



**PARKS AND RECREATION
COMMISSION MEETING**
Wednesday, November 19, 2025
Community Auditorium Conference Room
1915 Main St. (enter from East side of bldg.)
7:00am

Brad Bafaro, Chair
Joe Offer, Vice Chair

Tom Robinson
Aaron Johnson
Mackenzie Johnston Carey
Mallory Hiefield

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

Zoom Webinar:

Link: <https://us06web.zoom.us/j/85469372325?pwd=Hb5kV541Hyv7bDta6dqC2mOJkcUmh8.1>

Meeting ID: 854 6937 2325

Passcode: 929053

- 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 October 15, 2025.
- D. Additions/Deletions**
- E. Discussion/Decision Items**
 - 1. Recap November 10 City Council Presentation - Annual Department Report
 - 2. Recap October 25 Community Open House Event
- F. Council Liaison Report (Councilor Marshall)**
- G. School District Representative Report (Brad Bafaro)**
- H. Student Advisor Report (Julian Garfias)**
- I. Commission Communications (Commission Chair - Brad Bafaro)**

J. Staff Communications

1. Parks & Recreation Department Report

K. Announcement of Next Meeting

1. Wednesday, December 17, 2025, at 7:00am in the Forest Grove Community Auditorium Conference Room

L. 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, October 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 7:02 a.m. by Brad Bafaro, Chair of the Parks and Recreation Commission.

ROLL CALL: Brad Bafaro, Chair; Joe Offer, Vice Chair; Tom Robinson; Mallory Hiefield; Mackenzie Johnston Carey; Aaron Johnson; Glenn VanBlarcom; Julian Garfias, Student Advisor; 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, Administrative Specialist II

ABSENT: none

B. PUBLIC COMMENT: none

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of September 17, 2025.*

MOTION: Glenn VanBlarcom moved to approve minutes from September 17, 2025, meeting. Joe Offer seconded. MOTION CARRIED unanimously.

D. ADDITIONS/DELETIONS: none

E. DISCUSSION/DECISION ITEMS:

1. Recap September 22 City Council Work Session – Cost Recovery Plan Project: Anne Lane provided a brief overview of the work session. Council would like to explore a reciprocal use agreement with both Forest Grove School District and Pacific University and a reoccurring use agreement for groups that frequently use city owned facilities. More to come.

2. Recap October 13 City Council Presentation – Forest Grove Loop Trail Master Plan: Anne Lane stated that the next step in the process is an RFP for design work.

3. Community Open House Event – Tuesday, October 28th from 5:30pm-8:00pm:
Reminder that city is really wanting representation from the various Boards & Commissions at this event. Looking for volunteers. Joe Offer & Brad Bafaro indicated they would be there if their schedules allowed.

- F. **COUNCIL LIAISON REPORT:** Mike Marshall asked for clarification on the history of the lane lines at the Aquatic Center for use by FG Swim Club & schools. Sherri Mead confirmed that yes, they have each provided their own for use during their events, but the facility also benefits with use for some programming. He indicated that FGSC applied for a CEP grant. Councilor Marshall said he has referred them to the booster club for potential funding opportunities.

Councilor Marshall also mentioned the upcoming Verboort Sausage Feed on November 1st.

- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that district is trying to figure out the process for assessing fee for lighting at NAMS field. The grounds around the new Cornelius Elementary School should be completed around January 1st. District is working on figuring out a plan on managing fully accessible turf fields currently.
- H. **STUDENT ADVISOR REPORT:** Julian Garfias reported that the National Honor Society (NHS) advisor has been named. He believes the teachers last name is Palumbo (confirmed with FGHS to be Annie Palumbo). NHS is also looking for new volunteer opportunities for their groups. It was recommended they make contact with the Recreation Coordinator Cody Jeffers to facilitate those options.
- I. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO):**
Brad reported that he participated on an interview panel for the Assistant City Manager recruitment currently in process.
- J. **STAFF COMMUNICATIONS:** Staff briefly reviewed some of the items contained in the Department Report.
- K. **ANNOUNCEMENT OF NEXT MEETING:**

