



PARKS AND TRAILS COMMISSION

Monday, October 11, 2021 at 4:00 PM

DRAFT MINUTES

PRESENT

Chair Carmin Dunn
Vice Chair John Brewington
Commissioner Elisa Mann
Commissioner Jerry Belcher
Commissioner Howard Blumenthal
Commissioner Jacob Woodruff
Commissioner Lynne Pettit

STAFF PRESENT

Shanna Duggan Parks and Recreation Manager
Sheri Ingram Public Works Office Assistant
Lisa Scholl City Deputy City Recorder
Matt Brown Deputy City Administrator
Erin Bird Parks and Rec Administrative Assistant

ABSENT

Commissioner Paul Barlow
Commissioner Brandon Sundeen

CALL TO ORDER – 4:03 p.m.

APPROVAL OF MINUTES

1. Approve Minutes of September 13, 2021

Motion made by Commissioner Blumenthal, Seconded by Commissioner Belcher. To approve minutes of September 13, 2021

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Commissioner Pettit

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

None

NEW BUSINESS

2. Introduce Parks & Rec Admin Assistant: Erin Bird

Duggan introduced new admin assistant Erin Bird; it is a three-year position funded through ARPA funds. Bird has worked with St. Helens Recreation for about 1 year, She created Nature Buddies and has been a great asset, especially during the pandemic coming up with different ideas. She processes Special Use Permits. Her office is at Parks. Dunn asked who to email when emailing and Duggan said to email both.

3. Term Expirations

Ingram said Brewington expires at the end of this year but would like to do another term. She mentioned to Mann that her term expires at the end of the year, and she said no.

Motion made by Commissioner Woodruff + Seconded by Commissioner Blumenthal to recommend reappointing Brewington.

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Commissioner Pettit

4. Disc Golf Course Feedback

Dunn said in a meeting a couple weeks ago, there was a person who was very involved with Disc Golf who mentioned the need for more trash cans. Duggan will coordinate on more trash can placement.

5. McCormick Park Report -

Dunn postponed to next meeting.

6. Nob Hill- Spirit of Halloweentown Event

Blumenthal said that Nob Hill Nature Park is being overused by public due to Spirit of Halloweentown because nature parks are land used for preservation and are used to house nature, streaming creeks, and endangered plant species. He said they may vary in size from less than ten acres to up to two-hundred acres and public access is limited. He said they were shocked to find out it was happening for seven weekends, forty-five days that they're turning it into a Spirit of Halloweentown event averaging fifty to one-hundred people per hour going through the park. That's almost three hundred to three hundred and fifty people a day, almost five thousand over the course of the event. He said he likes that people are seeing the park but that is about two to three years' worth of usage towards the nature park. He stated things were screwed into the oak trees. Woodruff said the nature park is there for people to see and enjoy. Blumenthal said that trails are secondary to nature parks. He said if we're going to start doing this type of usage in the nature park, we need to start thinking about how its maintained, the gravel is hand spread. He asked will we get extra help with re-graveling after the event. Woodruff said that if they haven't had the event people may not come back later and see the park. Belcher asked Blumenthal what the number of people that have gone through it. Howard said he counted on a Sunday at noon, one hundred people then at 3 p.m. another hundred people. Blumenthal asked if the Kiwanis Club provides support. Blumenthal said, Kiwanis Club is at the bottom greeting. Brewington asked if there are signs that say to stay on trail. Belcher sees event as positive towards city and park. Blumenthal states he is concerned people are stomping around in the native vegetation, which could be mitigated by signs. Brewington believes the person at the bottom should be up monitoring. Brewington thinks there should be signs stating what is to be kept off and should be more supervised. He says the bus driver should be telling people the rules. Woodruff asked, why would we not want to show our nature park during the most beautiful time of the year. Woodruff said we can rope the trail, then people don't cross the rope. Dunn said the event did not start getting busy until a couple weeks ago even those it started about September 18th. Dunn said, signage can be important, people will understand after they've been notified by signs. Had we known that this was going to happen we would have known that these types of things do not go into nature parks and in the future, we can help guide people to the parks but be more consistent

