



PARKS AND RECREATION COMMISSION MEETING

Wednesday, January 15, 2025

Community Auditorium Conference Room
1915 Main Street (enter on East side of bldg.)
7:00am

Brad Bafaro, Chair
Joe Offer, Vice Chair

Aaron Johnson
Mackenzie Johnston Carey
Michelle Beck
Tom Robinson
Mallory Hiefield

Glenn VanBlarcom
Shari Exo
Julian Garfias, Student Advisor
Mike Marshall, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/86184566322?pwd=4lcd2sbVsCqL4yVlvGgDrw74XMu0ri.1>
Meeting ID: 861 8456 6322
Passcode: 701728

A. Call to Order

1. Welcome guests
2. Welcome new Commission Members

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 December 18, 2024 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

1. Meeting time, day, and dates for 2025 (vote)
2. Nominations for Chairperson and Vice Chairperson (vote)

F. Council Liaison Report (Councilor Marshall)

G. School District Representative Report (Brad Bafaro)

H. Commission Communications (Commission Chair - Brad Bafaro)

I. Staff Communications

1. January Department Report

J. Announcement of Next Meeting

1. Wednesday, February 19, 2025 at 7:00am in 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, December 18, 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 7:02 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Paul Waterstreet; Mackenzie Johnston Carey; Glenn VanBlarcom; Susan Taylor; Michelle Beck; Mike Marshall, Council Liaison

ABSENT: Shari Exo; Aaron Johnson

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

- B. PUBLIC COMMENT:** Brian Schimmel, newly elected City Councilor introduced himself. Carrie Niemiec representing the FG Swim Club inquired about the status of the upcoming stakeholders meeting and rates for use of pool lanes. Anne Lane confirmed that meeting date will be announced once it is set, and staff is still working with the consultant 110% in establishing final data to provide lane rental rates. Meeting is scheduled with consultant tomorrow to discuss/review data further.

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of October 16, 2024.*
- b. *Approve Parks & Recreation Commission Work Session meeting minutes of October 30, 2024.*
- c. *Approve Parks & Recreation Commission Work Session meeting minutes of November 20, 2024.*

MOTION: Glenn VanBlarcom moved to approve minutes from October 16, 2024 meeting. Susan Taylor seconded. MOTION CARRIED unanimously.

MOTION: Glenn VanBlarcom moved to approve minutes from Work Session on October 30, 2024 meeting. Paul Waterstreet seconded. MOTION CARRIED unanimously.

MOTION: Glenn VanBlarcom moved to approve minutes from Work Session on November 20, 2024 meeting. Joe Offer seconded. MOTION CARRIED

unanimously.

D. ADDITIONS/DELETIONS:

E. DISCUSSION/DECISION ITEMS:

1. Cost Recovery Plan & Policy Draft – Anne Lane provided a recap. A MOTION was made by Joe Offer and seconded by Paul Waterstreet, for the Commission to reach consensus on the Cost Recovery Plan & Policy Draft except for the rental service category which requires additional work. MOTION CARRIED unanimously. This consensus will allow staff to proceed with much of our work in Parks & Recreation once approved by City Council.

F. COUNCIL LIAISON REPORT: Councilor Marshall reported Angel Falconer and Brian Schimmel were the newly elected City Council members. They will be attending a Council retreat in January.

G. SCHOOL DISTRICT REPRESENTATIVE REPORT: 15 playgrounds are being worked on, currently one is done, and one is in progress. Looking at adding lighting at NAMS but the track is currently open and final construction repairs have been completed.

H. COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO): The Commission recognized two outgoing members. Paul Waterstreet has served more than 31 years on this Commission. Susan Taylor has served more than 19 years on this Commission. Both were presented with Certificates of Appreciation for all their hard work, and they were honored with swag bags. Anne Lane thanked each of them for their decades of service and presented the certificates.

I. STAFF COMMUNICATIONS:

1. Department Reports were included with meeting packet.
2. A letter has been sent to Grass Stains by legal counsel to respond by 12/31/24 to correct construction issues.
3. Kyle Park update has been moved to the February meeting.
4. Tom Martin, Parks Supervisor mentioned the huge asset that the WCSO Jail Crew program is for his department. There has been talk about the County dissolving this program and he would like assistance, if that becomes necessary, from the Commission in support of keeping this program going, possibly via emails or letters to the County.

J. ANNOUNCEMENT OF NEXT MEETING: Wednesday, January 15, 2025, 7:00am at the City of Forest Grove Auditorium, Conference Room, 1915 Main St, Forest

Grove.

K. **ADJOURNMENT:** The meeting was adjourned at 7:45am.

2025

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City Holiday



3rd Wednesday

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Cost Recovery Plan – Stakeholders meeting being coordinated for February. More details to come.
2. Eastside Park – Final design phase.
3. Forest Grove Loop Trail & Kyle Park – Update at Parks & Recreation Commission scheduled for February 19 and City Council on March 17.
4. Knox Ridge Park – Contract with selected contractor is under review.

Parks Supervisor – Tom Martin

1. The Parks Team has completed leaf cleanup.
2. Five members of the Parks Division attended a two-day pesticide applicator training hosted by the Oregon Dept. of Agriculture on January 7th & 8th.
3. Stites Park Trail work is underway. Trail treads are being installed on both footbridges. To date, 900' of trail fabric and 12 yards of gravel have been installed with the assistance of the Washington County Inmate Work Crew program.
4. The team continues to work on winter park projects in their respective parks.
5. In addition to January 6th, Parks Division will have the Washington County Inmate Work Crew on January 20th and 28th.

Aquatics Supervisor – Sherri Mead

1. Reminder: because of the upcoming pool closure, we had to get a little creative with our Winter swimming lesson schedules. Both Winter 1 & 2 sessions have been shortened by one week so we can still offer two sessions ahead of the closure. Saturday only classes can squeeze in nine weeks and our Tues. evening adult/teen classes are able to get in an eight-week session. Pricing is reflective of these shortened schedules.
2. The community has been asking for another Babysitter Training Course and we were able to

get one on the books in February. We will be posting that information in the next week.

3. Planning is underway for all additional projects during the upcoming closure.
4. We have another Free Community Swim coming up on January 25th sponsored by the Early Learning Community at Pacific University.

Recreation Coordinator – Cody Jeffers

1. **Winter Recreation:** Our Winter recreation season is underway, featuring new programs like *Kidokinetics* and *Improv 101*. These additions have brought fresh opportunities for engagement and participation.
2. **Social Media:** The *Elf on the Shelf* campaign in December increased organic views and interactions on our social media platforms by 30%, highlighting the community's enthusiasm for seasonal activities.
3. **Spring Activity Guide:** The Spring Activity Guide will be published by February 14th, with registration opening on February 26th. We're excited to share an array of activities designed for all ages.
4. **Summer Planning:** Summer preparations are well underway! We are inviting back successful program partners including Skyhawks, Play-Well, and Coyle Outside. *Camp Grove* will return as a flagship offering, and we are actively searching for additional partners to expand our summer program lineup.

Administrative Specialist II – Melissa Williams

1. The new application period for the Fun For All Fund opened January 1st and we are already seeing a number of repeat applicants.
2. During the closure, I plan on digging into CivicRec even more to try and utilize as much functionality as we can by researching the use of inventory control, document management, and maybe some others I'm less familiar with. All intended to help with audit controls of our systems to ensure accuracy with our data.