



A place where families and businesses thrive.

**Parks and Recreation Commission Meeting
Wednesday, November 16, 2022
Aquatic Center Training Room, 2300 Sunset Drive**

<i>Minutes approved as presented by Parks and Recreation Commission 12.21.22.</i>
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1. CALLED TO ORDER:

The meeting was called to order at 7:02 a.m. by Paul Waterstreet, Chair of the Parks and Recreation Commission committee.

ROLL CALL: Paul Waterstreet, Chair; Brad Bafaro, Vice Chair; Susan Taylor; Howard Sullivan; Joe Offer; Glenn VanBlarcom; Aaron Johnson; Maylna Wenzl, Council Liaison

ABSENT: Mackenzie Johnston Carey; Tammi McLaughlin

STAFF PRESENT: Anne Lane, Parks and Recreation Director; Sherri Mead, Aquatics Supervisor; Tom Martin, Parks Supervisor; Jasmine Oliver, Administrative Specialist

PUBLIC IN ATTENDANCE (In-person & Zoom): None.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA:

- a) Approve Parks and Recreation Commission Meeting Minutes of October 19, 2022.

MOTION: Glenn VanBlarcom moved, seconded by Howard Sullivan, to approve the Meeting Minutes of October 19, 2022. MOTION CARRIED unanimously.

4. ADDITIONS/DELETIONS: None.

5. DISCUSSION/DECISION ITEMS:

- a) Recap of mini parks tour held on October 19, 2022.

6. COMMUNICATIONS: None.

- a) Update from Parks & Recreation Director Summer youth recreation
 - 1. **Projects updates** – 1) Summer Recreation for Forest Grove is on the move. By December of 2024, \$567,000 American Association of Retired Persons (AARPA) funds to be spent. The Parks and Recreation Director,

Anne Lane, was happy to report that a large portion of AARPA funds received will go towards summer youth recreation. Efforts are being made to currently recruit for and hire a Recreation Coordinator who can begin working on upcoming summer youth recreation programming immediately. Originally the budget was set to bring on the Recreation Coordinator in July of 2023. The Summer of Fun program run last year was through the school district, but they worked in conjunction with the city. 2) A request for proposal (RFP) has been submitted regarding the trees at Rogers Park. The RFP will look at assessment, reinforcement, and care/maintenance of trees. 3) The contract for Stites Park is out for bid again. The contractor who originally won the bid, failed to meet the necessary deadlines, causing a breach of the contract. This setback will have a ripple effect on other projects like the east-side project. The Parks and Recreation Director is unsure of the timeline for the next steps, however, she is meeting with consultants currently on moving forward with a plan and timeline. There is interest for the contract. When the original bid went out, seven businesses showed up for the mandatory pre-bid and two actually submitted the required documentation. An additional update regarding Stites Park is that Clean Water Services will be taking over site restoration, which will alleviate the burden on our limited Parks staff. 4) The Kyle Property received an extended intergovernmental agreement (IGA) with Washington County to provide encampment management. This will provide connections to housing and resources for Kyle Property residents. Metro Grid will take over Kyle Property trash through implementation of their bagging system. Work is being done to establish a timeline for implementation. Also a twenty year clean restoration ecological enhancement plan is being created.

2. **Pacific University practicum student** - Sydney Rusin has been with the Parks and Recreation department since August for her practicum through Pacific University. Sydney's focus for her time with the city has been policy development, specifically focusing on developing a contact policy (behavior expectations) and a refund/cancellation policy. Need for these policies stemmed from inconsistent responses by front end personnel to situations. In developing these policies, four other sites were consulted, however these were not city entities. The Parks and Recreation Director requested the Parks and Recreation Commission Board review policies drafted and provide feedback by the close of business day Thursday, November 17th. These policies will be brought before the council at the next council meeting.
3. **Oregon Outdoor Recreation Summit** – The Parks and Recreation Director attended the Summit located in Welches. Trail development was the focus for the Director at this event, however, there were opportunities to connect with consultants and network. Parks and Recreation board member Joe Offer was also present at the Summit.

