



SCAPPOOSE *Oregon*

Parks and Recreation Committee Meeting Minutes

Scappoose City Hall, 33568 E Columbia Ave., Scappoose, OR 97056

January 21, 2021 6:00 pm – 7:00 pm

Attendees: Huell White, Kim Holmes-Kantrowitz, Cara Heinze, Bryan Hammond, Joel Haugen, Kristin Person, Dana Pricher, Isaac Butman, Michael Leipzig

Absent: JJ Duehren, Ivy Freimuth

1. **Call to Order**

The meeting was called to order at 6:04 by Chair Cara Heinze.

1.1 Prior Agenda

Dana asked for the agenda to be changed to include Dana in new business on the topic of a Scappoose Bay Watershed Council stream project. Bryan motioned to make this change. The motion was seconded by another member. The motion passed unanimously.

The agenda was approved, with the addition of Dana for the Scappoose Bay Watershed Council under new business, by unanimous consent.

1.2 Review consent agenda.

Dana motioned to approve the consent agenda. Bryan seconded the motion. The motion to approve the consent agenda passed unanimously.

1.3 Public Comment

2. **Old Business**

2.1 Staff Update:

Huell: At Tuesday night's council meeting the draft bylaws for the Grabhorn Park Ad Hoc Committee. Council liked Staff's proposal asked that the input from the Scappoose Parks and Recreation Committee, and a best practices approach, be written into bylaws. Isaac will be researching best practices, and council will be looking at and approving a set of best practices to be included. Additionally, Council requested that a member of the Scappoose Bay Watershed Council and an at-large park user be added to the membership. Kim asked about how the Parks Committee will handle issues that are not related to the Ad Hoc Committee? Huell stated that the Parks Committee can hold meetings directly before the Ad Hoc meeting if needed. Isaac further stated that the Parks Committee will continue to need to meet, and this will be handled by gaveling into the Parks meeting, going through the agenda, and then gaveling into the Ad Hoc meeting after.

Huell stated that City Council is targeting submitting a grant application for development of the Grabhorn park in 2022, and this requires a very condensed schedule, which includes the Ad Hoc



Committee meeting twice a month on the schedule presented to Council in order to keep to the grant timeline. Dana asked if there is a minimum number of members that makes a quorum? Isaac, yes, I don't remember the number but will get back to the committee on this [the bylaws state that a simple majority of voting members constitutes a quorum for conducting Ad Hoc Committee work]. Dana asked if dividing up the work into smaller groups is something that the Ad Hoc Committee could do? Huell stated that the Ad Hoc Committee will be meeting as one whole group, and that staff time to take meeting minutes is the major consideration in that regard. Keeping to the meeting timeline and keeping all the groups up to date and on track would be very difficult. Dana stated that the Ad Hoc working structure would be more like the Ad Hoc Committee meeting to talk about what has been done and worked on, what needs to be worked on next, then going and doing those things, and at the next meeting repeating? Huell replied yes. Also, the City has been talking about being a little more formal about meetings so that they can be kept on track and on schedule. Kim stated that she likes the idea of identifying community representatives, and asked if they are, they going to be formally installed by council. Huell replied yes that the Ad Hoc Committee will be formed using the process the city uses to form all of its committees.

2.3 Vice-chair election:

Cara asked if there were any nominations for the Vice-Chair position? Cara stated that she would like to nominate Kim. Kim stated that she accepted the nomination. There were no other nominations. Voting: The committee voted on Kim's nomination to the position of Vice-Chair and was approved unanimously.

2.3 Goal setting III:

Cara opened the discussion on goal setting. Kim stated that the Staff document is very well put together and reflective of the Committee discussion, and thanked Staff for their work. Kim asked how the Council Goals and Committee Goals interplay; are the City Council goals overarching goals put to Council, and the second document is specifics about how to put action behind those goals? Huell stated that that was his understanding, but this committee is blazing this trail so it can really be what the Committee wants it to be. Cara stated that when the Committee creates goals for Council, the Committee does not check in on them to make sure they are being talked about, and ideas through the year can come in and sometimes we bounce from one to the other, so she sees this as a way to maintain focus and remain on track.

