



PARKS AND RECREATION COMMISSION MEETING

Wednesday, February 19, 2025

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

Brad Bafaro, Chairperson
Joe Offer, Vice Chairperson

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

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 January 15, 2025 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

1. Alta Planning and PLACE - Forest Grove Loop Trail Master Plan and Kyle Park Design update
2. Prep for April 3 work session with athletic facility user groups

F. Council Liaison Report (Councilor Marshall)

G. School District Representative Report (Brad Bafaro)

H. Commission Communications (Commission Chair - Brad Bafaro)

I. Staff Communications

1. February Parks & Recreation Department Report

J. Announcement of Next Meeting

1. Wednesday, March 19, 2025, at 7:00am in the City of Forest Grove 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, January 15, 2025
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. The opening began by welcoming the new/returning Parks & Recreation Commission members Tom Robinson, Mallory Hiefield, and Glenn VanBlarcom, as well as the new Student Advisor Julian Garfias.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Mackenzie Johnston Carey; Glenn VanBlarcom; Shari Exo; Aaron Johnson; Tom Robinson; Mallory Hiefield; Julian Garfias, Student Advisor; Mike Marshall, Council Liaison

ABSENT: Michelle Beck

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: none

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of December 18, 2024.*

MOTION: Glenn VanBlarcom moved to approve minutes from December 18, 2024 meeting. Aaron Johnson seconded. **ABSTAIN:** Tom Robinson, Mallory Hiefield, Julian Garfias. **MOTION CARRIED.**

D. ADDITIONS/DELETIONS:

E. DISCUSSION/DECISION ITEMS:

1. Meeting time, day, and dates for 2025

MOTION: McKenzie Johnston Carey moved to continue the existing meeting schedule on the third Wednesday of each month, at 7:00am in the City of Forest Grove Community Auditorium Conference Room. Glenn VanBlarcom seconded. **MOTION CARRIED** unanimously.

2. Nominations for Chairperson and Vice Chairperson

MOTION: Joe Offer nominated Brad Bafaro as Chairperson. McKenzie Johnston Carey seconded. Shari Exo nominated Joe Offer as Chairperson. Nomination was not seconded. MOTION CARRIED unanimously to appoint Brad Bafaro as Chairperson.

MOTION: Brad Bafaro nominated Joe Offer as Vice Chairperson. Aaron Johnson seconded. MOTION CARRIED unanimously.

- F. **COUNCIL LIAISON REPORT:** Councilor Marshall reported there are discussions being held surrounding public meeting law. Council working on getting clarification regarding ethics training for Boards & Commissions. The City Council retreat is this weekend with the department heads.
- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that bond project activities continued through the holidays but currently on weather pause. District office is complete. NAMS is done and other projects will be done in the summer. Lighting to be added at NAMS this summer as well.
- H. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO):**
None
- I. **STAFF COMMUNICATIONS:**
Department Report for January was included in the agenda packet.
- J. **ANNOUNCEMENT OF NEXT MEETING:** Wednesday, February 19, 2025, 7:00am at the City of Forest Grove Community Auditorium, Conference Room, 1915 Main St, Forest Grove.
- K. **ADJOURNMENT:** The meeting was adjourned at 7:37am.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Cost Recovery Plan – Stakeholders meeting scheduled for April 3, 2025. 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 – Project kick off meeting scheduled for March 11.
5. Hazel Sills Park – Response received from contractor, corrections to installation are being coordinated.

Parks Supervisor – Tom Martin

1. The work on the Stites Nature Park Trail hardening is about 90% complete. We will continue with the detail work on the trail, including trail treads on the remainder of the footbridge and installation of interpretive signage.
2. The ball-hitting backboard at the Rogers Park tennis/pickleball courts were replaced.
3. Landscape fabric and wood chips were installed under the bleachers at the t-ball fields in Joseph Gale Park.
4. The hardened trails at B Street, Bard Park, and Forest Glen were swept to remove debris and moss, using the recently acquired L28 Bobcat Mini Articulated Loader and Sweeper Brush. The Brush Cat was also used on the loader to mow along the B Street Trail.
5. We have Washington County Inmate Work Crew on Feb. 10th and 11th. Work will be completed at the Dog Park and Bard Park, spreading chips, and assisting in installing new agility equipment in the large area.

Aquatics Supervisor – Sherri Mead

1. Reminder: pool closure beginning March 3rd through June 1st and we have received the tile delivery for this project.

2. Andrew Losli, Facilities Supervisor, has indicated that he has received authorization from city management to completely replace the old galvanized domestic water lines in the basement. These are all original pipes from when the Aquatic Center was built in the 1960's. This was going to be part of a CIP project in 2027, but instead, this portion will be done ahead of schedule due to the issues.
3. Babysitter Training Course is scheduled for Feb. 28th & Mar. 1st. Registration for this course is open now.
4. We have another Free Community Swim coming up on February 17th, from 1-3pm (a no-school day Monday), sponsored by the Forest Grove Daybreak Rotary Club.

Recreation Coordinator – Cody Jeffers

Meet Dash – Our Official Mascot!

Our Parks and Recreation mascot finally has a name—Dash! After a community-wide vote, Dash was chosen as the perfect fit to represent energy, playfulness, and the adventurous spirit of our programs. We look forward to incorporating Dash into our Activity Guide, social media, fliers, and more!



Craft & Swim Success:

Our Craft & Swim series has been a hit, averaging 17 participants per session from October to January. With one more session remaining before the pool closure, we're pleased with the program's participation. Big thanks to Leslie Perez, a cashier at the front desk who planned and lead all the wonderful crafts each month! While it likely won't return over the summer due to the busy nature of the Pool, we plan to bring it back in the fall.

Kids Night Out:

Kids Night Out continues to be a popular monthly event, with a special Valentine's Day edition this month. Looking ahead to summer, we plan to transition these events outdoors to lighted fields, creating a more active experience while taking advantage of longer daylight hours. This shift will allow for more participants and expanded activities while keeping the familiar activities the kids have come to expect. Like playing Nintendo Switch on the big screen, prizes and pizza!

Winter Recreation & Spring Planning:

Winter recreation is ongoing, with participation steadily increasing each month. We are preparing for a similar activity schedule this spring (April–June), with the goal of moving more programs outdoors as the weather improves.

Summer Planning Updates:

- We are excited to welcome a new summer partner, Jordan Kent's Just Kids Athletic Camps. Jordan Kent, a former Seattle Seahawks player, brings expertise in youth athletics and summer camp programming.

- Returning partners include Skyhawks, Play-Well, and Coyle Outside.
- Camp Grove will be back as a core summer offering with more weeks!
- We are in the early planning stages of developing a brand-new Aquatic-Focused Summer Program. More details to come as we shape this exciting new opportunity!

Administrative Specialist II – Melissa Williams

1. The can/bottle recycle bin located between the vending machines at the Aquatic Center has some new signage. We are currently working to set up a bottle drop account, and those recycled cans/bottles will be dropped off through that account. Funds collected will be utilized to support the Fun For All Fund. We are hopeful that interested patrons will obtain bottle drop bags/label from us and drop their recyclables off in support of this cause as well.