4. **City Council Goals & Objectives** – Objective #3: Master Plan for Emerald Necklace Trail – Parks and Recreation board members Glenn VanBlarcom and Susan Taylor reviewed thirty-six page RFP of the Emerald Necklace Trail and submitted back to the Parks and Recreation Director. Big thanks to all involved for review and revisions of the document. The RFP has been sent to the Assistant City Manager/Administrative Service Director, Paul Downey. There are currently four to five other RFPs in line for review and so we may experience some delays in review of the Emerald Necklace Trail RFP.
- b) Update from Parks Supervisor
 1. **Park projects updates** – 1) Rogers Park had three trees removed during the Fall. One came down unexpectedly and we fortunately saw no injuries. The other two were taken out after a tree assessment was conducted. The last tree assessment had not occurred since 2005. Light and Power made the tree removal process quick, and repairs to Anna and Abby's Yard were taken care of. 2) Joseph Gale Park also had trees removed as a result of the Emerald Ash Borne trees. Still question on what to do with wood and wood chips when trees are removed. In March an Oregon Department of Agriculture (ODA) portable clean air incinerator will provide a proper method of tree disposal. 3) Drainage and refurbishing of Thatcher Park grounds began in October. The public was notified of the field closure and reservations for field use have ceased. The lines have been put in and the laterals cut. With return of rainy weather, work had ceased, but with the short break in weather, work is expected to resume. 4) Bard Park launch in October went well. Park Supervisor, Tom Martin, was pleased with how quickly the project timeline progressed and how expenses were able to come within \$1000 of the established budget. The last components of the Bard Park site update will be the installation of the asphalt trail, as well as implementation of a pet waste station. MayInda Wenzl indicated it would be great to get structured workouts at Bard Park and maybe even a "workout with Wenzl" as an informal meet and greet.
- c) Update from Aquatics Supervisor
 1. **Aquatic Specialist recruitment update** – The Aquatic Supervisor, Sherri Mead, indicated that there is currently one candidate for the Aquatic Specialist position. Aquatic Supervisor and Parks and Recreation Director are in the process of determining whether to reopen the recruitment period or move forward with interviewing the lone candidate. Recruitment for the position has been posted over a wide area, and both the Parks and Recreation Director and Aquatic Supervisor feel that reopening the recruitment period will yield minimal interest. This is not a full-time position and rates for the position are not as competitive as at other Aquatic locations.
 2. **Facility maintenance projects** – 1) Underside of the porch repairs along

the administrative side of the building are finished, and the old beam was replaced. Cost estimated at \$2,500. City staff will repaint the repaired area. With the underside completed, the topside repair work can commence. Original roofing will be replaced with Thermoplastic Polyolefin roofing material. This is the last section of roof from the original installation back in 1968. Cost estimated to be \$9,500. 2) Main pool pump repaired and is now in storage in the Aquatic Center basement. This is our back-up should we have an emergency with the main pump and need to swap it out. Every three years the pumps get rotated. 3) Last week solicitation of bids started to replace four original fiberglass exhaust hoods and hot water storage tanks in the Aquatic Center basement. 4) The Spray Park is looking to get an electronic circuit board to control all features intermittently using a 12-volt output signal.

- d) Update from Administrative Specialist
 - 1. Data collection report distributed to the group

7. **STAFF COMMUNICATIONS:** None.

8. **COUNCIL LIAISON REPORT:**

Attended League of Oregon Cities (LOC) 97th Annual Conference on affordable housing in Bend in October. Committee for Community Involvement (CCI) has an upcoming Master Plan work session. Public Safety Open House will take place at Neil Armstrong Middle School. Having the event here will hopefully create more access for the east-side Forest Grove community. Washington County has new rules for submitting ballots. Ballots will need to be postmarked by the 8th. This will come into effect on December 5th. Boards and Commissions will have their swearing in ceremony on December 12th and the former mayor will step down.

9. **ANNOUNCEMENT OF NEXT MEETING:**

The group discussed the possibility of adjusting the meeting time for the board. This will be discussed further at the next meeting. Next meeting will be held on *Wednesday, December 21, 2022 at 7:00 a.m. at the Aquatic Center Training Room. **Date may be modified due to holidays*

10. **ADJOURNMENT:**

The meeting adjourned at 8:22 a.m.