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Parks and Recreation Commission Meeting
Wednesday, January 18, 2023
Aquatic Center Training Room, 2300 Sunset Drive

Minutes approved as presented by Parks and Recreation Commission 2.15.23.

1. CALLED TO ORDER:

The meeting was called to order at 7:00 a.m. by Paul Waterstreet, Chair of the Parks and Recreation Commission.

ROLL CALL: Paul Waterstreet, Chair; Brad Bafaro, Vice Chair; Susan Taylor; Joe Offer; Aaron Johnson; Tammi McLaughlin; Shari Exo; Mariana Valenzuela, Council Liaison

ABSENT: Mackenzie Johnston Carey; Glenn VanBlarcom

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

PUBLIC IN ATTENDANCE: Susan Cooper and Bill Bergermeyer

2. CITIZEN COMMUNICATIONS:

- a. Susan Cooper attended the meeting on behalf of the Forest Grove pickleball community. She discussed the summer pickleball group at Rogers Park and how they average 20 – 25 people, Monday through Friday at 9:00 a.m. Throughout the Fall and Winter months, when days are dry, they resume play but would love to see a covered structure or more indoor options. Susan also discussed the indoor pickleball group that is organized by Steve Barnard. This group currently meets Monday and Wednesday nights from 6 – 8 p.m. at the Forest Grove Armory. The group has just added Tuesday nights to the mix. The group averages between 25 – 35 people from a different mix than the group Susan participates in at Rogers Park. The Parks and Recreation Commission will be in contact with Steve Barnard and will work with the Parks and Recreation Director about future pickleball opportunities through the city
- b. Bill Bergemeyer was also in attendance for the public. Bill came to speak to the Commission concerning the need to offer more public swims for our community. Sherri will take a look at the schedule and see how we continue to ensure we can keep as many public swims on the schedule as possible, while also ensuring Pacific University, High School Swim and Club swim have their practice times.

3. CONSENT AGENDA:

- a. Approve Parks and Recreation Commission Meeting Minutes of December 21, 2022.

MOTION: Susan Taylor moved to approve the minutes from December 21, 2022. Seconded by Joe Offer. MOTION CARRIED unanimously.

4. ADDITIONS/DELETIONS:

- a. Change in order of agenda requested. Council Liaison Valenzuela will have her Council Liaison Report moved to the beginning of the Parks and Recreation Commission meeting agenda, ahead of the Communications section, due to her need to leave prior to the meeting adjourning for her work obligations. She will in the future participate in the meetings via Zoom.

5. DISCUSSION/DECISION ITEMS:

- a. 2023 election of officers
 - i. Paul Waterstreet nominated to continue as Chair for the Parks and Recreation Commission. Received a unanimous vote.
 - ii. Joe Offer nominated as Vice Chair for the Parks and Recreation Commission. Received a unanimous vote.
- b. 2023 meeting schedule adoption
 - i. The Parks and Recreation Commission is required to meet at least 4 times a year. The group discussed maintaining a monthly meeting at 7:00 a.m., with the occasional break around the summer and holiday months. All in the group emphasized the need for a hard stop time of 8:00 a.m.

MOTION: Tammi McLaughlin moved to continue monthly meetings at 7:00 a.m. Seconded by Susan Taylor. MOTION CARRIED unanimously.

- c. 2022 annual report to City Council
 - i. The Parks and Recreation Commission Chair, Paul Waterstreet, will be compiling an annual report for city council. This report will be comprised of updates on what the commission has done, projects currently in progress, etc. This will be discussed further during the February Commission meeting as an agenda item.
- d. Annual awards
 - i. Each year the City issues annual awards for both individual and group volunteer services rendered. Due to COVID, it has been a few years since the city has done this. The Parks and Recreation Commission will bring forth their nominees at the February meeting. Chair Paul Waterstreet will

then plan to bring our list of nominees to city council in the spring. A recommendation was made during today's meeting to honor Howard Sullivan for his years of volunteer service on the Parks and Recreation Commission. No formal nominations took place however at this meeting.

6. COUNCIL LIAISON REPORT:

Council Liaison Valenzuela reported the following:

- a. New acting Mayor for the City of Forest Grove – Mayor Malynnda Wenzl
- b. New acting council president for the City of Forest Grove – Council President Donna Gustafson
- c. Washington County received American Rescue Plan Act (ARPA) funds which will be going towards housing needs, our senior center and the development of summer youth programs through our Parks and Recreation department.
- d. The community has extended a big thanks to Forest Grove Light and Power for their diligence in getting the community up and running during previous storms and outages.

7. COMMUNICATIONS

- a. Commission Chair
 - i. New member introductions
 1. Welcome new Commission member, Shari Exo
 2. Welcome new Council Liaison, Mariana Valenzuela
- b. Update from Parks and Recreation Director
 - i. Status of projects
 1. Stites Park – original closing bid date was January 13th; the new closing bid date is tomorrow, January 19th.
 2. Forest Grove Loop Trail and Kyle Park update
 - a. Parks and Recreation Director, Anne Lane, requested 1 member of the Commission assist in review of the Forest Grove Loop and Kyle Park Master Design. Tammi McLaughlin volunteered to assist with the review of the Master Design.
 3. Tree assessment project
 - a. Assessments for Rogers Park and Reuter Park to cover long term tree care and canopy maintenance
 - ii. Position Recruitments
 1. Recreation Coordinator
 - a. 38 total applications were received for the position. Anne Lane, would like to begin reviewing applications soon, and put a request before the Commission to assist with interview question development. A job description will be sent to the Commission for review. In addition to interview question

development, Anne Lane also requested a volunteer from the Commission to help with finalizing round 1 interview questions, and also another volunteer to participate alongside her on the round 1 interview committee.

2. Utility I position

- a. 31 total applications were received for this position. Interviews will begin next week. This will not be a shared position with Light and Power, as was previously the situation prior with this position.

iii. Partnerships

- 1. YMCA partnership and currently looking to explore other possible partnerships

c. Update from Parks Supervisor

- i. Storm damage reported at parks - additional trees and branches down have hit the budget hard.
- ii. Currently operating with 3 utility staff members. Parks Supervisor reported that this will be the last year that Gert will have to split time with Light and Power.

d. Update from Aquatics Supervisor

- i. Community sponsored free swims have been successful. Kopp Construction sponsored our latest free Public Swim on Martin Luther King Jr. Day, which was January 16th. We had 225 people who showed up for this free swim. These sponsored swims are a great way to be more inclusive and create more opportunities for the public to access the pool. Sherri would like to keep trying to get these scheduled monthly. Having the public swims coincide with a in-service day for the school district works really well.
- ii. Stephanie Stanich returned to us as a swim lesson instructor and has been able to bump up the number of lessons offered this session. She is adding more capacity to our Saturday mornings.

e. Update from Administrative Specialist

- i. Monthly data reports were distributed

8. STAFF COMMUNICATIONS: None.

9. ANNOUNCEMENT OF NEXT MEETING:

Next meeting will be held on Wednesday, February 15, 2023 at 7:00 a.m. at the Aquatic Center Training Room

10. ADJOURNMENT:

The meeting adjourned at 7:58 a.m.