



PARKS AND RECREATION COMMISSION MEETING

Wednesday, July 17, 2024

Community Auditorium Conference Room
1915 Main Street (meeting begins at 7:00am)
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/85650680365?pwd=aHSqHUH2UW6Vx4gVQNAT9Wk5QemGmd.1>

Meeting ID: 856 5068 0365

Passcode: 840105

A. Call to Order

1. Welcome guests

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 from May 15, 2024 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

1. Guest: Heather Westfall-Finnigan, Historic Landmarks Board
2. Update from Paul Waterstreet re: City Council meeting on June 24, 2024.
3. Guest: Butch Sullivan

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 provided highlights, Q & A

J. Announcement of Next Meeting

1. Wednesday, August 21st, 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, May 15, 2024
City Auditorium Conference Room, 1915 Main St.

Minutes are unofficial until approved by the B/C.

A. CALL 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: Brad Bafaro, Chair; Joe Offer, Vice Chair; Susan Taylor; Paul Waterstreet; Glenn VanBlarcom; Aaron Johnson; Mackenzie Johnston Carey; Michelle Beck; 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

B. PUBLIC COMMENT: none

C. CONSENT AGENDA:

a. Approve Parks & Recreation Commission meeting minutes of April 17, 2024.

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

D. ADDITIONS/DELETIONS: None

E. DISCUSSION/DECISION ITEMS:

1. Alta Planning provided a presentation about the Forest Grove Loop Trail Master Plan and Kyle Park design. Included were various layouts of how it could look and some of the attributes of the property as a whole. Some discussion regarding access and parking for the location. Community engagement being held at Kyle Park on June 13th.

2. Parks & Recreation Commission Annual Report to City Council is coming up on June 24, 2024. Brad to present to City Council.

3. Annual Volunteer Service Award nominations – nominations were finalized and a

vote was held.

4. Cost Recovery Plan review – Anne Lane, Parks & Recreation Director provided the final Continuum model from consultant. This process is not synced with our upcoming fiscal year. The project will continue into the first few months of the new fiscal year. The final version of the Continuum is a hybrid model based on the Continuum input from the various workgroups during this project.

- F. **COUNCIL LIAISON REPORT:** Councilor Marshall had nothing to report.
- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro, Chair reported that the Cornelius Elementary construction has started and sale of the current gym/cafeteria to the City of Cornelius has been approved. NAMS is being prepared for fence/turf installation, as well as the playground replacement projects have started. New Superintendent is scheduled to start June 21st.
- H. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO):**
none
- I. **STAFF COMMUNICATIONS:**
 - a. Parks & Recreation Department report (attached)
 - b. Staff to provide highlights, Q&A
- J. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, July 17, 2024, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest Grove.
- K. **ADJOURNMENT:** The meeting was adjourned at 7:59am.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Assessment & Fee Plan – Assessment & Fee Plan – Work sessions with City Council scheduled for August 26 and September 23.
2. Eastside Park - Concept drawings refined and scheduled to be presented to Parks & Recreation Commission on August 21 and to City Council on September 9.
3. Forest Grove Loop Trail & Kyle Park – Community engagement event held at the park site on June 13 with over 60 community members in attendance. Presentation and update to City Council on June 24. Concept drawings for Kyle Park are being refined. Route concepts are being developed for the Loop Trail.
4. Knox Ridge Park – RFP being reviewed and will post as soon as ok'd.
5. July is National Parks & Recreation Month!

Parks Supervisor – Tom Martin

1. Forest Grove, High School Volunteers, worked at Thatcher Park, repainting the red no-parking curbs throughout the park.
2. Seven Emerald Ash Borer-infested trees were removed from the library, fire department, and city hall parking lots. We will be replanting a new species in the fall.
3. The Parks Team has hung 110 beautiful hanging baskets the city purchased from the Forest Grove High School Viking Plant Sale.
4. The stumps from the blackberry hedge row removed from the city lot behind Pad Thai will be ground, and chips will be placed in the beds.
5. Traction Treads have been installed on the wooden boardwalk at the Thatcher Park Trail.
6. The ballfields at Thatcher Park were aerated, spike-seeded, and top-dressed during May.

7. Anna & Abby's carousel is out of service again. We are working closely with Goric to address this issue.
8. Hazel Sills Park update: The concrete pathways, sidewalks, benches, bike rack, picnic tables, and borders for the poured-in-place surfacing have been poured and passed inspection after a few minor corrections. The sidewalk along the street has been poured, except for a small area at either end. The footprint of the construction fence has been reduced to allow for work to begin on the grass areas. Playground equipment should arrive in the first week of August, with installation accruing soon after. Park completion is still expected by the end of September.

Aquatics Supervisor – Sherri Mead

1. Summer Session 2 registration opened July 3rd. With kids out of school, we know we are competing with summer vacations, sports, and many families just being out of the area at various times during summer break but our registration numbers continue to be strong. Here are some details from the current Summer Session 1: we currently have 81 lessons going on, including Water Polo, Adult/Teen, and our standard classes of Parent/Tot, Preschool levels 1 through 3/4, and School Age classes from levels 1/2 through 5/6. In all, we have 510 participants in these various classes. We have room for 572 participants which equates to a registration rate of 89%.
2. The new diving board is anticipated to be received near the end of July and installation sometime during August.

Recreation Coordinator – Cody Jeffers

1. Summer Camps are going strong with Camp Grove, Skyhawks, and Coyle Outside. Participation is high, with 70-100% registration for each program administered so far.
2. FGSD – This summer, we are working with FGSD to provide enrichment activities and field trips for the Summer School students, ages Pre-K to 8.5. Each week, we break the kids out of the classroom to spend an hour with each grade playing games, doing tie dye, and setting up slip-n-slides! Each grade also gets to participate in a field trip to locations like, OMSI, Tree to Tree Adventure Park, and our very own Splash Pad for the littles. Each week we interact with 600 students in these activities. In addition to the activities, we have been able to provide them with take home goodies, toys, puzzles, towels, and more, all themed around each week. We will end the summer school season on July 18th with a trip to Oaks Park with the 5th-8th graders. Lastly, we partnered with the Washington County Fair to provide free ride wristbands to all summer school participants and their families.
3. Keep an eye out for our Recreation Team at the Hagg Lake Concert Series, as well as hosting our very first free movie in the park, Park Flicks, on July 20th at Joseph Gale

Park.

Administrative Specialist II – Melissa Williams

1. Numbers of Fun For All Fund applications received were much higher for the second half of the 2023-24 fiscal year. Between Jan. 1 – Jun. 30, we received a total of 27 applications (compared to six in the first half of the year). Of those received, 21 were awarded funds totaling \$5,800. Of the awarded funds, \$3,700.80 were utilized by individuals/families. \$2,597.30 was used through our Aquatics programs and \$1,103.50 was used through our Recreation programs. It was great to see such a huge increase in applications and participation. For those applications that we were not able to approve, it was generally due to the applicant not meeting the required qualifications or not providing the required documentation related to their SNAP/TANF benefits. I have already received a number of applications for the new application period which opened on July 1.