



PARKS AND RECREATION COMMISSION MEETING

Wednesday, April 17, 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/82482628219?pwd=SSr24MvU911MPJCLMhqVbLeu68Y6rL.1>
Meeting ID: 824 8262 8219
Passcode: 658580

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: Items under the Consent Agenda are considered routine and will all be adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Approve Parks & Recreation Commission Meeting Minutes of February 21, 2024 meeting. (Approval held over from last meeting due to not having a quorum)
2. Approve Parks & Recreation Commission Meeting Minutes of March 20, 2024 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

1. Recap: April 8th joint work session with City Council
2. Recap: April 9th Eastside Park Open House event
3. Annual Volunteer Service Award nominations (continued)

F. Council Liaison Report (Councilor Marshall)

G. School District Representative Report (Brad Bafaro)

1. This week, we broke ground for the new Cornelius Elementary School. The soccer fields are closed.
2. The district is in the process of developing a plan for a turf field at Cornelius for soccer.
3. April/May the work at NAMS for the turf field will begin.
4. Superintendent search will be complete in two weeks, down to three candidates.

H. Commission Communications (Commission Chair - Brad Bafaro)

1. Joe Offer, Vice-Chair - sub for Chair

I. Staff Communications

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

J. Announcement of Next Meeting

1. Wednesday, May 15th, 7:00am at the Community 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.



A place where families and businesses thrive.

Parks & Recreation Commission Meeting
Wednesday, March 20, 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 7:05 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Paul Waterstreet; Susan Taylor; Mike Marshall, Council Liaison (**quorum not reached**)

ABSENT: Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; Glenn VanBlarcom; Shari Exo

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: none

3. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of February 21, 2024.*

MOTION: none as quorum not reached with members present, minutes could not be approved. Will need to be approved at next meeting on April 17, 2024 along with minutes from this meeting.

4. ADDITIONS/DELETIONS: None

5. DISCUSSION/DECISION ITEMS:

- a. Recap of March 18th joint work session with City Council: Commission members would have liked to receive information from consultant prior to the meeting. It would have been helpful to receive clarification on some of the specifics. It was noted that they feel "Equity Services" should be removed as a Service Category. Project allows us to "start somewhere". Need to consider vision vs. budget in the process as well.
- b. Annual Volunteer Service Award nominations: tabled since there was no quorum.

6. COUNCIL LIAISON REPORT: Councilor Marshall indicated he might be able to

assist in looking for someone interested in non-profit oversight. What about engagement of a 501(c)(3)? It was mentioned that staff cannot participate in that process. What about a foundation similar to "Friends of the Library"? These are both potential options. Councilor Marshall also indicated that the Senior Center is interested in being included in any P&R levy potential as they are looking for additional funding resource options.

7. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that fencing is going up at Cornelius Elementary and the soccer fields are closed. Fencing projects for elementary schools with access points are for safety/security. NAMS turf project is in the works. School District Superintendent search has narrowed to five candidates.
8. **COMMUNICATIONS:**
 - a. Commission Chair – Brad Bafaro
9. **STAFF COMMUNICATIONS:**
 - a. Parks & Recreation Department report (attached)
 - b. staff to provide highlights, Q&A
10. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, April 17, 2024, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.
11. **ADJOURNMENT:** The meeting was adjourned at 7:57am.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Assessment & Fee Plan – Cost of service reveal and goal setting meeting scheduled for April 18th. Next steps: Pricing tool workshop to be held on May 6th; City Council adoption of continuum, recommended fees and charges. Policy development to follow.
2. Universally Accessible Inclusive Playground Replacement at Hazel Sills Park – Presentation to City Council held on April 8th; currently in demolition phase.
3. Annual budget process – First meeting with Budget Committee and Council April 29th.
4. Eastside Park – Community engagement event held April 9th at park site, 32 attended.
5. Joint Work Session – Held April 8th with Forest Grove School District, City of Forest Grove, City of Cornelius and Pacific University regarding recreation.
6. Patron Code of Conduct – Work session with City Council held April 8th, resolution to be presented for adoption at April 22nd City Council meeting.
7. Forest Grove Loop Trail & Kyle Park – Community engagement event scheduled for May 1st at Farmer's Market.

Parks Supervisor – Tom Martin

1. Arbor Day Planting: Two trees were planted at Joseph Gale Parks on April 11th in recognition of Arbor Day 2024. The Urban Forestry Commission planted the trees, assisted by the Parks staff. Parks Dept. staff suggested inviting the Joseph Gale students to the event and four classrooms accepted the invite at the last minute. This aligned with their study of Earth Day and was a great learning opportunity. The students seem to really enjoy the opportunity and were excited about the “Golden Shovel”. Great suggestion by our Parks team in getting the student community involved with the event!
2. Anna & Abby's Playground: The repairs to the carousel have been made.
3. Eastside Park: The open house and park design open house was well attended on April 9th. Lots of great input was received from the members of the public that

attended.

4. Washington County Sheriff's Dept. Work Crew: The Parks Division will receive assistance on April 15th and 30th. They will work on projects at Thatcher Park and Forest Glen Park.

Aquatics Supervisor – Sherri Mead

1. Jr. Lifeguard class has been scheduled in June. We are also establishing a list of current/previous Jr. Lifeguard participants that we can email when there are volunteer opportunities available which will enhance their previous training and give them some hands-on experience while being a great asset to our team during busy public swims and other high attendance events at the Aquatic Center.
2. Spring Session 2 registration opens April 17th.
3. The slide addition projects are generally complete, with a few minor punch list type items still going on. This includes additional staff training as we become familiar with the operation and any safety issues we recognize. Slides have been wildly popular and are a great addition to the Aquatic Center.
4. The new Water Polo class has been going great and we are hearing from families that they can't wait until the next offering.
5. Spray Park features are being freshened up so it's ready to roll for summer. Summer programming is being finalized.
6. Forest Grove Rotary is sponsoring a Saturday public swim on April 20th.

Recreation Coordinator – Cody Jeffers

1. Full roster for youth Pickleball and we're continuing to receive requests for more advanced classes, and younger age groups. Working with instructor Steve Barnard to add more options in the Fall.
2. Summer preparation in continuous. Plans include eight weeks of Camp Grove and Skyhawks, and two weeks of Playwell STEM. Introducing Coyle Outside. One week of Wilderness Survival at Hagg Lake. Registration for summer programming opens May 13th. Details at <https://www.forestgrove-or.gov/572/Summer-Recreation>. Summer community events coming soon!

Administrative Specialist II – Melissa Williams

1. Spring launch of the Fun For All Fund (financial assistance) program. We've received around five applications since the launch and are working with applicants to help them complete the process.