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Park Commission
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MINUTES FOR STUDY SESSION
PARK COMMISSION
March 5, 2025
Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), Weiner
Staff Present: Director Houston, Deputy Director Dials, Senior Services Superintendent Mettler, Executive Assistant Mero
Absent: None

I. **CALL TO ORDER** Chair Bachman called the meeting to order at 6:00 PM

II. **ROLL CALL** Five Commissioners were in attendance

III. **PUBLIC FORUM** None

IV. **POLICY ON POLICIES** Director Houston presentation

SITUATION - A draft policy, 1.1.001 – Policy on Policies has been completed. Staff is seeking review of the draft policy and direction to follow the process identified in the draft to adopt the policy.

BACKGROUND - In reviewing Department records, it appears that three (3) methods have been or are being used to track and manage policies and procedures. This has led to inconsistencies, an inability to find specific policies or procedures, and no consistent review of policies and procedures to ensure they are compliant with Oregon Law and City Code.

To ensure that the public and staff have access to and can review the Department's policies and procedures, a system needs to be implemented. The first step is a policy on policies. This item was mentioned at the January 2025 Park Commission Business Meeting and presented as an informational item at the February 5, 2025, Park Commission Study Session.

ASSESSMENT - The Department needs three (3) types of policies and procedures: a policy that is approved by the Commission, a policy that is approved by the Director, and procedures to implement all policies. Staff have reviewed several other jurisdiction's policies and developed the following categories to address the business need:

- **Policy** – a policy that impacts the Department as a whole and/or impacts the public's engagement with the Department's programs. This policy type would require Commission approval. Examples include a policy on park hours, a policy on park planning requirements, etc.
- **Protocol** – a policy that impacts Department staff and/or has an operational impact. This policy would require Director approval. Examples include a policy on refunds for park programs, a policy on vacation requests, etc.
- **Procedure** – an outline of the process staff follows to accomplish a policy or protocol. Procedures would require the Director's approval, as they are operational. Examples include a procedure on how to complete a refund, a procedure on how to clean a restroom, etc.

This draft policy creates these three (3) types of policies and an adoption process that is consistent with City processes for reviewing and adopting different types of policies or ordinances.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Provide a list of questions to assist staff working through the item.

POLICIES, PLANS & GOALS SUPPORTED - FY 26-27 Department Work Plan (draft)

- #3 – Establish a policy on Department policies, protocols, and procedures

FINANCIAL CONSIDERATIONS - This policy, if adopted, would require additional staff time to complete the process. However, staff are not seeking additional budget limitation to manage this policy or the processes.

ATTACHMENTS - 1.1.001 – Draft Policy on policies (see packet)

Discussion:

- Recommendation to change title of item to: "Policies, Protocol, and Procedures"
- In the document, use the term 'policy' only when it fits the document's description of a policy.
- Broaden the description of policy.
- Missing from the document: direction for what to do when a policy is removed or updated/revised.
- Suggested to keep on file defunct policies.
- Archiving protocols should be written into the policy.
- Decided to delay bringing the item to the Commission for adoption until April 9 business meeting. Agreed to put the document on a shared Teams drive for wordsmithing.

Chair Bachman interjected to read into the record the Executive Session held at 5:30 PM March 5. No action will be taken tonight.

V. **SUBCOMMITTEE FOR WINBURN WAY – Travel Management Project**

SITUATION - The Lithia Park FY 26-27 Work Plan has identified Recommendation #20 from the adopted Lithia Park Master Plan (LPMP). This project would look at the redesign of vehicular roads to increase safety for all modes of travel.

BACKGROUND - The LPMP was completed in 2017 and adopted in 2024. Recommendation #20 was revised from the 2017 document to include the broader vehicular route around the park, identified within Recommendation #19 and called the "3 Speeds of Travel". The LPMP identifies two (2) recommendations. Work will be required to identify and limit the number of options reviewed, the process for public input, and the recommended direction to implement this work plan item for Lithia Park.

Staff estimate that the planning for this project, including the selection of a solution, would take nine (9) to twenty-four (24) months. This variation in time is due to the option chosen for staff to implement, the level of planning/detail required, and the workload of staff and/or other Departments that will need to be part of the process.

ASSESSMENT - Following are three (3) possible options to address the situation:

- **Staff Managed –** This is an operational item that will require coordination with other City Departments and a public engagement plan. The resulting actions could be identified as already approved at the policy level due to the Park Commission action on the Lithia Park FY 26-27 Work Plan, the adopted Capital Improvement Plan, and the draft Department Work Plan for FY 26-27.
- **Commission Subcommittee –** This option identifies that the project's potential solution would require a policy decision from the Park Commission. This option would create a subcommittee of two (2) Park Commissioners and the Director that would meet periodically to advise on the project planning process, public engagement plan, and the policy recommendation to the Park Commission.
- **Ad Hoc Committee –** This option would require the Park Commission to appoint a three to seven (3 to 7) member steering committee (ad hoc committee) to advise the Director on the policy recommendation for this project. A charter would be developed to provide clarity on the objective of the steering committee, the roles and responsibilities of the parties, and to establish the methods of engagement and communication within the steering committee and externally. The Director would manage the steering committee and process.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Are there other options to consider? Is there a preferred option(s) to bring forth as an action item at the March 12, 2025, Park Commission business meeting?

