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Parks and Recreation Committee Meeting Minutes
Scappoose City Hall, 33568 E Columbia Ave., Scappoose, OR 97056
February 18, 2021 6:00 pm – 7:00 pm

Attendees: Cara Heinze, Kim Holmes-Kantrowitz, Huell White, Isaac Butman, Joel Haugen, Dana Pricher, Michael Leipzig, Paul Fidrych, Mary Hindal, Andrew LaFrenz, Liz Church

Absent: Bryan Hammond, JJ Duehren, Ivy Freimuth

1. Call to Order

The meeting was called to order at 6:03 by Chair Cara Heinze.

Cara introduced herself to the new members and introduced the new regular members, Paul Fidrych and Mary Hindal, and new alternate members Andrew LaFrenz and Liz Church, to the Committee. Cara welcomed the new members and alternate members to the Scappoose Parks and Recreation Committee.

1.1 Review Agenda: Liz made a motion to approve the February 18, 2021 Agenda. Mary seconded the motion. The motion passed unanimously.

1.2 Prior Meeting Minutes: Kim made a motion to approve the January 21, 2021 meeting minutes. Mary seconded the motion. The motion passed unanimously.

1.3 New Member Introductions: The new members and alternate members of the SPRC introduced themselves to the group and told a little of their backstory and what brought them to the Committee.

1.4 Staff Update: Huell introduced himself and oriented the new members to the Staff Liaisons and the current context of the SPRC. Huell mentioned that at the most recent Council Meeting the topic of strategic parks policy was on the docket. Huell stated that City Council wants to preserve the opportunity to apply for a Grant for the Grabhorn Property in early 2022. Council also talked about the need to update the Parks Master Plan in the near future. The last item was the pool and Council asked staff to start a public outreach campaign to inform the public about pool costs.

This outreach campaign will include a survey about funding options and pool costs. This survey will be open for around three months and after the survey is presented to Council, Council may give Staff more direction about how to proceed regarding the pool. Council has approved and formed the Grabhorn Park Ad Hoc Committee (GPAHC) and has opened an application process to add six members from the community. The GPAHC will include the SPRC and the six additional members. Applicants will be interviewed during the March Council Meetings. The 1st meeting of the GPAHC will be April 1st.



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Joel mentioned that Council is taking a new approach to the pool fund. Huell stated that there are two pool funds that the city administers. One is from the General Fund, the majority of which was used to purchase the Grabhorn Property. The second is from private donations that were transferred to the City in trust by the State of Oregon. A ballot measure was passed that directed the City to create a pool fund and to put money into the fund. The ballot measure established an Ordinance, which is something that the Council is looking at changing in the future.

2. New Business

2.1 Grabhorn Park Ad Hoc Committee: Cara began a discussion on the GPAHC, stating that tonight she will be going through setting the tone and expectations for the GPAHC meetings. The GPAHC will total 18 people, including the GPAHC and Liaisons. This means that meetings will need to be organized and targeted in order to reach the goal of meeting the deadlines as outlined in the bylaws.

Public comment will happen during GPAHC meeting, but the time available for public comment is in tension with the need to move through the agenda. Cara would like to limit public comment time to 3 minutes per comment and set aside no more than 10 minutes per meeting for public comment. If there are more comments than time permits alternative strategies will be used so that the GPAHC can hear all the public comment.

The SPRC will be working on planning for SPRC members to lead micro groups and sub committees to help keep everyone on task and complete the mission of the GPAHC.

Dana asked what happens if there is disagreement within the GPAHC. Cara stated that Roberts Rules of Order control these things, but that generally, there will end up being votes and that simple majority votes will determine the disposition of issues before the Committee.

Paul asked about how the group or City utilize tools to help keep communication and work moving, such as *Slack*? Huell responded that as a public sector organization City-formed boards and committees are required to follow public records laws. There are some requirements about what sorts of communication tools can be used and what records must be kept. Huell stated that he will talk with the City Manager and City Attorney about what sorts of tools can be used for this.

