



PARKS AND RECREATION COMMISSION MEETING

Wednesday, March 20, 2024
Community Auditorium Conference Room
1915 Main Street
(entrance on East side of building)

Brad Bafaro, Chair
Joe Offer, Vice Chair

Paul Waterstreet
Aaron Johnson
Mackenzie Johnston Carey
Michelle Beck

Susan Taylor
Glenn VanBlarcom
Shari Exo
Vacancy, Student Advisor
Mike Marshall, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/87171086916?pwd=UnljF5wFwlxDSnTGAb6aER6g7ibk94.1>

Meeting ID: 871 7108 6916

Passcode: 203743

A. Call to Order

B. Public Comment Anyone wishing to speak on an item not on the agenda or on the agenda may be heard at this time. In the interest of time, please limit comments to two minutes.

C. Consent Agenda:

1. Approve Parks & Recreation Commission Meeting Minutes of February 21, 2024 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

1. Recap: March 18th joint work session with City Council
2. Annual volunteer service awards nominations

F. Council Liaison Report (Councilor Marshall)

G. School District Representative Report (Brad Bafaro)

H. Commission Communications (Commission Chair - Brad Bafaro)

I. Staff Communications

1. Parks & Recreation Department Report (attached)
2. Staff to provide highlights, Q & A

J. Announcement of Next Meeting

1. Wednesday, April 17th , 7:00am at the City Auditorium Conference Room

K. Adjournment

Americans with Disabilities Act (ADA) Notice: The City of Forest Grove will make reasonable accommodations for participation in the meeting. Requests for assistance can be made by contacting the City Recorder's Office, 503-992-3235, mwoods@forestgrove-or.gov, at least 48-hours in advance of the meeting.



A place where families and businesses thrive.

Parks & Recreation Commission Meeting
Wednesday, February 21, 2024
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

1. CALLED TO ORDER:

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

ROLL CALL: Paul Waterstreet, Chair; Joe Offer, Vice Chair (issues logging in but did try); Brad Bafaro; Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Susan Taylor; Glenn VanBlarcom; Shari Exo; Mike Marshall, Council Liaison

ABSENT: none

STAFF PRESENT: Anne Lane, Parks & Recreation Director; Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Cody Jeffers, Recreation Coordinator; Melissa Williams, Admin. Specialist II

2. CITIZEN COMMUNICATIONS: It was noted that the City website is having some issues.

3. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of January 17, 2024.*

MOTION: Paul Waterstreet moved to approve the minutes from January 17, 2024. Glenn VanBlarcom seconded. MOTION CARRIED unanimously.

4. ADDITIONS/DELETIONS: None

5. DISCUSSION/DECISION ITEMS:

Nominations for the annual Volunteer Service Awards, both groups and individuals were discussed.

6. COUNCIL LIAISON REPORT: Councilor Marshall reported on the Council Creek Regional Trail plans. They are planning on holding a work session in the future. There will be more information to come related to financial impacts, staffing impacts, etc. Planning process being led by Washington County. Discussion scheduled for Council agenda on 2/26/24. Forest Grove has approximately 1.7 miles of trail which

equates to about 35% overall. Tri-met owns the property but the expectation is that the trail will be maintained by the jurisdictions.

7. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that the district is moving forward on Cornelius Elementary project. The track at NAMS is complete and the turf portion of the project is next. Work on refurbishment of all playgrounds will begin in about a month.
8. **COMMUNICATIONS:** None
9. **STAFF COMMUNICATIONS:**
 - a) Parks & Recreation Department report (attached)
10. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, March 20th, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.
11. **ADJOURNMENT:** The meeting was adjourned at 7:40am.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Assessment & Fee Plan – Engagement events held March 18 and March 19 with community members and service providers; joint work session with Commission and Council held March 18; next steps: cost of service reveal, goal setting, continuum, recommended fees and charges, policy development
2. Universally Accessible Inclusive Playground Replacement at Hazel Sills Park – Presentation to City Council scheduled for April 8; permitting process underway
3. Forest Grove Loop Trail Master Plan & Kyle Park Design – received 3 grants from Metro Nature in Neighborhoods Community Choice Grants. 12 out of 118 projects were selected with Forest Grove receiving three of them:
 - Re-Indigenizing the Forest Grove Loop Trail - \$147,333.33
 - Wetland restoration at Kyle Park - \$134,333.33
 - Pollinator Pathway on the Forest Grove Loop Trail - \$88,400.00
4. Annual budget process – First round internal review March 18; first round review with Budget Committee and Council April 2
5. Eastside Park – Community engagement meeting held March 4 at NAMS, next one April 9 at park site

