



PARKS AND RECREATION COMMISSION MEETING

Wednesday, January 21, 2026
Community Auditorium Conference Room
1915 Main St. (enter from East side of bldg.)
7:00am

Joe Offer, Vice Chair

Tom Robinson
Mallory Hiefield
Mackenzie Johnston Carey
Glenn VanBlarcom
Lauren Miller

Pete Truax
Ben Burns
Kylie Thompson
Julian Garfias, Student Advisor
Mike Marshall, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/83733864863?pwd=Q22SnCECexFR1fvMNpV2LgSfNOvajP.1>
Meeting ID: 837 3386 4863
Passcode: 972234

A. Call to Order

1. Welcome new Commission Members and introductions
2. Review purpose, responsibilities, and requirements

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 November 19, 2025.

D. Additions/Deletions

E. Discussion/Decision Items

1. Meeting time, day, dates and location for 2026 (vote)
2. Nominations for Chairperson and Vice Chairperson (vote)

F. Council Liaison Report (Councilor Marshall)

G. School District Representative Report (Peter Truax)

H. Student Advisor Report (Julian Garfias)

I. Commission Communications (Joe Offer)

J. Staff Communications

1. Parks & Recreation Department Report - December 25'
2. Parks & Recreation Department Report - January 26'

K. Announcement of Next Meeting

1. Wednesday, February 18, 2026, at 7:00am in the Forest Grove Community Auditorium Conference Room, unless otherwise determined by a majority vote of the Commission

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.

Parks & Recreation Commission - 2026

Name	Role	District	Term Expires
Pete Truax	FGSD Liaison	FGSD	12/31/2029
Ben Burns		At Large	12/31/2029
Joe Offer		At Large	12/31/2029
Glenn VanBlarcom		NNW	12/31/2028
Tom Robinson		SW	12/31/2028
Mallory Hiefield		NE	12/31/2028
Mackenzie Johnston Carey		NW	12/31/2027
Kylie Thompson		At Large	12/31/2027
Julian Garfias	Student Liaison	Student	12/31/2027
Lauren Miller		SE	12/31/2026
Mike Marshall	Council Liaison		NA

Forest Grove Parks & Recreation Commission

Purpose

The purpose of the advisory B/C is to encourage broad-based community representation and to advise City Council within the scope of Council Goals and objectives, unless otherwise directed by Council.

To advise and make recommendations to the City Council on parks and recreation programs, planning and facility development.

Powers and Responsibilities/ Objectives

To advise the City Council on matters pertaining to all parks and recreation programs, planning and facility development.

To represent community interests and input in promoting a system of parks, recreation facilities, trails and programs that serves the entire community, reflects the character of Forest Grove and protects our natural resources.

Organization and Structure

The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year. A member may not serve as chair for more than 48-consecutive months.

In the absence of the Chair and Vice Chair, the member with the longest continuous service shall serve as Presiding Officer pro tempore until such time the meeting is adjourned.

Meeting Procedures and Quorum

P&R shall hold meetings no less than four (4) times a year.

Members are expected to attend every meeting.

Members shall notify the staff liaison prior to the regular meeting to report an absence.

The City Recorder's Office shall notify any member who has three (3) or more absences in a 12-month period that their position may be subject to vacancy.

The Chair, with the consent of the Commission, may submit a recommendation to City Council to deem a member's position vacant for three (3) or more absences in a 12-month period.

Unless otherwise required by state law, a majority of the total number of voting members constitutes a quorum.

(excerpts taken from adopted bylaws of the Commission)

Minutes are unofficial until approved by the B/C.

A. CALL TO ORDER:

The meeting was called to order at 7:03 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; Aaron Johnson; Glenn VanBlarcom; Julian Garfias, Student Advisor; Mike Marshall, Council Liaison

ABSENT: Mackenzie Johnston Carey

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 October 15, 2025.*

MOTION: Glenn VanBlarcom moved to approve minutes from October 15, 2025, meeting. Joe Offer seconded. MOTION CARRIED unanimously.

D. ADDITIONS/DELETIONS: none

E. DISCUSSION/DECISION ITEMS:

1. Cody Jeffers provided the recap from the November 10 City Council presentation. He filled in on behalf of Anne Lane on the Annual Department Report. Council had no questions and gave kudos for the work being done.

