commissioner Lathrop

### STAFF REPORT:

Duggan reported:

- Received 390 program registrations in the last 30 days.
- The new Community Center at 2625 Gable Road is open for activities. Users are using it for meetings including the Art Guild. They are also using the Recreation Center on Old Portland Road as well.
- The Columbia County Health Coalition met at the Community Center. It is getting busy with different programming and usage.
- Adult Softball will be starting in June and are currently getting coaches and teams set up. Sports are a major factor in funding for Parks and Recreation.
- Concrete was poured in the softball dugouts in Campbell Park, there has been a lot of positive feedback from this improvement, such as no longer having muddy bags from setting them down in the dugouts.

- Julian begins tomorrow as the new Parks Utility 1. He used to work for Columbia County through Cardinal Services.
- In the last two weeks there have been two work parties over at Godfrey Park removing ivy. Blumenthal and Martin from Scappoose Bay Watershed were big parts of this. There are lots of photos, including Lathrop and many others including children. They hope to have more work parties in the future at a variety of parks.
- Belcher asked about grants and to please notify Duggan of any grants that might be available. She said that sometimes if you compare the time and management done for the grant and the grant itself, it isn't worth the time. If there are any questions about it, everyone is welcome to ask.

Dunn asked if staff could put together a list of work that needs to be done during work parties, since they know the parks best. Duggan said she will be going on a field trip to the parks next week with the staff and creating a list.

Belcher mentioned the Commissioners current park duties and interests. Would any other commissioners be interested in taking on another park? Duggan agreed with Belcher. There is an agreement with Scappoose Bay Watershed for work with McCormick Park and Godfrey Park, there will be work parties scheduled for that and this will hopefully make the load a little lighter for staff and volunteers. She mentioned that Pettit printed a list of parks the Commissioners took on and maybe everyone can look at the list and see if there's any park anyone would like to take ownership on. Duggan said that having a work party for each park once a year would be ideal. Putting up signs around the area for the work parties would help spread the word easier as well.

Belcher said he heard feedback from a couple new to St Helens asking how to check out pickleball nets over the weekend. Duggan said as soon as there is a check out system soon in April, they will need to check out on Friday for weekend use. There are four nets and a few more are being ordered. Morten asked about the courts having a permanent net. Duggan said that the thing with pickleball nets is that they are less permanent, unlike tennis court nets. She mentioned with so many issues with vandalism at Campbell Park, it could be a potential issue leaving pickleball nets out permanently. Duggan brought up an example of how the rubber around the basketball hoops have been ripped off and problems in the bathrooms. Duggan said there may be options to explore. Belcher said there is a park called Vanpool where there are pickleball courts. There is a box that stores it with a combo and lock. Duggan said there are some ways to make equipment available to people, but the cost is something to explore. There will be clinics offered over the weekends, its dependent on staffing and finding things that are vandalize proof.

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

Birkle is here to request approval to be a sponsor for a work party at Dalton Lake up on the bluff on April 23<sup>rd</sup> from 9:00 A.M.- 12:00 P.M. that would coincide with the Solve Statewide Spring Cleanup. He teaches 4th grade in Columbia City and has done some walking field trips over to Dalton Lake. Birkle is hoping to get Columbia City Elementary School more involved with Dalton Lake. He encourages the fight with invasive weeds. There are some work parties that will help with it, it is in the west side of Milton Creek at McCormick. There are a lot of invasive weeds that need to be addressed. English Holly is also an issue, and it will most likely need chemical treatments. Blumenthal agreed and stated that the red shining diuranium is an issue and not sure how to approach it. Duggan brought up that there is an agreement with Scappoose watershed. They'd like to help manage weeds and these parks are close to the watershed. They'd like to have applications to help with weed management. Most of their

projects are grant run, like OAA and they support these projects if they know. Martin said there is a native plant sale in April, sizes and quantities will need to be emailed to me on what anyone needs.

