

St. Helens Parks Commission

Monday, February 9, 2015, 4:00 p.m.

City Hall Council Chambers

Agenda

1. Call Meeting to Order
2. Approval of Minutes: December 15, 2014 regular meeting
3. Topics from the floor—from attendees not otherwise on the agenda
Speakers are limited to 3-5 minutes. Topics requiring action may be placed on the next month's agenda for further discussion.
4. New Business
 - Elect Officers
 - Parks Commission Vacancies – Interviews
 - Bylaws
 - Exclusive Use Application – Girls Softball
 - Girls Softball Maintenance Reimbursements
 - Right-Of-Way Work by Nob Hill
 - Disc Golf Parking Area
5. Old Business
 - Parks & Trails Master Plan Update
 - Sand Island Restroom and Pay Station Updates
6. Discussion Items
7. Councilor's Report
8. Other Matters
9. Adjournment

The next regular meeting of the St. Helens Parks Commission is scheduled at 4:00 p.m. on Monday, April 20, 2015, in the City Hall Council Chambers.

ST. HELENS PARKS COMMISSION

Minutes for Meeting of December 15, 2014

Council Chambers, City Hall

MEMBERS PRESENT

Jacob Woodruff, Vice Chair
Phillip Roddy, Commissioner
Stan Chiotti, Commissioner
Howard Blumenthal, Commissioner

STAFF PRESENT

Neal Sheppeard, Public Works Supervisor
Sheri Ingram, Secretary
Jenny Dimso, RARE

MEMBERS ABSENT

John Brewington, Commissioner

GUESTS

Jeff Kroll, SH Girls Softball

COUNCILORS IN ATTENDANCE

■ ■ ■

CALL TO ORDER

The meeting was called to order by Vice Chair Woodruff at 4:00 p.m.

APPROVAL OF MINUTES

Blumenthal made a **motion** to approve the minutes of the November 17, 2014 meeting. **Motion** was seconded by Chiotti and approved unanimously.

TOPICS FROM THE FLOOR

Jeff Kroll, President of St. Helens Girls Softball found out the fees doubled this year and wanted to suggest that Campbell Park be calculated separately somehow. He said they only use the lights about a half dozen times a season where the adults use them every night. He has also talked to a couple of Councilors about getting some kind of rebate program for field upkeep. They got a new tractor and do a lot of mowing and have leveled out part of the field so it doesn't flood so much. He understands the City doesn't have money to put into improvements. Part of the problem is, when they pay for that, there are a third of the days they can't even get on the fields because it's flooded during their season. Morten has suggested a reimbursement program at the end of the year and he doesn't know what that amount is, maybe 25% of in-kind donations for improvements they make out there. They are planning on putting \$12-13,000 into Campbell this year. He knows the City can't do it. They are going to pay Fischer to do to Field 2 what he donated to Field 1 last year. That should keep it from flooding. They would also like to replace the dugout roofs that are rotten and falling apart. They see other facilities that are nice. He likes to play in Rainier and he understands their fields are part of the school system but we are going to be making some huge strides this year. Their goal is to make St. Helens a big softball area like it used to be.

Woodruff said we looked at other facilities around Portland and a lot of these places charge \$20.00 an hour per field where we charge by the day. We are a recommending body and part of their

recommendation to the Council was that the extra fee money go to help maintain the fields. It will take some time but eventually these fields will be nice. That was our goal.

Kroll said Little League uses the fields at the Elks and Fairgrounds and he understands those aren't City parks but they are nicer fields than Campbell. Woodruff said that is because the coaches and parents do a lot of the work. Kroll said Women's Softball does not take care of the fields. They pay a guy to come out and rake and chalk and he barely does that. It's not fair to ding their little non-profit with the light situation. Ingram said, just to clarify, the lights are paid for separately and the league is supposed to be keeping track of the usage and paying us for it at the end of the year. Kroll said that is not a problem since they only used them about a half dozen times the previous season. He said he would put a sheet up in the equipment shed so they can keep track of it.