2. Glenn VanBlarcom, Joe Offer, and Anne Lane attended the October 25 Community Open House. It was well attended and the public had great questions and asked about various project status updates, the 10-minute walk plan, and our classes and program offerings.

- F. **COUNCIL LIAISON REPORT:** Mike Marshall reported that City Council has declared a State of Emergency related to ICE activities, more information should be coming.

The city has hired a new Assistant City Manager. Some workdays in December but will start full time in January.

- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Brad Bafaro reported that turf/landscaping at Cornelius Elementary should be done in January. All summer projects have been completed.
- H. **STUDENT ADVISOR REPORT:** Julian Garfias indicated there wasn't anything new to report. NHS has now begun working with their new advisor Annie Palumbo.
- I. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – BRAD BAFARO):**
none
- J. **STAFF COMMUNICATIONS:** Staff briefly reviewed some of the items contained in the Department Report.

The commission asked about an update related to Cost Recovery Plan – Anne Lane briefly recapped the recent City Council work session that resulted in Council's request for reciprocal use agreements and recurring use agreements. Further discussion is needed to determine if a new category for non-profit rentals is needed if use agreements are in place. Anne has been meeting with representatives from swim club, and athletic field users to find the right path forward.

- K. **ANNOUNCEMENT OF NEXT MEETING:**

Wednesday, December 17, 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.

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City Council Meetings

Holidays:

January 1st	New Year's Day	September 7th	Labor Day
January 19th	Martin Luther King Jr. Day	November 11th	Veteran's Day
February 16th	Presidents Day	November 26th	Thanksgiving Day
May 25th	Memorial Day	November 27th	Day After Thanksgiving
June 19th	Juneteenth	December 25th	Christmas Day
July 3rd	Independence Day (Observed)		

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Commission Members – Mayor formally appointed Lauren Miller to a one-year term, Kylie Thompson to a two-year term, Ben Burns and Joe Offer to regular four-year terms. Lauren and Kylie are filling positions that were vacated prematurely and completing the terms of those members. The School District position will be determined by the School Board at a School Board meeting later this month and the mayor will formalize the appointment at the following City Council meeting.
2. Knox Ridge Park – Projected to open Monday, December 22nd.
3. Eastside Park – Preparing Request for Proposals document to solicit bids for construction.
4. Parks, Recreation, Open Space & Trails (PROST!) Master Plan – Preparing Request for Proposals document to solicit for a consultant.

Parks Supervisor – Tom Martin

1. The city put out an RFQ for on-call tree services throughout the city. Marble Tree Service was awarded the contract. The Parks Supervisor will be managing this contract. All tree work for the city will be performed through this contract.
2. WCSO Adults in Custody work program was working on December 2nd, 9th, and 10th this month. The primary focus was leaf pickup in our larger, leaf-producing parks such as Rogers, Bard, and Lincoln.
3. Staff is finishing up on leaf mowing/mulching, blowing, and pickup. We are continuing to coordinate with Public Works and their leaf pickup schedule for streets.
4. Parks staff assisted with the city’s Holiday Parade float, and the holiday luncheon.
5. For the next major rain event, Parks will work with PD to have their drone capture video, and photos of high water on the B Street and Old Town Loop Trails, as well as Kyle Park. This will be used for planning purposes, and the development and improvement of both areas.

Aquatics Supervisor – Sherri Mead

1. We’ve got another sponsored swim on December 23rd, 1-3pm thanks to **NW Metal Products**

of Forest Grove.

2. We have added some daytime public swims to the schedule during Winter Break, 1-3pm. The Aquatic Center will be closed on December 24th & 25th, as well as January 1st. We will close at 3pm on December 31st after the public swim wraps up.
3. The high school swim season has kicked off with new coaching staff.
4. Staff turnout for our recent wound simulation training was great, fake blood and all!
5. Strong response with lesson registrations for Winter Session 1. Many classes are already full. Will monitor over the next week or so to see if we need to make any additional/deletions to the schedule.