Wednesday, November 19, 2025, at 7:00am at the City of Forest Grove Community Auditorium, Conference Room, 1915 Main St, Forest Grove.
- L. **ADJOURNMENT:** The meeting was adjourned at 7:45am.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Cost Recovery Plan – A follow up work session with City Council has been tentatively scheduled for December 8th.
2. Commission Members – Interviews being conducted by the City Council liaison and staff liaison of the commission. Recommendation for appointment will be made to the mayor, and the mayor will make final decision and formally appoint members via a consent agenda item at a following City Council meeting.
3. Eastside Park – Finalizing construction documents.
4. Forest Grove Community Garden at Stites Park – Memorandum of Understanding renewal complete.
5. Council Creek Regional Trail – Maintenance will be provided by Washington County Parks. Code enforcement and law enforcement will be provided by impacted jurisdiction.
6. Kyle Park – Construction costs development including all elements as shown in current design for a complete project cost estimate, value engineering to follow, then final construction documents. Progressive Trail Design preparing construction drawings and specifications for bike track elements of the project.

Parks Supervisor – Tom Martin

1. Advanced Land Management completed fire-fuel mitigation at Thatcher Park the week of October 13th. Marble Tree Service removed a hazardous tree in advance of the fire-fuel mitigation work. Staff is in the process of removing ivy from trees throughout the wooded area and redefining the trail.
2. We met with Ash Creek Forest Management to discuss the plan for spraying the remaining ivy and other invasive plants in the forest. We have two volunteer groups from local universities and high schools that have reached out to us to help plant native plants in the wooded areas.
3. We had the WCSO Adults-in-Custody crew for four dates in October. Projects focused on the Hwy 47 trail, trimming trees, picking up litter, and performing hedge and bed clean-up at various facilities.

4. Staff is in full swing on leaf mowing/mulching, blowing, and pickup. We are coordinating our efforts with Public Works and their leaf pick-up schedule for streets.
5. The turf renovation project at the Aquatic Center has been completed. The newly expanded programmable space will be ready for use this spring.

Aquatics Supervisor – Sherri Mead

1. Fall 2 swimming lessons are wrapping up – Winter 1 lessons begin after the holidays. Winter registration opens on December 10th. Schedule will be available to view very soon:
<https://secure.rec1.com/OR/forest-grove-or-parks-recreation/catalog>
2. Onboarding of several additional new lifeguards from the last class.
3. We are running additional public swims during the Thanksgiving week break, Nov. 24th-26th from 1-3pm, including a sponsored swim on Tuesday, Nov. 25th. This swim is being sponsored by the Forest Grove Daybreak Rotary Club. All other regular Aquatic Center programming will run as usual. The facility will be closed for the Thanksgiving holiday break on Thursday & Friday. We will reopen on Saturday, Nov. 29th with our regular weekend schedule.
4. High school swim officially starts on November 17th – we have five home meets scheduled between Dec-Feb.

Recreation Coordinator – Cody Jeffers

1. **New Story at Stites StoryWalk®**
The newest StoryWalk® installation is now live at Stites Park and already seeing steady use from families visiting the park. The new story has brought fresh engagement and continues to be a great partnership with the Forest Grove Library. More info at: forestgrove-or.gov/storywalk
2. **Dilley Elementary Carnival**
Our booth at the Dilley Elementary Carnival was a hit! Many families stopped by to participate in activities, learn about our programs, and connect with staff. It was another great opportunity to strengthen our presence in local schools and the community.
3. **Winter Activity Guide Coming Soon**
The Winter Activity Guide is currently in final production and will be released shortly. It includes all upcoming winter programs, events, and opportunities across Parks & Recreation.
4. **Winter Registration Opens December 10**
Program registration for Winter 2026 opens December 10th. We'll be promoting this widely across social media, our website, and email channels to help families plan ahead for the new season.

Administrative Specialist II – Melissa Williams

1. Parks & Recreation are participating in the Holiday Light Parade this year, and we'd love to have any of you join in the fun if you want to. Parade is on Saturday, December 6th and begins promptly at 5:00pm. Staging will happen around 4:00pm for our team. Please let me know if you want to participate and I'll provide those details as it gets closer.