towards a nature park. Duggan said people who do not usually go to parks have left positive feedback, she's received emails from concerned people regarding the trees being nailed but that is something we can use towards next year. Parks in other areas have ways to bring people in, such as Hillsboro does a Halloween event in their wetlands. Duggan said planning ahead will be important, it's important to remember that this is a public park. Dunn said the public can provide feedback, the point of this Commission is to be the voice of the public and provide feedback. Belcher said the overall goal is to get people in the park, not tell people not to be in our park. Duggan said with more people coming in our park we will be seeing things get more trampled and need for more gravel. Things will get more popular out here as we develop the waterfront. Brewington asked, could these events be held at Godfrey park. Duggan said this event will be up for more discussion next year. She said next year it won't come to us as a surprise and we can plan more. Belcher said can this be mitigated more, can there be signs that explain the park that it is a nature park so people can read about it and understand more about it. Has there been damage he asked. Howard said that trails are getting wider, and the gravel is moving around. Belcher said he can see the deer may be moving away from the park. He said Spirit of Halloweentown is important to our town, we will just mitigate it more next year. Duggan said that she and Bird are working on new Special Use Permits and permitting things. When they started them, they were already formatted and looking into what goes into reserving parks. She said it can only get better from here knowing what we learned from this year. Howard said for the master plan, he'd like a kiosk installed at the entrance of Nob Hill, we help friends manage the park but also, we have friends that maintain this park. Duggan said these types of things will be visited for the Parks and Trails Master Plan. There are a lot of people enjoying the park, but we'll have a better plan next time. Carmin asked Howard if there was a work party for Nob Hill on November 6th and is there something they will need to focus on. She asked if they could recommend more gravel for the trails. Blumenthal said it depends on how many people will show up, there will be two parties one in the morning where they will focus on new plants and then at 1-4 p.m., they focus on weeding and blackberries. Blumenthal said he is in discussion with Councilor Birkle and he's hoping someone will give them money towards future spraying. Dunn said to request from the city for things like gravel.

7. Upcoming Work Party at Botanical Garden:

Dunn said Belcher and herself were looking at calendars and would like to hold a work party at the Botanical Gardens on November 20th from 9:30-12:00. Dunn mentioned filling out the work party form and sending it over to Duggan and Bird. Belcher said that Dunn will contact Martin. The trails the are best they've looked in years, since the work was done in the spring. Belcher said people will pick up garbage and weeds and focus on getting the invasive species out. Dunn said that the ivy did not come back very quickly, and it has stayed away. Belcher said that Martin told them to leave the poison oak. It is good for the birds and other animals.

8. RFP Parks & Rec Master Plan

Duggan said that she and Brown are working on a RFP for the Master Plan. They are hoping with the parks and trails commission's recommendation, they can proceed to council for proposal. Duggan said they can plan what services they will use; they are advanced plans, and they will have community engagement and census. Brown said there will be some minor updates some of the dates are not right, they anticipated it happening sooner. Brown said there are some small changes to the Parks and Trails section. Duggan said this is the proposal

that companies can come in and say they'll take the job, it is what they're looking for from the company. Dunn asked when they would like to receive feedback. Brown asked for them to come by late Wednesday morning. Belcher asked how they are going about with guidelines on the plan. Brown said they put in guidelines but there are expectations. He said the companies come in saying what they can do with a certain amount of money then the City decides. He said they give us the plans and they rate them. Belcher asked once you pick the company and make the plan who makes the guidelines, do they plan the future of Parks and Recreation. Brown said there will be numerous company engagement opportunities, one for staff, Parks and Commission and community. Brown said that they will revisit Master plans every 5- 10 years. Duggan said that page three has a lot of answers to this and has a lot of information. Brown said they will need one Commission member to represent during meetings.

Motion made by Commissioner Belcher, Seconded by Commissioner Woodruff.

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Commissioner Pettit

Dunn asked if there is funding yet, how long do projects take and when will it get pushed out, Brown said yes and we'll find out a price from the RFP, December or January and it will take 4-6 months. Brown said the masterplan can be paid by the system development.

Motion made by Commissioner Blumenthal, Seconded by Commissioner Mann.