Recreation Coordinator – Cody Jeffers

1. **Adult Pickleball League Continues Indoors**

Our Adult Pickleball League is running indoors for the winter season at the Forest Grove Armory, Sundays from 2–4pm. This allows players to stay active and out of the rain until we return outdoors to Rogers Park for the spring session.

2. **Stites StoryWalk® & Holiday Elf Hunt**

Stites Park is festive this month with the *Elf on the Shelf* StoryWalk® and our community Elf Hunt. Families can enjoy the holiday-themed story along the trail and search for hidden elves throughout the park. A full-size elf cutout is available for photos as part of our holiday contest. Participants who enter the photo raffle have a chance to win a festive prize basket **and a three-month membership to the Aquatic Center.**

3. **Winter Break Camps**

Our Winter Break Camps for ages 5–12 will take place later this month, offering games, crafts, outdoor play (weather permitting), and seasonal activities to keep kids active and engaged during the school break.

4. **Registration Opens December 10 for Winter *and* Spring**

For the first time, Recreation programs will open a **combined Winter & Spring registration** cycle. Registration begins **December 10** for both seasons, and the new Activity Guide and online catalog will include all Winter and Spring offerings together in one place.

Administrative Specialist II – Melissa Williams

1. Parks & Recreation participated in both the Holiday in the Grove/Cocoa with a Cop event at the Library on December 6th but also had a float in the Holiday Light Parade. We had several of our lifeguard/front desk staff participate as well. The weather was perfect, and it was an incredible crowd along the route.
2. Wrapping up the current Fun For All Fund application period. Residents who were awarded

funds during this period have until December 31st to utilize those funds or they are returned to the program. Next application period will open January 1st. We had 41 applications this period, awarded \$8,200. I have sent three reminders to the applicants who received funds to make sure they remember those funds will expire soon.

3. Reminder that we are currently collecting cans/bottles to support the FFAF. You can stop by the Aquatic Center and grab a BottleDrop tag to put on your own green bag. We're hoping people will drop off their bags on our behalf but if needed, we can take your bag here at the AC and we'll handle the drop off. All funds will go into the FFAF program.

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Commission Members – At a School Board meeting held in December, the School Board appointed Peter Truax as their liaison. Mayor Wenzl formalized the appointment at the January 12th City Council meeting.
2. Knox Ridge Park – Now open!
3. Eastside Park – Request for Proposals document to solicit bids for construction is under review.
4. Parks, Recreation, Open Space & Trails (PROST!) Master Plan – Request for Proposals document to solicit bids for a consultant is under review.

Parks Supervisor – Tom Martin

1. There were quite a few trees down from the last big windstorm; the majority were in the Thatcher Park forest and trail area. All hazard trees have been addressed, and the crew continues opening the trails.
2. WCSO Adults in Custody work program is scheduled on January 13th, 20th, and 21st.
3. With the assistance of FGPD staff, Parks has been able to obtain drone footage of the high water at Kyle Park. This footage is crucial to planning not only improvements to the park, but also the Forest Grove Loop Trail.

Aquatics Supervisor – Sherri Mead

1. We've got another sponsored swim on January 25, 2-4pm thanks to **Pacific University Early Learning Community**.
2. Monthly Aquatics staff training on Jan. 19th for our lifeguards.
3. FG Dragons Swim Club will host the Coast Range Qualifier swim meet Feb. 6-8.
4. Winter Session 1 lesson programs kicked off well the week of January 5th. Next registration date is January 28th for Winter Session 2. This will be the final round of lessons until after the spring project (closure) is complete.

Recreation Coordinator – Cody Jeffers

1. Adult Pickleball League began its first season at the Forest Grove Armory this month with strong participation and positive feedback from players.
2. Youth Pickleball continues at the Armory as well and remains one of our most consistently attended youth programs.
3. A new StoryWalk® has been installed at Stites Nature Park, and will remain on display through March, offering families a fresh seasonal story (Winter Walk, by Virginia Snow) to enjoy outdoors. <https://www.forestgrove-or.gov/711/Story-Walk-in-the-Park>

Administrative Specialist II – Melissa Williams

1. Parks & Recreation wrapped up our holiday Elf on the Shelf promotion and awarded a local family their raffle basket just after the New Year. Our young friend Ruby was super excited to receive her prize basket and chose to take a picture with our holiday snowman in the lobby.

