
BENTON COUNTY NATURAL AREAS & PARKS ADVISORY BOARD MEETING

MINUTES

**March 12, 2025
6:00 p.m. to 8:00 p.m.**

**Avery Parks Building
360 SW Avery Ave**

Committee Members Present: David Smith, Phil Hays, Bryce Downey, Elizabeth Spatafora, Carol Walsh and Ben Watts.

Committee Members Absent: John Turner.

County Staff Present: Jesse Ott, Natural Areas, Parks & Events Director;
Adam Stebbins, Natural Resources Coordinator; Leanna Buck,
Recorder.

I.

Introduction of Guests - Welcome Alexis Maxwell

David introduced Alexis Maxwell (Alex), she is a student at Oregon State University and was interested in what happens with our advisory board. Alex gave some background about herself and what her interests are to the board.

Karen Jean joined us as a private citizen to check out the Parks Board and learn more about what we do, she lives near the Jackson Fraizer wetland and was interested in getting more involved in County Parks. She also talked about her interest as well.

II. BUSINESS

A. Approval of February Minutes (5min)

Phil moved to approve the minutes as presented and Carol seconded. Minutes were approved unanimously.

B. Action Items- Jesse (5min)

None at this time.

C. Updates on County Comp Plan Review - David (15min)

David has been approved to be part of the Committee to revise the current Benton County Comp Plan. He reached out to Carol, Elizabeth and Bryce to see if they would also like to be involved with that review as well. They met and put together an informed citizens assessment of the current Comp Plan for the County. David discussed what the sub-committee found in their assessment and where the plan was successful and where it failed.

They should have their completed assessment report by the next parks advisory meeting next month.

- D. Update STOPT and updating content regarding park histories - Adam/Leanna (15min)**
David explained what STOPT (Standard Operating Procedure Tool) stands for and explained what has been happening with this. Adam shared that in working with I.T. they have come up with a plan to overhaul how our department webpage is set up. We will be the test subjects on structuring the webpages. Leanna shared the changes on the website that have happened in the last month in line with the STOPT that the committee submitted.
- E. Update on NAPE budget requests - Jesse (15min)**
Jesse reported that our Financial Analyst Marilee Hoppner will be joining us to talk with this group about our department budget next month. Jesse shared a slide presentation that showed the department budget requests and the capital improvement project requests that have been submitted for approval.
- F. McBee Updates - Jesse (30min)**
Jesse talked about the steering committee meetings and about a survey that will be sent out to the public regarding updates to the park. Jesse then shared the three concepts that have been created by David Evans Associates that will be shared with the public at the Public Information Meeting on April 2nd. Adam went through and explained the different aspects of each concept.
- G. Donation Guide - Jesse (10min)**
Jesse shared Shane's donation guide (template) that he put together for his capstone project for the Leadership Academy. It's a catalog with the donation policy as well as different ideas for donation to the county parks department.
- H. Other Park Project Updates - Jesse (5min)**
The Planet Palooza event will be on April 19th where a few County staff will attend and talk about our parks system and the Jackson-Frazier project.

III. MEETING ADJOURNMENT ~ 8:04pm

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