POLICIES, PLANS & GOALS SUPPORTED - FY 26-27 Department Work Plan (draft)

- #5 – Complete work plan items identified for FY 26-27 to implement the LPMP

FINANCIAL CONSIDERATIONS - Each option identified would have a different time commitment and cost. The recommended FY 26-27 budget has funding for the broader Lithia Park work plan that would be used to manage these costs.

Discussion:

- The majority of Commissioners stated a preference for the Commission Subcommittee option.
- Clarification that this is the first step in the process.
- Add to the packet for the March 12 PC business meeting the spreadsheet with Lithia Park Master Plan CIP FY 26 – 27 approved work plan items.

VI. **TRAILS ADVISORY COMMITTEE CHARGE** Director Houston [presentation]

SITUATION - The Trails Advisory Committee (TAC) was formed and committee appointments made. Prior to the first meeting, the Park Commission needs to provide direction or a charge to TAC to direct the Committee's work for the next 12 to 24 months.

BACKGROUND - Advisory Committees are established to advise the Park Commission. To assist in providing direction to an advisory committee and to staff, two key questions need to be answered: Why was this committee created and what is to be its work (deliverables)? The formation of an advisory committee answers the first question. Direction is requested to provide a charge to the TAC.

ASSESSMENT - The following are potential tasks or directions with which to charge the TAC:

- Review and provide input on policies for the review, development, and/or management of trails.
- Review and provide input on Adopt-a-Trail agreements' scope of work, i.e. what is allowed to be done by volunteers vs. Department staff or contractors
- Engage with staff on the PROS Plan trail related items, including but not limited to:
  - Levels of service for trails and trail types
  - Department capacity to operate and maintain trails
  - Risk management of trails

    - Decommissioning of trails and/or unauthorized trails
- Review and provide input on trail standards for development and maintenance

It is expected that in future years the TAC will present items they would like to work on to assist the Department and Park Commission.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS - Are there other directions/charges needed? How many charges should be given to the TAC?

POLICIES, PLANS & GOALS SUPPORTED - FY 26-27 Department Workplan (draft)
- #2 Complete the Parks, Recreation, Open Space, & Senior Services strategic plan (PROS)

FINANCIAL CONSIDERATIONS - N/A

ATTACHMENTS - N/A

Discussion:
- Concern that the Charge doesn't include TAC bringing recommendations for new trails to the Commission.
- Support for the charge(s) as written. They are foundational and should be completed before bringing requests for new trails to the Commission.
- Support for doing both concurrently.
- The charge will be rewritten to be considered for adoption at the March 12 business meeting.

VII. COFFEE & CONVERSATION SCHEDULE

SITUATION - Coordination of Commissioners attending these events is needed to ensure that no quorum is present.

BACKGROUND - The City holds a series of informal community engagement meetings called *Coffee & Conversation*. It is an opportunity for community members to speak with the City Manager, Councilors, Park Commissioners and Department Directors. The schedule is as follows:

Tue, May 13, 1:30 to 3 p.m. Oak Knoll Golf Course	Tue, Jun 17, 1 to 2:30 p.m. Railroad Park	Wed, Jul 16, 11:30 a.m. to 1 p.m. Garfield Park
Tue, Aug 12, 5 to 6:30 p.m. Hunter Park	Wed, Sep 10,3:30 to 5 p.m. Lithia Park Enders Shelter	Tue, Oct 14, 1 to 2:30 p.m. North Mountain Park Pavilion

ASSESSMENT - The meetings occur monthly from May to October 2025. They are 90 minutes in length and occur between the hours of 1:30 to 6:30 PM, depending on the month. Here are two methods to manage Park Commissioner attendance:

- Staff develops a doodle poll to quickly identify which dates Commissioners are available and assign 2 to 3 meetings per commissioner for attendance.
- Park Commission chair prepares a list of attendees.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

What level of engagement would you like from staff in developing and calendaring Commissioner attendance?

POLICIES, PLANS & GOALS SUPPORTED - Park Commission Charter

FINANCIAL CONSIDERATIONS - N/A

ATTACHMENTS - N/A

Discussion:

- Commissioners would like staff to create a Doodle Poll.

VIII. **LOOKAHEAD REVIEW** - Director Houston reviewed the items on the lookahead.
- Clarification on Ranked Order Voting. The Commission can adopt the practice with a resolution as there is nothing in the Charter prohibiting that.

IX. **ADJOURNMENT** - Chair Bachman adjourned the meeting at 7:04 PM.

Respectfully submitted by Nancy Mero, Executive Assistant