He said someone told him they could raise their registration a couple of bucks but he said they dropped it last year and had a lot more girls sign up plus they gave out 17 scholarships for girls that couldn't afford to play. They don't want any child to not be able to play softball because their parents can't afford it. This is going to limit what they can do at Campbell Park so if they can get some of it back next year, great. Everyone thinks they have a lot of money. On their big raffle last year, they made a profit of \$35,477.00 but they bought a \$16,000.00 tractor and \$7500.00 in new gear for the new teams.

Sheppard asked why they are mowing the fields and Houk said they don't need to because we do it. Sheppard wanted to emphasize they have had a lot of issues out there in the past with people doing things out there without permission so they need to coordinate with Houk. Kroll said they just prefer to mow because their tractor picks up all the grass so there weren't clumps lying all over. He said he had neighbors come out while he was mowing and tell him the fields have never looked so good. Sheppard said the past, we have had different groups do things out there the way they want them and one year, the high school painted all the buildings yellow and black without asking and that is why those things need to be coordinated through the City.

Kroll said the fields at Astoria are really nice and the employees chalk the fields and have everything ready to go so they just have to walk on. Woodruff asked what they charge for field rental down there and Kroll said he did not know. He said if they had to pay by the hour here, they wouldn't reserve the fields for so long. Woodruff said that is just the way these groups have done it in the past. They reserve the fields for their whole season even the days they aren't playing just so they can have the fields. We just want all of the parks and fields to look nice, not just Campbell and McCormick. We want more kids out there. In order to do that, we have to get them looking nice and in better condition so we thought we would make this small step. He knows Kroll is saying its \$1000 more but how long is their season? Kroll said three months. He doesn't have an issue with the rates going up but he would like to see some sort of rebate program. And he is tired of the Women's League tearing up the fields and not taking care of them. It's horrible. They are hosting the Chief Painter tournament this year and want to get more teams than they had in Rainier. They want to get the fields to where people want to be there and play. He thinks if they could work out a rebate of 25% of the field fees, he thinks that would be more than fair.

Dimsho asked if they have a way of addressing other organizations who might think that is favoritism. Kroll said if other groups want to start dumping money into the fields, that is fine. The Women's League is the only other group that uses Campbell Park with Exclusive Use permits. He thinks if they are going to pay someone to take care of the fields, they can pay him to do it and the fields will look better for them than they have in years. He is going to talk to them about it. Houk asked if Chiotti was comfortable with that and Houk said he was because Kroll has been easy to work with and good about checking with him when he does things.

Kroll asked if they could also look into taking care of the permits if they pay Fischer to work on the other field. Sheppard didn't think they needed a permit unless they brought in more than 50 yards of fill and Kroll said they took dirt off when they did the first field. If they do the dugout roofs, they won't need a permit. Kroll said the equipment shed is rotten too and they are looking at maybe putting up scoreboards. If they put up scoreboards, he doesn't know if they will be donated to the City and Sheppard said anything they put up structurally in the park becomes City property.

Woodruff said they should recommend the Council look at approving them getting a partial refund up to 25% of their permit fees on their permit for the following year for work they do on the fields. Kroll said they are asking for credit for 25% of the money they spend on the work, not the permit fees. They aren't going to spend \$12,000 every year. The Commission can discuss a percentage but they work really hard to raise that money and they are not asking anyone else to help pay for it. Woodruff said the Council should decide the percentage, not the Parks Commission. Sheppard asked if they are going to make that a blanket policy for everyone and Woodruff said they should. The Adult League paid for the lights at McCormick and that was a big chunk of money. Kroll said he is just looking at it going forward.

Houk said they probably need to look at adjusting their days on their permits instead of reserving the fields for the whole season. Sheppard said he has gotten complaints from people saying they were kicked off the fields when the leagues weren't playing and they can't do that. It is a park first and the leagues don't "own" the fields during their permit period. Anyone can come along and use them if they aren't being used by the leagues.

NEW BUSINESS

Resignation: Woodruff read an e-mail from Debi Corsiglia saying she was resigning from the Parks Commission due to her work schedule. Chiotti said the City owes her a big debt of gratitude for all she has done over the years. Sheppard said he would talk to Kathy about getting something to officially recognize her years of service.

