



A place where families and businesses thrive.

**Parks & Recreation Commission
Meeting Minutes**

**December 15, 2021
7:00 PM**

Minutes approved as presented by Parks & Rec on 1/19/22.

1. CALLED TO ORDER:

Sullivan, Chair, called the meeting to order at 7:00 p.m.

ROLL CALL: Howard Sullivan, Chair; Brad Bafaro, Vice Chair; Aaron Johnson; Mackenzie Johnston Carey; Tammi McLaughlin; Susan Taylor; Glenn VanBlarcom; Paul Waterstreet; Malynda Wenzl, Council Liaison.

ABSENT: Ralph Brown.

STAFF PRESENT: Anne Lane, P&R Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Rachael Van Loo, Administrative Specialist.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

a) *Approve B/C Meeting Minutes of November 17, 2021.*

MOTION: Glenn VanBlarcom moved, seconded by Brad Bafaro, to approve the Consent Agenda as presented/amended. MOTION CARRIED 9-0.

4. ADDITIONS/DELETIONS: None.

5. DISCUSSION/DECISION/PRESENTATION ITEMS:

a) Meeting in person

Anne: Continuing the Discussion regarding meeting in person, does anyone have any thoughts on that?

Glenn & Paul: Yes to meeting in person.

Maylnda: No definite word from City Council, but we should be able to meet in person as long as people still have the option to zoom or call in unless we hear otherwise.

Tom: City manager's office is pushing to go back to in-person meetings.

Brad: School district has decided to stay in zoom and will review on a monthly basis.

Paul: Anne, will you make preparations to reserve the city auditorium for the next meeting?

Anne: Yes

b) Recruitment reopened/extended

Addressed in Council Liaison Report

6. B/C COMMUNICATIONS:

a) Update from Parks & Recreation Director

I. Eastside Park

Anne: I presented the Fir lot at our last meeting and I also gave this presentation to city council. Council decided we should go forward with 10% concept drawings for both the fir lot and the fern hill site. The 10% concept drawings will put a rough image on paper of what might be at each of those locations. This group will have the opportunity to get a first look at these drawings.

Question from Susan: What money do we have in the SDCs at this point?

Response from Anne: I will send that number to the group.

Maylnda: I did report this group's comments and concerns regarding the Eastside Parks sites at the city council meeting.

Question from Glenn: Do we know how many children will be in the new apartment complex on the Eastside and if the complex will be creating any space?

Response from Anne: I will look into these and get back to the group, the apartments are required to have some sort of green space but it will not be a park.

Brad: I still think the fir lot site is not a safe place for a park, and the fern hill site is the better and safer choice.

The majority of the group agrees with Brad's point.

II. Parks & Recreation Fee Schedule

Anne: I presented a new method of setting fees to city council in order to build transparency and consistency. In our current system we are limited in our ability to make decisions and create new classes and programs. I will be coming back to council with a revised fee schedule and proposed resolution. In our current structure all new recreation programs must be presented to and approved by council.

Question from Brad: Do you have a new fee schedule in mind?

Response from Anne: Council will still have purview and authority to adopt and set fees for more static things like park reservations and membership fees, and we want for Parks and Rec staff to have authority to set the rates for everything else, which will heavily be recreation programs.

Malynda: I recommend for everyone to go back and watch the council session to see Anne's presentation for more information.

b) Update from Parks Supervisor

I. National Fitness Campaign Grant

Tom: We applied for and been awarded a 30 thousand dollar grant to build a fitness court in Bard Park. We will be repurposing one of the basketball courts for this fitness court. The National Fitness Campaign is our active partner in this project. We have also been working Dana with the public arts committee to put in a mural in that part of town as well. We are hoping to have installation complete sometime in June or July.

Anne: I wanted to add that the addition of the fitness court does give us some left over space that we will be using as a kids fit zone. So we will have a free to use

multigenerational fitness space. There is also an app that community members will be able to download and be able to follow along with various work outs.

Question from Paul: Will the grant cover the entire cost?

Response from Anne: The city will be contributing, since the court will increase the capacity of Bard Park we are able to use SDCs fees for this project.

Question from Glenn: Have you contacted the police department regarding the activity in that park because historically it has been a problem park.

Response from Anne: I follow up with the chief on this.

II. Field Maintenance Training

Tom: My team will be taking over some of the sports field maintenance. Since we do not have a lot of experience with this we have been working with Hillsboro to train our teams and get our fields up to speed. We will be focusing on the fields at Thatcher and Joseph Gale.

Question from Brad: Will leagues have to be paying a fee for this?

Response from Anne: We will not be collecting fees for practices and general use, the reservation fee will be for games and matches to guarantee field availability and that the field is prepped for use. We will be working with clubs to set up scheduling and usage.

Brad: May be useful to also have a meeting in the future regarding school district field usage as well.

Question from Susan: Could you go over what SDCs are and what they can be used for?

Response from Anne: Systems development charges are fees charged to developers as they build things in Forest Grove. There is a specific way SDCs can be used. They can be used for projects that increase capacity for use. For example we cannot use them to improve the basketball court at Bard park, but we can use them for the addition of the fitness court.

c) Update from Aquatics Supervisor

I. Make a SPLASH! Grant

Sherri: The Make a SPLASH! Grant is to make aging splash pads, like ours, safer. A new surface provides a better visual, slip resistance, impact absorption, UV resistance and better ability to clean. We unfortunately only received a partial grant because the I spray park is so large. The grant was only \$8,000-\$9,000 and the cost of the entire project would be around \$95,000 so this will not be a project we will be moving forward on. We will be looking into other ways to spruce up our spray park.

Question from Susan: Would this be considered increased capacity?

Response from Anne: Unfortunately it does not, so this project does not qualify for SDC dollars.

II. No School Days Events and Special Swims

Sherri: We have been hosting some craft days for 5-9 year olds and we have also launched a couple pre-teen craft nights as well. Forest Grove Papa Johns is also

sponsoring a free community swim this Saturday during the 2-4 public swim.

d) Update from Administrative Specialist

I. Cashier Recruitment

Rachael: This week we had a few interviews for our front desk cashier only recruitment. We had two successful interviews and we look forward to getting them trained and ready to work.

7. **STAFF COMMUNICATIONS:** None.

8. **COUNCIL LIAISON REPORT:**

Malynda: We still have a vacancy in the parks & rec commission and there are a few other commissions that still have vacancies.

The annual town hall meeting will be Feb 12th 9-11am over zoom, the topic will be proposed goals and objectives for the coming year.

CCI will have QTM in May and will be all about the parks & rec department.

Question from Paul: How is the recruitment going to student recruitment?

Response from Malynda: I am working on getting more student voices involved.

9. **ANNOUNCEMENT OF NEXT MEETING:** The next meeting will be held on Wednesday, January 19, 2022 at 7:00 p.m.

10. **ADJOURNMENT:**

The meeting adjourned at 8:17 p.m.