



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