



PARKS AND RECREATION COMMISSION MEETING

Wednesday, April 16, 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

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 March 19, 2025 meeting.

D. Additions/Deletions

E. Discussion/Decision Items

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 - April

J. Announcement of Next Meeting

1. Wednesday, May 21, 2025, at 7:00am in the 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, March 19, 2025
Community 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 7:01 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

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

ABSENT: Michelle Beck; 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; Mariah Woods, City Recorder

B. PUBLIC COMMENT: none

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes from February 19, 2025.*
- b. *Approve Parks & Recreation Commission Work Session minutes from March 5, 2025.*

MOTION: Glenn VanBlarcom moved to approve minutes from February 19, 2025, and March 5, 2025, meetings. Joe Offer seconded. MOTION CARRIED unanimously.

D. ADDITIONS/DELETIONS: none

E. DISCUSSION/DECISION ITEMS:

Cost Recovery Plan – Anne Lane provided a brief overview of the documents included in the agenda packet: Staff Memo, Cost Recovery Policy DRAFT, Partnership MOU DRAFT, Forest Grove School District Building/Grounds Use Request & Permit Form, and the Forest Grove School District Use of District

Facilities and Grounds Policy.

MOTION: Brad Bafaro moved to recommend that City Council approve the Cost Recovery Plan and Policy except for the Rental Service Category. The Parks & Recreation Commission was unable to reach consensus on this item of the Plan and Policy and therefore makes no recommendation. Glenn VanBlarcom seconded.
MOTION CARRIED unanimously with seven YES votes.

- F. **COUNCIL LIAISON REPORT**: Councilor Marshall reported on the State of the City from March 17, 2025. City Council meeting, with around 100 people in attendance. He also mentioned that he met with Mayor Wenzl, and City Manager Jesse VanderZanden, to coordinate a yet to be scheduled youth athletics stakeholders meeting and wanting public input on the Cost Recovery Plan.
- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT**: Cornelius is on schedule to open in the fall. The gym and cafeteria have been sold to City of Cornelius. Summer demolitions on the schedule. Athletic field lights being installed at NAMS and refurbishment of playgrounds happening. There is a current discussion about hard surface vs. chips for playgrounds going on.
- H. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO)**: none
- I. **STAFF COMMUNICATIONS**: Department Reports for both February and March were included in the agenda packet.
- J. **ANNOUNCEMENT OF NEXT MEETING**: Wednesday, April 16, 2025, at 7:00am in the Forest Grove Community Auditorium Conference Room
- K. **ADJOURNMENT**: The meeting was adjourned at 7:36am.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Eastside Park – Final design expected to be complete by end of April.
2. Knox Ridge Park – Play equipment selection in process. Community vote on the main feature will take place near end of April
3. Forest Grove Loop Trail & Kyle Park – Update at Metro Quarterly Trails Forum April 9. Trail: details on wayfinding, cohesive connections to existing trails, safety features, short and long-term maintenance requirements, maintenance costing.
4. Hazel Sills Park – Waiting for written warranty guarantee from play equipment manufacturer as corrections to installation requires modification to original structure. Waiting for impact testing of safety surfacing. Opening is pending confirmation of warranty, installation corrections, and impact testing.
5. Biennial Budget – In process.

Parks Supervisor – Tom Martin

1. Thatcher Park dog park has opened for the season!
2. The carousel at Anna and Abby's Yard has been removed, and a replacement request has been made in this budget cycle.
3. The Parks Team, in collaboration with the Urban Forestry Commission, will conduct this year's Arbor Day planting on Friday, April 25th, at Thatcher Park. We will plant four trees, two replacement trees in the parking lot and two dedicated Magnolia trees in the park.
4. We are working with Forest Grove High School on the 110 hanging baskets for downtown.
5. Near the end of the month, we will remove some trees and conduct a turf renovation on the west side of the Aquatic Center.
6. Staff is working with Community Development to address the erosion of trails at Thatcher Park caused by the concrete steps of the adjacent development.

Aquatics Supervisor – Sherri Mead

1. The Aquatic Center is on fire! Not literally of course, but you can't believe the number of projects being worked on and moving along at various speeds during our closure. You might not recognize us come early June, but we'll be excited to welcome the community back when that time comes. Here are some highlights:
 - Tile project is on track
 - Interior lobby and upper walls in the Activity Pool area painting started the week of April 7th
 - Lobby floors will begin towards the end of April
 - Updated small equipment has been ordered and shipped (tables, chairs, first aid cot, etc.)
 - Planning completed for June 2025 Lifeguard Certification and Jr. Lifeguard classes
 - Basement reorganization and cleaning is nearing completion
 - Curbs and speed bumps in the parking area is nearing completion

Recreation Coordinator – Cody Jeffers

1. Spring Programming in Full Swing
 - Spring programs are off to a strong start, with Skyhawks and other youth activities now enjoying the outdoors as the weather improves.
2. Spring Break Camp Recap
 - Our Spring Break Camp at Joseph Gale was a success, with an average of 18 kids each day participating.
 - Campers enjoyed a week full of games, crafts, and exciting field trips.
 - The highlight of the week was a group trip to Stub Stewart State Park, where kids explored nature and participated in outdoor activities.
3. Summer Planning & Registration
 - Final preparations are underway for our 2025 summer programming, which includes a mix of new offerings and returning favorites.
 - The Summer Activity Guide will be available by April 18th in digital format.
 - Summer Registration opens April 30th for all camps and programs.

4. Summer Kick-Off Event – Saturday, May 3rd

To build momentum for summer, we're excited to host our first-ever **Summer Kick-Off Event**:

- Date: **Saturday, May 3rd**
- Time: **12:00 PM – 3:00 PM**
- Location: **Rogers Park**
- Cost: **FREE** and open to all!

Event Highlights Include:

- Forest Grove School District Nutrition Services – Free BBQ
- Forest Grove High School Jazz Combo – Live music
- Forest Grove Library – Story Time Readings and Info Booth
- Touch a Truck – Featuring vehicles from Parks Maintenance and the Police Department
- Forest Grove Fire Department – Hose demonstration and interactive activities
- Raffles, Scavenger Hunts, Arts & Crafts, and more!

We're looking forward to a strong summer season and can't wait to welcome the community at this kickoff celebration!

Administrative Specialist II – Melissa Williams

1. Summer preparations are well under way. Currently working with all divisions to ensure we are ready for summer registration which opens on April 30th, 6am for in-city residents and 10am for outside-city residents.