Appointments & Vacancies: Roddy made a **motion** to recommend that Council reappoint Woodruff and Chiotti for another term. Motion was seconded by Blumenthal and approved unanimously. We have two applicants for the vacant position and now that we have another position vacant, they would like to re-advertise to see if we get more applicants and have them come to the February meeting to be interviewed.

Bylaws: Ingram said Kathy told her each Commission needs to have a set of bylaws and Ingram went through all of the old records and could not find any for Parks. She created one from the sample Katy sent and most of it is just straight out of the Ordinance except Article 6, Goals of the Commission. After looking them over, Blumenthal made a **motion** to accept them and send them on to Council with an addition about identifying funding opportunities in the Goals section. Motion was seconded by Roddy and approved unanimously.

OLD BUSINESS

Master Plan Update: Dimsho had some more questions for the plan about the war memorial and the ball field dugouts at McCormick. She was looking for dates and information to put in the Master Plan and a way to estimate future expansion on the memorial.

Restroom & Pay Station Updates: Sheppard said they started working on the pay stations last week and got the pedestals and some conduit in. They will be gone for about two weeks and then come back. The plumber got the new dump station put in. The restroom contractor got here Friday and moved a bunch of things to the island over the weekend. They said they would be here for 12

days. Dimsho told Houk he should think about where he wants to designate campsites while he is over there. She had a previous estimate of 35 and doesn't know if we want to keep that number.

DISCUSSION ITEMS

Blumethal said we had talked about making a field trip to Nob Hill and March would be a good time with the wildflowers in bloom. Woodruff said we can still do field trips. We don't have to have a meeting. They can come up with a date at the February meeting. Blumenthal said he got more gravel and graveled another 250 to 300 feet of trail. They also have a couple of trees that are starting to lean and a couple that fell so maybe they can cut sections out of them for a trail. If Paul can meet him up there sometime, he can show him.

Blumenthal also asked about the disc golf area by the bridge where they had put the bark chips. It has become a muddy mess. It's become a good place for four-wheelers to chew up even more. Sheppard said we were going to gravel that area but Morten had safety concerns about parking there that we need to talk about.

Chiotti said the garden club cleaned up the traffic triangle. If they have had complaints about visibility from plants being too high, that is no longer a problem. They trimmed everything.

COUNCILOR'S REPORT

OTHER MATTERS

ADJOURNMENT

The meeting was adjourned at 5:05 p.m. The next meeting is scheduled for Monday, February 9, 2015, at 4:00 p.m., in the Council Chambers at City Hall.

Respectfully Submitted,

Sheri Ingram
Secretary

2014 ATTENDANCE RECORD							
P = PRESENT / E = EXCUSED ABSENCE/U = UNEXCUSED ABSENCE							
Meeting Date	John Brewington	Debi Corsiglia	Jacob Woodruff	VACANT	Stan Chiotti	Howard Blumenthal	Phillip Roddy
1/13	P	P	P		P	P	P
2/10	Meeting	Cancelled	Due To	Snow			
3/17	P	P	P		E	P	P
4/21	E	P	P		P	E	P
5/19	E	P	P		P	P	P
6/16	P	P	P		P	P	P
7/21	A	P	P		P	P	P
8/18	A	P	P		P	P	P
9/15	P	P	P		P	P	P
10/15	P	P	P		P	P	P
11/17	P	E	P		P	P	P
12/15	A	VACANT	P		P	P	P

City of St. Helens
Application for Appointment to City Boards & Commissions

RECEIVED

JAN 13 2015

CITY OF ST. HELENS

PLEASE PRINT

Applicant Name: Jerry Belcher
Home Address: 105 Belton Rd.
City, Zip: St. Helens, OR 97051
Phone: (503) 397 4532
Email: jerry.belcher@hotmail.com
Mailing Address: 105 Belton Rd
City, Zip: St. Helens, OR 97051

I am interested in:



- ☐ Arts & Cultural Committee
- ☐ Bicycle & Pedestrian Comm.
- ☐ Budget Committee
- ☐ Historic Landmarks Comm.
- ☐ Library Board
- ☒ Parks Commission
- ☐ Planning Commission
- ☐ Tourism Committee

How long have you lived in St. Helens? 40 Years 6 Months

Civic Activities (offices held, honors, etc.):

Planning Commission
Arts & Cultural Commission

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

Kanniker Peterson (503) 366 - 3050: 101 St. Helen St
Doug Montan (503) 396 - 5145: SE. Helens OR
Ron Schlumberger (503) 397 - 0714: 61 Plaza
St. Helens OR

Briefly summarize educational background:

OSU - B.S + Masters: Education

Present Employer Name: NA. Phone: —

Present Employer Address: NA.

