



# PARKS AND TRAILS COMMISSION

Monday, June 09, 2025 at 4:00 PM

## DRAFT MINUTES

### MEMBERS PRESENT

Vice Chair Howard Blumenthal  
Commissioner Jerry Belcher  
Commissioner Lucas Green  
Commissioner Scott Jacobson  
Commissioner Lynne Pettit  
Commissioner Jacob Woodruff

### STAFF PRESENT

Councilor Brandon Sundeen  
Buck Tupper, Facilities Maintenance Supervisor  
Dawn Richardson, Admin Billing Specialist  
Jamie Ford, Admin Billing Specialist

### MEMBERS ABSENT

Chair Dana Lathrope  
Commissioner Paul Barlow  
Commissioner Nick Flory

### CALL TO ORDER: 4:00 PM

### APPROVAL OF MINUTES

#### 1. Approval of Minutes from 05/12/2025

Vice Chair Blumenthal asked if everyone had a chance to review the minutes from the previous month's meeting. Commissioner Pettit mentioned that she had a correction to add. She stated that under the discussion section, her worked hours in the parks were not included, and she would send those work hours later as she didn't have them in front of her at the moment.

Vice Chair Blumenthal called for a **Motion** to approve the minutes of May 12, 2025.

***Motion** to approve the minutes from the last meeting was made by Belcher and seconded by Pettit.*

The motion passed with some abstentions.

**TOPICS FROM THE FLOOR:** From attendees not otherwise of the agenda  
There were no topics from the floor.

### NEW BUSINESS

#### 2. Round Table Topic: Parks-Related Questions – Lathrope

This item was not discussed as Lathrope was not present at the meeting.

### **3. BMX Track - McCormick Park – Barlow**

This item was not discussed as Barlow was not present at the meeting.

### **4. Bylaws – Jacobson**

Commissioner Jacobson presented on the bylaws. He mentioned that the purpose of reviewing the bylaws was to understand and fulfill the duties stated within the bylaws and city code 2.74. He noted that he didn't feel they had fulfilled some of these duties.

Jacobson proposed discussing best practices for commissioner interaction and updating fellow commissioners on monthly activities. He planned to review the bylaws in three parts:

- Sections 2.74.010 through 2.74.080 in the current meeting
- Section 2.74.090 to the end of the document in the next meeting
- Discussion of any other bylaws they might want to include

Jacobson asked Councilor Sundeen about the process of amending or changing the bylaws. Councilor Sundeen confirmed that the Council would need to approve any changes, mentioning that other groups like the library had recently looked at their bylaws and made changes.

Pettit pointed out that the current bylaws were last changed on March 15, 2023, and referred to Resolution number 1648, which establishes guidelines for appointing commission members and liaisons.

Jacobson then proceeded to review the bylaws section by section, starting with 2.74.010 (Creation of Commission). There were no comments on this section.

For section 2.74.020 (Membership), Jacobson suggested adding language about the commission referring candidates to the council, as the current wording only mentioned the council and mayor making appointments.

Sections on Terms of Office and Vacancies were briefly discussed, with Jacobson noting similar concerns about the appointment process.

Regarding section 2.74.050 (Removal), Jacobson suggested adding a referral process for problematic members and including language about the removal of officers (chair and vice chair).

Belcher raised a point about the reappointment of members who have been removed due to missing three consecutive meetings without excuse. He questioned whether such members should be eligible for immediate reappointment.

The Commission agreed to continue the bylaws discussion in the next meeting, focusing on the responsibilities, powers, and duties of the Commission.

## **OLD BUSINESS**

### **5. Milton Creek Reserve - Standing Item**

Jacobson reported that there would be a joint meeting on Wednesday to discuss the Milton Creek Reserve. They would be looking at zoning changes and defining the area.

Jacobson, along with Belcher and Green, had met with Elliot for a hike through the reserve the previous Saturday. They were hoping that Sean Clark, the executive director, would be present at the upcoming meeting.

Belcher emphasized the unique nature of the area, describing newly discovered features like a large pond and various quarries. He stressed the importance of preserving the area for future generations.

Green added that they observed sphagnum moss and ephemeral pools throughout the property.

Belcher reiterated the need to get the property rezoned and set aside, acknowledging that while there might not be funds available now for park development, the situation could change in 5-10 years.

## **STAFF REPORT**

Tupper provided the staff report:

- Little League wrapped up with a good season. St. Helens Little League is investing more money into the fields at McCormick Park, currently putting in drainage.
- The adult softball league bought two pallets of soil for the fields.
- The outfield fence at McCormick Park needs repair in the near future.
- Roger is retiring soon, with his last day planned for September 1st. This creates a staffing challenge due to the current hiring freeze and budget issues.
- Material for three half-size kiosks arrived and construction has started.
- An area between the BMX track at McCormick Park is being used by RC car enthusiasts, which Tupper views positively as it's utilizing an otherwise unused space.
- Tupper and Commissioner Pettit visited Dalton Lake to look at a trail that needs to be shifted onto city property.
- Mower repairs have delayed some planned work.
- General park maintenance continues, trying to keep up with grass growth.

Tupper also mentioned that work on the library grounds had been temporarily halted due to the discovery of a bee nest.

## **COUNCILOR'S REPORT**

Councilor Sundeen reported:

- He thanked Commissioner Pettit for organizing another work party at the Japanese gardens.
- 13 Nights events have started, currently being held on Strand Street for one more week before moving back to the park.
- The grand opening for the waterfront and park is scheduled for June 26th, right before the 13 Nights concert.
- Columbia View Park is set to open on Friday, June 13th.

**DISCUSSION ITEMS**

Several discussion items were brought up:

- Vandalism in parks: Commissioner Pettit reported ongoing vandalism issues, particularly at the main trail kiosk. She suggested using trail cameras and motion sensor lights to deter vandalism.
- Japanese Garden maintenance: There was discussion about finding a dedicated group to maintain the Japanese Garden, as the current annual work party is not sufficient.
- Community Day in the Park: The commission discussed their participation in the upcoming Community Day event on June 28th. They planned to have a booth and showcase various projects, including the Japanese Garden, urban trails, and potentially the Milton Creek project.
- Arborist services: It was confirmed that the city no longer has a staff arborist and contracts these services when needed.
- Park surveillance: There was a suggestion to increase public awareness about potential video surveillance in parks to deter vandalism.
- Recent park improvements: Vice Chair Blumenthal mentioned new additions to the bottom of the Tualatin stairs, including a three-way drinking fountain, benches, and an information board about the Missoula floods and Nob Hill Nature Park.

**ADJOURNMENT – 4:56 PM**

Respectfully submitted by Jamie Ford, Admin Billing Specialist