Voting Yea: Chair Dunn, Vice Chair Brewington, Commissioner Mann, Commissioner Belcher, Commissioner Blumenthal, Commissioner Woodruff, Commissioner Pettit

OLD BUSINESS

9. Master Plan Ideas List Updates

Dunn said the updated document that Ingram provided has been compiled from the beginning of the year forward. It includes things they'd like to see in the Master Plan, things they'd like to see in the parks. Everything is updated and needs to be read through and updated. Lots of community engagement involved.

Belcher mentioned that there needs to be native trees planted in Civic Pride Park. He said he would like to see that being the top priority. Mann said they'd like to see a fenced dog area with an agility course in it and an outdoor adult fitness equipment, which would help the community save money on gym memberships and more. Carmin requested more information on adult fitness equipment. Mann said it looks like play equipment for adults. Hillsboro has one. Blumenthal asked about the McCormick Park fitness equipment. Mann said it is similar but the next level where it would be more accessible for people with disabilities. Duggan said that it would be teenage accessible as well. They need things to do but they play over at the McCormick playground, Duggan asked teens at the skate park what they'd like to see, and they mentioned adult exercise equipment.

Blumenthal said for Nob Hill that it needs some fencing around sensitive plants and more signage. Brown asked about a chain fence and Blumenthal explained that a split rail fence will give people the idea that this is a sensitive area. Blumenthal stated in the Master Plan that the two lots on 3rd street, it'd be great if the City owned them and used them, there is a lot of camas in them.

DISCUSSION ITEMS

Belcher said that he went to Nob Hill Nature Park and discussed and agreed on where the bench should go. Dunn asked about forms about the donation and placement of the bench.

Belcher mentioned he'd talk about grants, he mentioned looking online at grants. He said he found a CARES Act for 1.5 million dollars for trails. He said as soon as the 3.5 trillion Legislation for infrastructure gets passed, to get that grant quickly. He mentioned the RTP grant, Recreational Trails program under the Dept of Transportation, they said they would have money for trails. Duggan said that they actively look for grants and having the Master Plan will help with getting grants. With the Master Plan you can plug in that information towards asking for grants. Duggan said Jenny Dimsho is watching for grants too. If anyone sees one, let her know. Brown said with grants, they are typically with projects that are already approved. He said that with this Master Plan we need to think ahead about 5, 10-20 years and what is wanted by then.

Petitt said she sent Dunn an update on the list for Dalton, it still says proposed amenities.

Petitt mentioned last month it was discussed about the anonymous donation to the parks, it came down to \$650, after the meeting someone offered \$150 towards getting spraying done.

Blumenthal said the watershed Council leading up to Saturday the 6th, she is finding a nicer day to do the work party. He said they'll be doing the second Saturday in April for a work party.

Dunn reminded everyone that there is no meeting in November.

MAYOR'S REPORT

None

PARKS AND REC MANAGER'S REPORT

Duggan Reported:

- They are finishing ADA upgrades to the new rec center, ramps on exterior outside, connector path from high school to new rec center, the high schoolers can walk that way. Hopeful for opening soon.
- Campbell Park, the concrete was poured on new sports courts, eight pickle ball courts, and basketball courts. They are making a rain garden; they are making a swale grading all storm water, so it goes around the courts. It will have plants that will go in the berm, it will be self-sustaining. They will be planting new trees in entrance next to the Campbell Park sign. This will make it less swampy. If anyone wants to help with planting we will reach out for help when it's time to plant them. There will be new paved parking, lined parking in front of sports courts.
- There was a Disc Golf tournament, with over 200 people signed up, and there was softball tournament as well. She met with disc golf and softball and met with Petitt. They are working with small budget, but the Master Plan will help with planning these events.
- \$75,000 grant applied for afterschool program, a walking group grant, and parks grants.
- Afterschool is going well. They had a little covid shutdown but now we're back up and running. Rec desk is up and running and they should check it out, we'll have a software for parks planning getting set up. Shanna said that Thad retired, we have two full time staff at Parks, working on hiring a third person and the rec staff is great.

- Trick or treat and Halloween events will be with the Sheriff's office, Eaton's will be as well. Turkey Trot will be in November, money goes to youth leaders club which meets every 3rd Friday.

ADJOURNMENT - 5:21 p.m.