## **COUNCILOR'S REPORT**

Morten Reported:

- Thank you to everyone for the update on invasive species. The issues with Dalton Lake have been going on about six years, and Nob Hill was about ten years ago.
- Brought up the need for an updated procedural method for taking new applicants for open Parks and Recreation Commission spots. The process should be streamlined, such as Commissioners should ask the same questions to every applicant, it should be four to five questions and then follow up questions that can be different. The Council should be aware of what questions were asked. The applicants are then ranked from one to three and that lets the Council know who the strongest candidates are. This is City standard. Ingram said there is only one applicant this time and will interview them at the next meeting. Dunn said since this is a volunteer position, should it be so complex? Morten compared these interviews to the current Library Director interviews and how they finish their questions within a half-hour, he said for this Commission position to narrow down to a twelve-minute interview with one and a half minutes per question. Duggan said to have a workgroup meet up at a separate time and come up questions for the interviewed. Morten said to discuss the questions then submit them to Duggan and they can be discussed at the next meeting.
- The Budget Meeting is approaching on May 12<sup>th</sup> at 5:00 P.M. He encouraged anyone to attend. Morten said at the last Council Meeting they discussed that the City is strapped of funds for any upcoming projects. The one project he'd like to see get done is the Urban Trail.
- Brainstorm what is needed in the parks for the next ten years and it can get put into the Master Plan.

## **NEW BUSINESS**

2. Five property owners that need to be located on 5th Street Trail and Nob Hill Nature Park  
Blumenthal asked four property owners that are located where the trail is. It is getting difficult to know where their property line is at. Dimsho was present to discuss but she had to move on to another meeting. Blumenthal would like to move this onto the next meeting. Brown said that Duggan can speak to Dimsho regarding this issue, and it can get addressed.
3. Motorized Vehicles on Nob Hill Nature Park  
Blumenthal said for the last four to five weeks there have been many motorcycles driving through the park. There should be a sign so people will no longer drive through that section. Blumenthal also suggested putting up a rock wall or plant more things there. They are starting to drive into the camas meadows, Duggan asked if anything has happened since the police were called? Vandalism has been an issue frequently and one of our vehicles had the catalytic converter stolen and Campbell Park deals with a lot of vandalism regardless of signs being put up. Duggan is working with communications on signage on what is or isn't allowed in parks. She gets a copy of the police logs when things happen at the parks. Blumenthal said that 5th street needs more signage as well.

**OLD BUSINESS**

## 4. RFP Update

Brown said they have gone out for bid a second time for the Master Plan and is displeased with what has come up. The city only received one applicant and staff was uncomfortable bringing them forward, other places have been contacted. Brown said he would like to recommend using internal resources for the Master Plan. Staff recommends community outreach, and they can rebuild the Parks and Recreation Master Plan. Brown passes out a schedule that includes dates of meetings where the parks can each be discussed on what they will need and can be put on the Master Plan. The meetings will start in April at 6:00 P.M. and go through July. Morten expressed his disappointment that full-fledged consultant won't be taking it on but said giving it another five years it will open opportunity. Brown mentioned the Urban Trail is going to be on the list and will get discussed how much it will cost. Dunn, Blumenthal, and Belcher are working together on the list, Lathrop said she would like to jump in and assist as well. Morten said he would like to shorten the trail to involve handicap accessibility. Morten said to make certain to know where the new parks will be who they will serve and how, explore the potential. Dunn said if there is a lot of feedback regarding the waterfront expansion, it could be applied towards the parks as well.

**DISCUSSION ITEMS**

Pettit said she has an update about park assignments. She would like someone to volunteer to update us on the parks the current commissioners don't have assigned, and she mentioned if someone has two parks assigned if they could pass one off to Lathrop. There are also the dog park, Campbell Park, and Columbia View. Belcher said he could pass on Grey Cliffs. Lathrop said she would like to know her responsibility, and how to oversee the parks, make sure everything looks orderly, clean ups as needed and give the info back to the Commission. Morten suggested looking into the Master Plan and see what avenues from their park could be added. Duggan said any problems you see on your park, let her know. Lathrop would like to let them know next meeting. She would like to address the Campbell Park issues.

Barlow said he appreciates the improved sidewalks on Gable Road. He said he noticed that the sidewalks are getting parked on.

Belcher said this is long way down the road and he would call triangle park where Plymouth Street and 12th Street come together. Eventually Plymouth goes down to the riverfront, in five or ten years this will become a busy intersection. Morten said there will be a roundabout.

Pettit does anyone want to volunteer to give an update on park in April. Belcher will do the Botanical Gardens. Dunn said she can do an update in May.

Blumenthal said Civic Pride Park has not marking as to that is a park. Can they add signage about this. He is curious if they can get more parks maps can we get more. April the 2nd, there is a work party at Nob hill and 5th street and on the Sunday, there is a plant walk with native plant society. He said they applied for a small grant.

**ADJOURNMENT** 5:44 P.M.