



#### Rules of Conduct for Public Meetings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

## PARKS COMMISSION AGENDA

Millersburg City Hall  
4222 NE Old Salem Road, Millersburg OR 97321  
and via Electronic Access  
April 6, 2022 @ 6:00 p.m.

Remote Access for the meeting is available. Instructions for joining are at <https://www.cityofmillersburg.org/parksrec/page/parks-commission-meeting>. If you need additional support, please contact City Hall prior to 5:00 p.m. on Tuesday, April 5.

Meeting link to join via computer:  
<https://aspenuc.accessionmeeting.com/j/1150785163>  
Meeting ID: 115 078 5163  
Password: 021789

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
- E. ADOPTION OF JULY 6, 2021 MINUTES
- F. UNFINISHED BUSINESS
- G. NEW BUSINESS
  - 1) Organization
    - i. New Staff Liaison - Matt Straite
    - ii. Commission Membership/Leaving Members
    - iii. Chair & Vice Chair Elections
  - 2) YMCA Update
  - 3) New Multi-use Paths on Woods
  - 4) New Oregon State Parks Grant Application - North Millersburg Park
  - 5) Transportation System Plan (TSP) Update
  - 6) Items to Start Considering
- H. PUBLIC COMMENT
- I. CLOSING COMMISSION COMMENT
- J. ADJOURNMENT

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 458-233-6300.



## PARKS COMMISSION MEETING MINUTES

July 6, 2021 @ 6:00 p.m.

A. CALL TO ORDER Meeting called to order Chair Don Dixon at 6:00 p.m.

B. ROLL CALL

Commissioners Present: Commissioners Don Dixon, Connie Lepin, and Talley Richardson

Commissioners Absent: Jamie Oakeson-Hotrum (joined @ 6:15p) and Allison Haley

Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Kimberly Wollenburg, City Recorder

Presenters: None

C. CHANGES AND ADDITIONS TO THE AGENDA

D. MEETING MINUTE APPROVAL

1) Approval of the June 1, 2021 Parks Commission Meeting Minutes

Action: **Motion to Approve the June 1, 2021 Parks Commission Meeting Minutes made by Commissioner Connie Lepin; seconded by Commissioner Talley Richardson.**

**Chair Don Dixon: Aye**

**Commissioner Connie Lepin: Aye**

**Commissioner Jamie Oakeson-Hotrum: Aye**

**Commissioner Talley Richardson: Aye**

**Commissioner Allison Haley: Absent**

PASSED: 4/0

E. UNFINISHED BUSINESS

1) Commission Membership

Chair Dixon expressed some concerns regarding the membership to ensure there is a solid group of five Commissioners. Assistant City Manager/City Engineer noted that Commissioner Hotrum-Oakson is trying to get into the meeting and that staff have attempted to contact Commissioner Haley and have been unable to get a hold of her and might have moved out of the City.

Chair Dixon noted that he is also planning to move out of the City as of October and has offered to either stay on until he moves or step down now. Discussion followed regarding the process to backfill open positions and advertise then how the terms work.

2) Commission Get-Together

Chair Dixon noted that City Manager Kreitman mentioned a Commission get-together and it seems like a good idea but considering the current membership situation, holding off and revisiting during the August meeting or when the Commission is fully established again.

## F. NEW BUSINESS

### 1) Transportation System Plan Overview and Relationship with Parks and Recreation Facilities

Chair Dixon briefly mentioned his confusion regarding the Transportation System Plan (TSP) and asked Assistant City Manager/City Engineer Booth to provide an overview of the TSP.

After giving the overview and background, she provided information regarding where the TSP overlaps with Parks projects for trails and paths, including that path and trail projects may be eligible for some transportation-related funding. She spoke about the conceptual shared use path and trail network from the current TSP and the proposed recreational trail segments from the Parks Master Plan.

Chair Dixon asked if the trails are associated with a timeframe and in the Capital Improvement Plan (CIP). Assistant City Manager/City Engineer Booth showed the 10-year CIP in the Parks Master Plan and in the TSP noting there are not specific timelines associated with the projects. Lengthy discussion followed regarding fund allocations to various projects in the Parks Master Plan and TSP. City Manager Kreitman reviewed specific details of the budget to explain how funds are allocated.

Commissioner Lepin asked for clarification about the role of the Commission. Chair Dixon confirmed it is to prioritize about what should be done and what needs to be done. Commissioner Lepin notes this would be hard without everyone being in the same room.

### 2) Commission Structure / Organization

Chair Dixon presented a proposal for the objective of the Commission and the identification of primary areas of expertise to establish relatively equal workloads for each Commissioner based on their individual interests, skills, and experience. The Commission reviewed an example of the possible Commission structure/organization that led to lengthy discussions regarding individual scheduling and the extent of their participation based on their other commitments as well as how the tasks could be distributed and shared. Chair Dixon asked the Commission to consider what was discussed and provide him feedback for the next meeting.

### 3) Project List Review

Chair Dixon reviewed the initial project list format then explained the list's intended use and that it would be a living document.

He then asked staff if there was anything that needed immediate attention. Assistant City Manager/City Engineer Booth asked if the Commission was interested in receiving regular updates regarding what was going on in the Park. She also shared that the City has hired a new Maintenance Supervisor who started the previous week. She spoke about a few projects that are more pressing that he's been working on as well as work done by a landscaping contractor.

Chair Dixon noted that there is a dead shrub behind City Hall with a lot of brown spots on it and that it should be removed. City Manager Kreitman

shared information received from the landscape architect that assisted with the Parks Master Plan regarding the hedges at the Park and City Hall and their condition.

There was other discussion regarding projects in the Parks. Chair Dixon confirmed that having regular updates at the meetings on the Parks projects would be appreciated.

G. CLOSING PUBLIC COMMENT

None

H. CLOSING COMMISSION COMMENT

- 1) Chair Dixon thanked the members in attendance and believes there has been a good start to addressing the structure and organization of the Commission and looks forward to feedback. He also apologized for his short tenure.
- 2) Commissioner Lepin shared how much she appreciated the work that he did to put together the items he discussed. Commissioner Richardson also thanked him for his efforts.

I. ADJOURNMENT Chair Dixon adjourned the meeting at 8:15 p.m.

Respectfully submitted:

Reviewed by:

Kimberly Wollenburg  
City Recorder

Janelle Booth  
Assistant City Manager/City Engineer