Title of Position Held: —

Additional information you wish to include: Teacher: St. Helens School District
Retired

If appointed, do you prefer your mail sent to: ☐ Business ☒ Home

I hereby certify that this form is true and accurate to the best of my knowledge.

Signature: Jerry Belcher Date: 13 Jan 2015

Please return to: Kathy Payne, City Recorder
City of St. Helens
P.O. Box 278
St. Helens, OR 97051

City of St. Helens

Application for Appointment to City Boards, Committees or Commissions

PLEASE PRINT

Applicant Name: Stephen Topaz
Home Address: 360 St. Helens St
City, Zip: St. Helens, OR 97051
Home Phone: 503-366-7994
Cell Phone: _____
Email: topaz@stuheart.com
Mailing Address: Same as above
City, Zip: _____

I am interested in:



- ☐ Arts & Cultural Commission
- ☐ Bicycle & Pedestrian Commission
- ☐ Budget Committee
- ☐ Historic Landmarks Commission
- ☐ Library Board
- ☒ Parks Commission
- ☐ Planning Commission
- ☐ Tourism Committee

Do you live within the city limits of St. Helens? ☒ Yes ☐ No If yes, how long? 14 Years ____ Months

Civic Activities (offices held, honors, etc.): Vice Chair SHEDCO, Eagle Scout BSA, Club Scout Pack

Leader, Duxbury, MA, Girl Scout Council Technical Assistance, Hightstown, NJ., Lotus Project, (homeless work training)

Salt Lake City, YMCA Camp Councilor, Handy Capped Children, Canton, Ohio

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

Judy Thompson, 503-397-6056

Al Petersen, 503-366-3050

Ken Kondraski 503-397-6306

Briefly summarize educational background: High School, Canton Lincoln, Ohio, University, Purdue University
Indiana BSME, Rutgers University MSEE

Present Employer Name: Retired Phone: _____

Present Employer Address: _____

Title of Position Held: _____

Additional information you wish to include: A major interest in youth development and after school activities
for latch Key kids.

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 arrangement 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.

Signature: [Signature] Date: 4/14/2014

Please return to: Kathy Payne, City Recorder
St. Helens City Hall
P.O. Box 278 / 265 Strand Street
St. Helens, OR 97051

RECEIVED

APR 14 2014

CITY OF ST. HELENS

Revised Nov-2013

BYLAWS OF THE ST. HELENS PARKS COMMISSION

ARTICLE 1 Name

The name of this Commission shall be the St. Helens Parks Commission as established by St. Helens City Ordinance No. 2352, as amended.

ARTICLE 2

Purpose and Powers of Commission

The purpose of the Parks Commission is to encourage opportunities for parks use in St. Helens, identify groups and organizations that could help enhance the parks in the St. Helens area, provide liaison and recommendations to the City Council and other City commissions and boards, advocate and promote parks in the community, identify funding opportunities for the parks, and to perform such other park related tasks as it shall be directed by Council to perform. In addition, the Parks Commission shall have responsibilities, duties and powers as stated in Chapter 2.16 of the St. Helens Municipal Code, as amended.