Cara stated that during the first GPAHC meeting the City Engineer and City Planner will give an overview of the Grabhorn Parcel's site constraints and land use issues so that the GPAHC can understand what they can do where, and the general context that will impact design recommendations. Huell mentioned that the City is studying alternate locations for a road connection on the western edge of Grabhorn Park.



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Dana asked about if the Scappoose Bay Watershed Council might have a part at the first meeting relating to stream design and the wetlands present on the Grabhorn Property. Isaac will put the City and Dana in contact with each other. Joel stated that this would be very important.

Paul stated that he noticed that there are open lands west of the Grabhorn Property and asked if the City has given any thought to how possible future integration of that property might happen with a road between the two. Huell replied that that will be covered in the first meeting as he knows that was a Council concern too.

Cara stated that GPAHC will need to provide two recommendations to Council, one with a pool and one without a pool. There will be at least two progress reports delivered to Council during the duration of the GPAHC.

Huell stated that City Council has requested that the GPAHC meetings be recorded and posted to the internet so that the community can see and be more involved in the GPAHC.

Isaac stated that GPAHC members will be receiving a large amount of data before the first GPAHC meeting. This will include meeting minutes, GPAHC documents, maps and other items. Huell stated that the City is working through how best to provide those documents to the GPAHC members. Mary asked if those documents could be uploaded to Teams. Huell stated that he will talk with the Cities IT Manager to see about how to allow guest Teams users to access documents as only members of the organization can currently do so. Kim wanted to ensure that those documents are uploaded to the website. Isaac stated that there is already a site set up for GPAHC (<https://www.ci.scappoose.or.us/bc/page/grabhorn-park-ad-hoc-committee>) and that document uploads are pending.

Joel stated that Isaac did a great job at researching best practices for park development and suggested that people take a look at that research before GPAHC gets started. Cara seconded that.

Kim stated that she and Cara had been thinking about topics that could be broken out for work during the GPAHC and that this includes, park features, activities, and pool/water features, among others. Once the key uses, features, and context, have been identified, these can be tied back to best practices about how to work in the context of Grabhorn and the community. These will be shared for input and built on as a group. Eventually we will want to assign different topics to different members to take on and shepherd through the process.

Dana asked if small groups can be formed of GPAHC members and not trigger a public meeting. Isaac stated that he will look into this.

Cara stated that one of the items that needs to be looked at during GPAHC is interconnectivity for that area of the City and will be discussed by the City Planner and City



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Engineer. Huell stated that Council directed staff to engage a consultant to study this. This study is in progress and should be complete around the time GPAHC forms, and the GPAHC will get this report too.

Cara stated that another topic will be park enhancements with regard to sports teams. These groups are involved with the GPAHC, and other groups in the community will have additional requests, needs, and challenges. The dog park will also be involved with the GPAHC, and other community groups are likely to bring their wants to the committee as well. Part of how the GPAHC moves forward will need to be informed by community needs and understanding best practices about these topics.

Mary asked how survey data is being used to inform the committees' work. Huell stated that the Nov. 16, 2021 Council Meeting has some of that information and that that information has been used to inform the process we are currently working through.

Paul stated that he isn't sure how different community needs coexist together during this process as physical space is limited and certain spaces can't be used. Cara responded that this is exactly why the GPAHC is forming, so that the community can weigh in, and the GPAHC can figure out what the best use of the space is, knowing that not everything may be possible. Kim stated that part of this will be defined through the process, and reiterated what Cara stated about why the GPAHC was formed and the purpose of the GPAHC.

Kim asked if the SPRC will have a chance to weigh in on the Pool Cost Survey. Huell stated that due to timing things will be moving very quickly on that topic, but that those documents will be available online shortly.

2. Announcements and Next Meetings

- April 15, 2021
- May 20, 2021
- June 17, 2021

3. Meeting Adjourned at 7:07 pm.

For questions about these minutes, contact Isaac Butman, 503.543.7184 ibutman@cityofscappoose.org
The EDC conducts its meetings in an ADA accessible room. If special accommodations are needed, please contact City Recorder Susan Reeves at 503.543.7146, ext. 224 TTY 503.378.5938