Huell stated that goals do come to staff for the development of an action plan where detail is added about how staff gets to the objective of the goal, and each goal is revisited at the end of the year to update Council on progress, and this committee's goal list is similar to this process. Dana stated that she was wondering if as Staff is developing action plans if they would consider assigning small tasks back to the committee who developed the goal so that they can support staff in achieving the goal. Cara stated she liked that idea and that it would be useful for both parties to work in this manner. Joel stated that the Committee should revisit this in July when the Staff action plans have been built to see how these two things can be integrated. Huell stated that he will bring this up to staff when we get to the staff action planning portion of the process.



SCAPPOOSE

Oregon

Cara asked the Committee if they wanted to add anything to the Goals, or accept the goals as is? Dana motioned to accept the Council Goals in current form for recommendation to Council. Kim seconded the motion. The motion passed unanimously.

Cara asked if the Committee wants to move the committee goal notes for adoption. Huell stated that there will be four new members of the Committee by the next meeting, and the Committee may want to wait for them to join before adopting the committee goals. Dana stated that it could also be helpful to see what Council adopts as their goals, so maybe the Committee should revisit them later.

Huell noted that there are four members coming to the SPRC in February. There is one spot open, two alternates, and another spot opening. Kristin stated that she will be resigning from the Committee because of two large changes in her personal life that will make continuing with the Committee through something as big as Grabhorn difficult. Cara, other members, and Staff expressed their sadness at Kristin leaving, and wished her the best of luck.

Cara stated that the Committee should wait until new members are on board and council has decided on their goals before moving forward with the Committee Goals.

3. New Business

Dana stated that the Scappoose Bay Watershed Council (SBWC) has been doing stream restoration in the Veterans Park area since 2009 and now SBWC has a design for reach F (Reach F is essentially the area of South Scappoose Creek along the Grabhorn property), and the SBWC is getting ready to put in applications for funding. One of these applications will be submitted next week to the National Fish and Wildlife Foundation. This is an education and restoration focused grant. It will include more community engagement for this round of restoration, including community partners, one of which is the Lower Columbia Estuary Partnership.

The Lower Columbia Estuary Partnership has programs in place in Grant Watts Elementary to help get kids out doing restoration. The money from the Fish and Wildlife Foundation would offset some of their costs and help them prepare the ground for the volunteers. The grant being applied for next week would help with this effort. The whole program will help stabilize the stream and shade the water to help lower stream temperature.

The ask for the Committee is if you will support these efforts to improve parks, support efforts through volunteer days and workshops on-site, and support the stream restoration and community engagement program. Dana stated that she would like to draft a letter for the Committee to sign that would be in support of this effort and this grant.

Cara stated that she would be happy to sign. Dana asked if there is a conflict of interest, with her being part of SBWC and asking for support and sitting on this Committee at the same time. Joel stated that Dana just needs to recuse herself from voting on items that could be a conflict of interest.

Kim stated that this is a great project, and that the Committee should consider the request. Kim asked what the timeline would be for this project. Dana stated that SBWC is applying next week, and should find out by the end of summer if we get the grant. The Estuary Partnership will be



SCAPPOOSE *Oregon*

doing their work regardless of the grants, this would just allow them to expand their work through other parks. Construction would happen in late summer 2022 during the in-water work period (July, August, and September).

Kim motioned that the Committee sign a letter of support for the SBWC grant to the Fish and Wildlife Foundation. Bryan seconded the motion. Dana stated that she has a conflict of interest and will be abstaining from voting on this item.

Huell, please send letter to Cara, Isaac and myself, so we can record it, and sign for the City. We will return on city letter head. Dana, also need one from friends of parks, so if anyone from friends of parks that is not me would like to sign this that would be great.

Vote Tally:

Kim Holmes-Kantrowitz, Aye.

Cara Heinze, Aye.

Bryan Hammond, Aye.

Kristin Person, Aye.

Dana Pricher, Abstain.

Michael Leipzig, Aye.

Motion passes; five (5) ayes, one (1) abstention.

4. Announcements and Next Meetings

- February 18, 2021
- March 18, 2021
- April 15, 2021

5. Meeting Adjourned at 7:02 pm.

For questions about these minutes, contact Isaac Butman, 503.543.7184 ibutman@cityofscappoose.org

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