ARTICLE 3 Composition

PARKS COMMISSION

The Parks Commission shall consist of seven at-large members ~~-, at least 6 of which shall be city residents, and one ex-officio, non-voting Council member.~~ All members shall be appointed to the Parks Commission by the Mayor ~~and approved by~~ with the consent of the City Council. ~~-Commissioners serve at the pleasure of the City Council.~~

~~ARTICLE 3~~

ARTICLE 4

Term of Office; Vacancy

~~Term of office for each position shall be four years beginning on January 1-~~

Term of office for each position shall be four years beginning on January 1 of the year subsequent to the appointment, unless the appointment is to fill an unexpired term. Vacancies in the commission can occur following a resignation or a removal of a commission member. A commissioner may resign at any time. A commissioner may be removed from the commission for cause following a hearing before the city

council. Cause for removal includes but is not limited to misconduct in office or nonperformance of official duties, violation of government ethics, or conviction of a felony or a misdemeanor involving moral turpitude, including the crime of official misconduct. Commission members shall regularly attend meetings of the Commission and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair. ~~-Any Commission member failing to attend three consecutive Commission meetings without an excused absence shall be deemed to have resigned. -The Commission shall report such resignation~~any vacancies in the commission to the Council and the Council ~~pursuant to Ordinance No. 2921, as amended,~~ shall declare the position vacant ~~and. The mayor may then, with the consent of Council,~~ appoint a new member to complete the term. ~~-Pursuant to Ordinance No. 2921, as amended, vacancies are filled by the Mayor with approval of the Council and a Commissioner may be removed by the Council at any time for cause.~~

ARTICLE 5

~~ARTICLE 4~~

Officers

A majority of the at large members shall comprise a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter ~~-, except that no commission meeting to conduct business shall be held by less than 3 members.~~ Pursuant to Ordinance No. 2352, as amended, the Commission shall have authority to adopt rules for ~~appointment of officers and the frequency and the~~ conduct of its ~~meetings-~~business. The following officers shall be elected from the ~~Commission~~at large commission membership during the first meeting of ~~February of~~ each year ~~- and shall serve a one-year term in the office:~~

Chair:- The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. ~~-Except for unanimous consent, the Chair may not initiate a motion, but may second, and shall vote on each issue after the question is called. -However, in the event the Chair's vote shall create a tie, the Chair shall refrain from voting.~~

Vice Chair:- The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

Nothing in this section shall be deemed to limit the number of terms these officers may ultimately serve.

ARTICLE 6

~~ARTICLE 5~~

Subcommittees

The Commission shall have the power to create subcommittees with such responsibilities as the Commission directs. ~~-The Chair shall appoint and charge each~~

subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. -The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Commission concerning the work of the subcommittee.

ARTICLE 6

Commission Goals

GOALS OF COMMISSION

~~The goals of the Parks Commission include:~~

- ~~• Encourage opportunities for parks use in St. Helens.~~
- ~~• Identify groups and organizations that could help enhance the parks in the St. Helens area.~~
- ~~• Provide liaison and recommendations to the City Council and other City commissions and boards.~~
- ~~• Advocate and promote parks in the community.~~
- ~~• Identify funding opportunities for the parks.~~

ARTICLE 7

Public Meetings and Records

The Commission is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings. -The regular meeting of the Parks Commission shall be the third Monday every other month at a place accessible to the public. -The Commission is subject to the Open Meetings law (ORS 192.610 to 192.690) and shall conduct meetings accordingly. Special meetings may be called by the Chair ~~or by the City Council~~ by giving the members and the press written or verbal notice at least 24 hours before the meeting.

ARTICLE 8

Rules of Order

The rules contained in Robert's Rules of Order Newly Revised shall generally govern the Commission if they are not inconsistent with these bylaws, Oregon Revised Statutes, or St. Helens City Ordinances.

ARTICLE 9
~~Conflict of Interest~~

~~A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict. No member shall vote upon any motion which requires declaration of a conflict of interest.~~

Ethics

Parks commission membership is an unpaid voluntary appointed position and members receive no compensation for their service except for expenses specifically budgeted and authorized by the city council. The Parks Commission is subject to the local government ethics rules of ORS Chapter 244. Conflicts of interest shall be handled as specified in ORS 244.120.

ARTICLE 10
Amendment

These bylaws may be amended at any regular meeting of the Commission by a simple majority vote, provided that the amendment has been submitted in writing to each member prior to the meeting and any such amendment is approved by the City Council. These bylaws may be amended by the City Council upon its own motion. Prior to an amendment, the City Council may request a recommendation from the Commission.

~~Adopted~~ Approved by ~~the~~ Parks Commission: 12/15/2014
~~Amended: _____/_____~~ Accepted by the City Council: