



PARKS AND RECREATION COMMISSION MEETING

Wednesday, February 11, 2026
Forest Grove City Hall, Forest Room
2nd Floor (enter from south side)
1915 Main Street
7:00am

Joe Offer, Chairperson
Mallory Hiefield, Vice Chairperson

Tom Robinson
Mackenzie Johnston Carey
Glenn VanBlarcom
Lauren Miller
Ben Burns

Kylie Thompson
Peter Truax
Julian Garfias, Student Advisor
Mike Marshall, Council Liaison

Zoom Webinar:

Link: <https://us06web.zoom.us/j/81804025270?pwd=IwctWd7Z5z4Eo99uSppTJybvqxZUUb.1>
Meeting ID: 818 0402 5270
Passcode: 700784

A. Call to Order

1. Welcome guest(s) - Kim Ezell, Assistant City Manager

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 21, 2026.

D. Additions/Deletions

E. Discussion/Decision Items

1. Parks, Recreation, Open Space & Trails (PROST!) Master Plan Project

F. Council Liaison Report (Councilor Marshall)

G. School District Representative Report (Peter Truax)

H. Student Advisor Report (Julian Garfias)

I. Commission Communications (Commission Chairperson - Joe Offer)

J. Staff Communications

1. Parks & Recreation Department Report

K. Announcement of Next Meeting

1. Wednesday, March 11, 2026, at 7:00am in the Forest Grove City Hall Forest 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, January 21, 2026
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 Joe Offer, Vice-Chairperson of the Parks and Recreation Commission.

ROLL CALL: 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

ABSENT: Mike Marshall, Council Liaison

STAFF PRESENT: Tom Martin, Parks Supervisor; Sherri Mead, Aquatics Supervisor; Melissa Williams, Administrative Specialist II

ABSENT: Anne Lane, Parks & Recreation Director; Cody Jeffers, Recreation Coordinator

B. PUBLIC COMMENT: none

C. CONSENT AGENDA:

- a. *Approve Parks & Recreation Commission meeting minutes of November 19, 2025.*

MOTION: Glenn VanBlarcom moved to approve minutes from November 19, 2025, meeting. Joe Offer seconded. MOTION CARRIED unanimously with a 4-0 vote. All four recently appointed commission members, who had not yet been appointed to this commission during the November meeting, and the existing member who did not attend the last meeting, abstained from the vote.

D. ADDITIONS/DELETIONS: none

E. DISCUSSION/DECISION ITEMS:

1. Meeting time, day, dates and location for 2026: members discussed the potential option of changing the meeting time to an evening option. It was voiced that evenings might be more citizen participation friendly. One member mentioned that they thought the meeting time was already set to be in the morning, which is why they applied for this commission, if moved to evenings, they likely would miss

several of the meetings because of other youth activities. One member requested the meeting day be changed to the second Wednesday of the month to accommodate a conflict he has with another committee. It was also mentioned that commission members are not thrilled with the current conference room space, limited space for this size group. Staff explained that the location will have to be determined once they are set on a new date/time to see what other spaces might be available. Potentially the conference room at Light & Power, or the Forest Room located at City Hall would be large enough for this group. Location will be announced in the coming days once determined. **UPDATE on location:** Staff has secured the Forest Room at City Hall for upcoming meetings. Additional details will be provided in advance of the February meeting.

MOTION: Mallory Hiefield moved to change the meeting day to the second Wednesday of each month and retain the 7:00am meeting time. Location will remain TBD until finalized. Kylie Thompson seconded. MOTION CARRIED with a vote of 8-1 and one member abstained.

2. Nominations for Chairperson and Vice Chairperson:

MOTION: Mallory Hiefield nominated Joe Offer as Chairperson. Mackenzie Johnston Carey seconded. MOTION CARRIED unanimously.

MOTION: Joe Offer nominated Mallory Hiefield as Vice Chairperson. Mackenzie Johnston Carey seconded. MOTION CARRIED unanimously.

F. **COUNCIL LIAISON REPORT:** none

G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Pete Truax, the new school district representative, reported that winter sports at FGHS and NAMS are underway. The district is wrapping up the bond improvements such as the fields at Cornelius Elementary. It was noted that these improvements don't just benefit the school but the communities as a whole. He is working with administrators to open the use of the facilities during "quiet months" so they aren't just sitting idle.

H. **STUDENT ADVISOR REPORT:** Julian Garfias indicated that students have now returned from Winter Break.

I. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – JOE OFFER):** Wants this commission to keep commission business moving. For future meetings, will be calling for topic suggestions from members such as the Cost Recovery Project, Master Plan, etc. Will work with Anne Lane to figure out what that process is going to look like and the timing for it.

J. **STAFF COMMUNICATIONS:** Staff briefly reviewed some of the items contained in

the Department Reports.

K. ANNOUNCEMENT OF NEXT MEETING:

Wednesday, February 11, 2026, at 7:00am in the Forest Room, City Hall, second floor, 1924 Council St., Forest Grove.

L. ADJOURNMENT: The meeting was adjourned at 7:43am.



PARKS, RECREATION, OPEN SPACE & TRAILS (PROST!) MASTER PLAN

Anne Lane | Parks & Recreation Director

February 11, 2026

City of Forest Grove

AGENDA

Vision 2040 Plan

Purpose

Scope of Work

Questions & Discussion

VISION 2040 PLAN



HEALTHY & ACTIVE COMMUNITY

GOAL STATEMENT

We envision a Forest Grove community where everyone can enjoy safe, accessible, and inclusive recreation opportunities that enhance quality of life for all ages and abilities.

OUTCOME

Increase recreation opportunities for all

ACTIONS	3.1	Update the City's Parks and Recreation Master Plan
	3.2	Establish a recreation advisory committee with representation from City of Forest Grove, City of Cornelius, Pacific University, and Forest Grove School District to develop recommendations to increase recreation opportunities
	3.3	Explore options for a multi-use recreation/community facility that includes space for recreation, events, mentorship, education, and connection
	3.4	Create a gathering space by developing the Eastside Park
	3.5	Work with Pacific University on updating Lincoln Park long-term use agreement

OUTCOME

Increase safe and accessible recreation opportunities

ACTIONS	3.6	Identify and reduce barriers to participation in recreation (e.g., cost, transportation, awareness of available resources, etc.)
	3.7	Increase access to recreation opportunities for people with disabilities and/or tailored options
	3.8	Host Safety Town community event

PURPOSE

- Guide the long-term development, redevelopment, and equitable distribution of parks, open space, trails, recreation facilities, and programs across Forest Grove
- Establish system-wide goals, policies, and implementation strategies based on current conditions and future funding capacity
- Evaluate existing conditions, identify community needs, and develop goals, policies, and prioritized strategies

SCOPE OF WORK – ACTIVITY 1

5

Project Kick-Off

- Review all relevant plans, policies, goals, and objectives
- Meet with project team to clarify expectations and outcomes
- Establish a schedule of regular project team meetings
- Establish an agreed upon approach and timeline

Completion of this activity will result in a clear, coordinated project framework to guide all subsequent phases of work.

SCOPE OF WORK – ACTIVITY 2

System Asset Review

- Complete and detailed system-wide asset inventory of existing parks, facilities, amenities, trails, land, capital assets, and major system components
- Complete and detailed assessment of asset inventory condition, lifecycle, and long-term viability
- Develop a preliminary project list to inform future capital planning
- Prepare a ten (10) year capital outlook informed by existing conditions and asset requirements

Findings shall establish a baseline understanding of system performance, capacity, and capital requirements.

SCOPE OF WORK – ACTIVITY 3

7

Staffing & Organizational Analysis & Recommendations

- Review of administrative, parks maintenance, recreation, aquatics, and park development staffing
- Develop metrics to evaluate staffing levels that align with industry standards and best practices
- Identify staffing gaps and future requirements

Review and analysis of staffing capacity, training, maintenance, operations, and asset management practices to inform recommendations for consideration.

SCOPE OF WORK – ACTIVITY 4

Demographics & Market Analysis

- Analysis of population characteristics and growth trends
- Review of local and regional recreation participation trends and industry best practices
- Assess the role and impact of schools, private facilities, and neighboring jurisdictions
- Identify emerging demands and changing use patterns

This analysis shall support future recommendations and planning decisions.

SCOPE OF WORK – ACTIVITY 5

Financial Analysis & Funding Strategies

- Assess the City's scholarship program (Fun For All Fund), including usage, effectiveness, and long-term funding sustainability
- Determine feasibility of a common use agreement for use of public facilities
- Review existing and potential funding sources, including grants, donations, and sponsorships

The consultant shall identify opportunities to improve financial sustainability while maintaining equitable access.

SCOPE OF WORK – ACTIVITY 6

Public Engagement

- Develop a community engagement plan outlining methods, audiences, timing
- Targeted outreach to marginalized populations
- Utilize a wide array of outreach methods that assures diversity of participants
- Establish a recreation advisory committee with representation from City of Forest Grove, City of Cornelius, Pacific University, Forest Grove School District
- Document community priorities, needs, and values

Results of this activity shall be summarized and used to inform all subsequent activities.

Role of Commission: Participate in outreach events

SCOPE OF WORK – ACTIVITY 7

1
1

Partnership Assessment & Recommendations

- Review of Intergovernmental Agreements (IGAs) and shared-use arrangements
- Assess efficacy of partnerships
- Identify opportunities to expand or improve collaborative service delivery

Completion of this activity will provide the City with clear guidance on how partnerships can be strengthened, expanded, or refined to improve service delivery and resource efficiency.

Role of Commission: Assist with communication to partners

SCOPE OF WORK – ACTIVITY 8

1
2

Interest Assessment & Gap Analysis

- Identify gaps in parks, facilities, amenities, trails, programs, land inventory, and services
- Geographic and demographic equity considerations
- Evaluate specialty and special interest (i.e. athletic fields, splash pads, Veterans Park, etc.) asset investment and development
- Assess access to physical assets and programs
- Evaluate physical accessibility and inclusive design of assets and programs

The gap analysis shall clearly identify priority needs to be addressed through the Master Plan.

Role of Commission: Assist with ensuring all interest groups are engaged, provide insights from a user perspective, participate in outreach events

SCOPE OF WORK – ACTIVITY 9

1
3

Recreation Services Analysis & Recommendations

- Assess existing recreation programs and services for effectiveness in responding to trends and demands
- Utilize the recreation advisory committee to develop recommendations to increase recreation opportunities
- Evaluate program barriers, accessibility, affordability, and equity
- Assess staffing and program delivery constraints and opportunities
- Evaluate operational capacity

Completion of this activity will result in recommendations to enhance program effectiveness, sustainability, and alignment with community priorities.

Role of Commission: Assist with ensuring all interest groups are engaged, provide insights from a user perspective, participate in outreach events

SCOPE OF WORK – ACTIVITY 10

Trails Assessment & Recommendations

- Evaluate existing trails, segments and connections
- Assess local and regional connectivity
- Identify gaps, deficiencies, and opportunities
- Recommendations for trail development, improvement, and prioritization

Trail findings shall be integrated into the overall system and capital planning.

Role of Commission: Provide insights from a user perspective, participate in outreach events

SCOPE OF WORK – ACTIVITY 11

1
5

Multi-Use Recreation Facility Feasibility

- Assess community interest and demand
- Review potential program attributes and space requirements
- Preliminary site considerations and review
- High-level capital and operational cost estimates

Findings shall inform long-term facility investment and sequencing decisions.

Role of Commission: Provide insights from a user perspective, participate in outreach events

SCOPE OF WORK – ACTIVITY 12

Aquatic Center & Senior Center Assessment

- Evaluate both facilities current condition and estimated remaining lifespan
- Identify long-term reinvestment or replacement considerations
- Analysis of how a future multi-use recreation facility may interact with, complement, or impact the existing facilities
- Consider whether the two facilities should remain standalone facilities or be integrated into future facility planning
- High-level assessment of both facilities entire individual asset values, including potential reuse, repurposing, or disposition considerations, where applicable

Findings shall inform long-term facility investment and sequencing decisions.

SCOPE OF WORK – ACTIVITY 13

Implementation & Action Plan

- Short-, mid-, and long-term implementation actions
- Prioritize and sequence recommendations
- Define roles and responsibilities
- Timing considerations and performance measures where appropriate

Completion of this activity will result in a practical, phased roadmap that guides the City in implementing the Master Plan recommendations over time.

SCOPE OF WORK – ACTIVITY 14

Final Master Plan Document & Adoption Support

- Prepare draft and final plan documents
- Executive summary
- Graphics, maps, and tables as appropriate
- Presentation(s) to City staff, Parks and Recreation Commission, City Council
- Document data sources, methodologies, and analytical assumptions used in the development of the Master Plan
- Identify consultant and subconsultant roles, including key points of contact
- Citations/ references for major datasets, analyses, and recommendations to support future use and updates of the plan
- Revisions based on review and feedback

Completion of this activity will result in a final, adoption-ready Parks and Recreation Master Plan that clearly communicates priorities, recommendations, implementation strategies, and supporting reference materials.

QUESTIONS & DISCUSSION

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. An agreement has been reached with the Washington County Housing Authority to install a gate connecting Villager Apartments to Eastside Park.
2. Construction document development has begun for Kyle Park.
3. Request for Proposals is expected to post for Eastside Park construction by the end of February.

Parks Supervisor – Tom Martin

1. Staff is working with several organizations on planting beneficial understory species in Thatcher Woods. Ivy is being removed from trees, and invasive species will be sprayed later in the spring.
2. WCSO Adults in Custody work program is scheduled for February 17th, 18th, and 25th.
3. Staff is coordinating with a volunteer group for a cleanup along the Highway 47 Trail. The city will provide trash pickers, safety vests, and yellow trash bags. Arrangements have been made for filled bags to be collected and transported directly to Waste Management.

Aquatics Supervisor – Sherri Mead

1. Narrowing down materials and colors for our pool deck and locker room projects. Reminder about the upcoming facility closure beginning, March 16th until early June. (fingers crossed a little earlier, but we'll know more as we progress into April)
2. Pacific University and Forest Grove High School will be wrapping up their seasons by mid-February.
3. Winter Session 2 lessons kick off the week of Feb. 9th. We are happy that we had staff availability to add six additional offerings during this session since we will not have our two spring sessions during the closure. Classes are nearly at capacity.

Recreation Coordinator – Cody Jeffers

1. I attended a three-day Financial Sustainability Certification Program training in Springfield,

OR, focused on cost recovery, pricing strategies, and long-term program sustainability.

2. Winter programs continue strong, with youth pickleball and the adult pickleball remaining our most popular offerings.
3. Summer program planning is underway, including staffing, schedules, and coordination of camps.

Administrative Specialist II – Melissa Williams

1. I attended a user group meeting in Washington a couple of weeks ago, put on by CivicPlus which produces our CivicRec software. They presented some interesting information about some upcoming ADA mandates related to accessible website information. They are looking to host some additional user groups in Oregon down the road and support those agencies in our state who utilize their software in a variety of ways.
2. We have prepared a list of annual Parks & Recreation events that our various teams attend during the calendar year. We are hopeful that Commission Members will join us for some or all these outreach opportunities out in the community.