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PARKS & RECREATION COMMISSION MEETING
WEDNESDAY, APRIL 20, 2022
7:00 AM ZOOM/IN-PERSON
COMMUNITY AUDITORIUM, 1915 MAIN ST

<i>Minutes approved as presented by the B/C 06.15.2022.</i>
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1. CALLED TO ORDER:

Waterstreet, called the meeting to order at 7:04 am

ROLL CALL: : Paul Waterstreet,, Chair; Brad Bafaro, Vice chair; Joe Offer; Susan Taylor; Glenn VanBlarcom; Howard Sullivan; Mackenzie Johnston Carey; Tammi McLaughlin; Aaron Johnson; Maylyna Wenzl, Council Liasion

ABSENT: None

STAFF PRESENT: Anne Lane, P&R Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Amelia Garcia, Interim Administrative Specialist.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

a) *Approve B/C Meeting Minutes of March 16, 2022 Motion Approved.*

4. ADDITIONS/DELETIONS: Introduction of Joe Offer new member.

5. DISCUSSION/DECISION/PRESENTATION ITEMS:

Operating Levy – Restrictions on Political Campaigning for public employees.
Discussed staff to engage to not engage.

Goal: expand recreation opportunities

Objective:

Anne: Develop a master plan for the Emerald Necklace Trail. Objective update is to secure funding for trail master plan. Application has been submitted to RFFA (Regional Flexible Funds Allocation) for \$200,00 and the decision will be finalized October 2022. For design and construction funding must also be secured and a request has been submitted for congressional directed spending of \$2,000,00.00 which the decision will be made August 2022.

6. **COMMUNICATIONS:**

a) Update from Parks & Recreation Director

- I. **Anne:** Discussed the master plan for the Emerald Necklace Trail and additional planning for City of Forest Grove Parks such as Forest Glen and Thatcher Park.

b) City Council Goals & Objectives – Objective 3

- II. **Anne:** Illuminated on the expansion on future P&R opportunities and how it will be the P&R Commission focus. Also went into depth on how the levy project will help P&R expand staff with bringing on a Rec Coordinator and expansion of park staff and operations.

Administrative Specialist position

- III. **Anne:** Rachael has left to pursue a higher education and Amelia has agreed as Interim Administrative specialist. The job posting for this position closed April 17th at midnight.

Budget – major request

- IV. The Aquatic facility requires a few repairs such as the domestic hot water being replaced, porch roof repair and the air hood replacement. When totaling up comes to a cost of \$75,000.00. The city recently purchased the half acre behind ACE Hardware. With finalizing a design/concepts drawings and community engage would come to a total of \$50,000.00. The Emerald Necklace trail master plan will require community engagement and outreach. Environmental, safety and funding assessments will need to be done. A maintenance plan and document development will also be required. All of this round up to \$260,00 for a total cost. Going deeper into the development it's going into construction, surveying land and/or easement acquisition. This also includes the gales creek trail segment which gives a budget of \$2,240,00. Forest Glen Park amenity expansion will require understory clearing and the installment of a disc golf course plus adding a parking area. Which all rounds up to \$150,00 for the total budget. Lastly, Thatcher Park athletic fields requires some enhancements such as a new soccer field subsoil drainage system. And the baseball and softball infield resurfacing, with a budget total of \$275,00.

Update from Parks Supervisor

Tom: Snow damage over at Joseph gale and Forest Glen Park which resulted in branch clean up. Fence work was done at Joseph Gale for the softball and t-ball fields. The Girl Scouts painted a bench

which can be viewed from Thatcher Park. Looking into Washington County inmate work cleanup program the inmate numbers are low. The City's graffiti level is low.

D.) Update from Aquatics Supervisor

Sherri: Swim lesson registration went great most classes are full and have waitlist. Hillsboro facility is short staffed having us booked. Planning on another lifeguard class in the summer. We need more lifeguards for the future. Leaning towards in-district patrons for sign-ups first. It's agreed registration should be at midnight for swim lessons. The online registration is going well. The Swim Club is still looking for a head coach.

C.) Update from Interim Administrative Specialist

7. **STAFF COMMUNICATIONS:** None.

8. **COUNCIL LIAISON REPORT:**

Wenzel: Would like the public say and input for budget meeting. May 17th will be the next CCI meeting. The MYAC is working on the 10-minutes to green space project.

9. **ANNOUNCEMENT OF NEXT MEETING:** Next meeting will be held on Wednesday, May 18, 2022 at 7:00 a.m.

10. **ADJOURNMENT:**

The meeting adjourned at 8:00 a.m.