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Parks and Recreation Commission Meeting
Wednesday, December 21, 2022
Aquatic Center Training Room, 2300 Sunset Drive

Minutes approved as presented by Parks and Recreation Commission 1.18.23.

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; Mackenzie Johnston Carey; Tammi McLaughlin

ABSENT: Anne Lane, Parks and Recreation Director; Aaron Johnson

STAFF PRESENT: 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 November 16, 2022.

MOTION: Howard Sullivan moved, seconded by Glenn VanBlarcom, to approve the Meeting Minutes of November 16, 2022. MOTION CARRIED unanimously.

4. ADDITIONS/DELETIONS: None.

5. DISCUSSION/DECISION ITEMS: At the next meeting, the board would like to discuss board composition and term limits.

6. COMMUNICATIONS:

- a) Commission Chair
 - 1. Recognition given to Howard Sullivan and Malynda Wenzl for their service. Howard was present for the meeting and given the opportunity to provide parting comments to the group.
 - 2. Mariana Valenzuela appointed to be the new Council Liaison. Will be in attendance for January meeting.

3. Shari Exo has been appointed to the Parks and Recreation Commission Board
- b) Update from Parks & Recreation Director
 1. Staffing update – The Recreation Coordinator job description is currently under review by the union as this is a represented position. Once the job description has been approved by the union, it will be posted and will run for three weeks.
 2. Project updates –
 - a) A Request for Quote (RFQ) has been submitted for inventory and assessment of city park trees. The project is currently out to bid and is scheduled to close January 5th.
 - b) The Emerald Necklace Trail Master Plan project is scheduled to go out to bid beginning January 4th and will close February 17th.
 - c) The Recreation Interest Survey Project has been awarded to Ballard*King. The initial work has begun on formulating questions for the survey. Initial focus for the survey will be around youth recreation and gathering input on program development for this summer and next summer. There will be outreach to the school district to get surveys into classes, as well as communication with parents/guardians of school district elementary students to get their input. Further recreation surveying beyond the scope of this, will take place during the next Parks, Recreation & Open Space Master Planning process.
 3. City Council Goals & Objectives –
 - a) Objective 4 – Construct Stites Park, community garden, and improve Bard Park. The Stites Park construction project is back out to bid and is scheduled to close January 19th.
- c) Update from Parks Supervisor
 1. Staffing update – The Parks crew are currently hiring for a Utility Worker I. The application period will close on Thursday, December 29th. Currently operating short staffed with Gert over at Light and Power right now.
 2. General updates –
 - a) Drainage work at Thatcher Park is about 1/3 of the way done, with work picking back up in the Spring. With the efforts being done to improve drainage, we can expect to see extended sports seasons.
 - b) Washington County Jail Crew has been putting in time on improving trails over at Thatcher. In the summer and fall, this group also helps with improvement of the Lincoln Park Athletic facilities. The board discussed having individuals participating in this program wear identifiable clothing for community members.

- c) Rogers Park repairs due to fallen trees, cost approximately \$8000.00.
- d) Despite the change in season, the Bard Park fitness courts have seen some use. Tom will look into the possibility of an overhang for the court. It was recommended by board member McLaughlin that we look into outreach to the schools to promote use of the space.
- d) Update from Aquatics Supervisor
 - 1. Aquatics Specialist – Cassy Peterson has accepted position and had her first day on Monday, December 19th. Her schedule will operate opposite of the Aquatics Supervisor Sherri Mead. Cassy brings tremendous experience to the Aquatics crew and has already worked with Sherri to complete an instructor training and lifeguard training class for staff during her evening shifts. Front desk personnel and members of the Parks & Maintenance crew were able to take a CPR/First Aid/AED Red Cross class instructed by Cassy Peterson December 14th. With the addition of some of our new staff like Cassy, Jasmine and the new club coach, Sherri is optimistic on the direction the pool is moving in.
 - 3. General updates –
 - a) Christmas Invitational went smoothly. New swim club coach, Laura Logan, brings extensive experience to the swim club program, not only in the area of coaching, but in program and event management. Coordination of pool space with City activities/programs, as well as high school and Pacific University programs, as been smooth with all parties being able to come to shared agreements on facility use time.
 - b) Craft and Swim night this Friday, December 23rd. With the addition of the Aquatics Specialist, we look forward to having more of these types of events.
 - c) Later today from 1 – 3 pm we will be having a free Public Swim event sponsored by Northwest Metal Products. We have a Santa visit to coincide with this free swim. Sherri has started seeking out sponsors to financially support public swims at least once a month. We've started with those individuals that directly service the pool but will be expanding to other groups. Board member McLaughlin recommended we reach out to the Booster Club to see who all has a banner supporting our local activities around town.
- e) Update from Administrative Specialist
 - 1. Data collection report distributed to the group

2. Administrative Specialist, Jasmine Oliver, attended local adult pickleball drop-in event on Monday, December 19th and was able to meet with the organizer of the event, Steve Barnard, afterwards. Jasmine reported that there were at least 20 people in attendance at the drop-in event. Pickleball nights are held Mondays and Wednesdays at the Armory in town. Currently the group has purchased annual insurance in the amount of \$375, with a \$500 deposit, and is renting the space for \$25/hour. Steve indicated he had approached the city to see if this group might be able to operate under the city and provide a means for adult recreation, but was advised it might be better suited under the next fiscal year budget. The board definitely wanted to keep this on the table for the future as a means of providing our adult community opportunities to engage in healthy activities. The board recommended having Steve attend one of our commission meetings.

7. **STAFF COMMUNICATIONS:** None.
8. **COUNCIL LIAISON REPORT:** None.
9. **ANNOUNCEMENT OF NEXT MEETING:**
Next meeting will be held on Wednesday, January 18, 2023 at 7:00 a.m. at the Forest Grove Aquatic Center Training Room
10. **ADJOURNMENT:**
The meeting adjourned at 8:06 a.m.