Parks Supervisor – Tom Martin

1. Storm damage: While there were no trees down, there was quite a bit of storm clean-up after the weekend winds on the 10th & 11th.
2. Game cameras for Rogers Park: The cameras were installed with the appropriate signage. They are focused on the recreation shipping container and restroom areas.
3. Anna & Abby's Playground: Cameron Impastato from Goric Playgrounds sent us parts and instructions on removing the dysfunctional braking system. The repairs will take place soon.
4. Fern Hill restroom: The interior of the Fern Hill restroom was painted the week of March 11th. Clean Water Services supplied an accessible porta potty for the public

while the restroom was closed.

5. Washington County Sheriff's Office Work Crew: The Parks Division will have the assistance from this work crew on March 13th, 25th, and 26th. They will work on projects at Lincoln Park, the Aquatics Center, and Stites Park.
6. Playground fall zone material: 30 yards of engineered wood fiber was purchased and placed in the playgrounds at Thatcher Park and Knox Ridge Park.
7. Knox Ridge swing drainage: Drainage issues were addressed in the swing area at Knox Ridge Park. Recently, with the heavy rains, water was standing in the play area and was not draining. The swings were taken out of service until new drainage could be installed. The repairs were made the week of March 4th, and the swings are now reopened.

Aquatics Supervisor – Sherri Mead

1. Lifeguard Certification class went great. Cassy & John did a fabulous job and we're hoping to see some new applicants soon. There are plans in the works for another Jr. Lifeguard offering coming in June which is a great feeder class the program and gives our youth a great glimpse into their Lifeguard opportunities.
2. Spring Session 2 registration opens April 17th.
3. Slide Project Update (via Andrew Losli): Not much to report but demo is happening this week as scheduled. Some pieces have arrived for the new slide but installation is likely slated for mid-April. Stay tuned for additional updates as we know more and can have a definite timeline available.
4. New Water Polo class being offered. Registration has been good and class more than halfway filled.
5. Two offerings of our always popular Babysitter Training class are scheduled for April and May/June. April is nearing capacity and the May/June class has spots still available.
6. For Spring Break (March 25-29), we will be holding additional public swims from 1-3pm each day.

Recreation Coordinator – Cody Jeffers

1. Spring Programs: Registration is open for more No-School programming, Kids Night Out, Spring Break Camp, and Youth Pickleball.

2. Summer planning is underway with the return of Camp Grove, Skyhawks, and Playwell. Possible new providers are in the works, along with summer events and pop-up recreation. Summer information is subject to change, but can be found here:
<https://www.forestgrove-or.gov/572/Summer-Recreation>
3. Summer Recreation Aide positions are now open (both entry level and lead positions). Go to the City of Forest Grove hiring page to apply now!
<https://www.governmentjobs.com/careers/forestgrove>

Administrative Specialist II – Melissa Williams

1. Spring Session 1 registration went smoothly without any noted system issues and very few phone calls. Waitlists for classes are smaller this session, likely due to competing activities like soccer and baseball/softball. I continue to clean up our CivicRec program and set up to ensure all users have a positive experience and our discount programs are applied appropriately for resident vs. non-resident and family memberships discounts.
2. Expected Spring blast for the Fun For All Fund (financial assistance) program. We have had a few applications this fall/winter and have been able to award a few of those applicants. There is information currently available on the P&R page. I'm finding that some struggle coming up with required documentation. Continuing to work with staff to clear up questions on qualifications, required documentation, etc. which will help ensure we aren't creating unnecessary barriers for applicants who may be experiencing impacts such as houselessness or temporary housing placement (such as a local hotel/motel) that makes it challenging to verify some of the required qualifications for this program.