



# PARKS AND RECREATION COMMISSION MEETING

Wednesday, March 11, 2026  
Forest Grove City Hall, Forest Room  
2nd Floor (enter from south side)  
1924 Council St.  
7:00am

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**Joe Offer, Chairperson**  
**Mallory Hiefield, Vice Chairperson**

Tom Robinson  
Mackenzie Johnston Carey  
Glenn VanBlarcom  
Lauren Miller  
Ben Burns

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

### Zoom Webinar:

Link: <https://us06web.zoom.us/j/89866893885?pwd=I73XJ2oZkk5qdCDHuBcDHP65TsnlhH.1>  
Meeting ID: 898 6689 3885  
Passcode: 694314

#### A. Call to Order

1. Welcome guest(s)

**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 February 11, 2026.

#### D. Additions/Deletions

#### E. Discussion/Decision Items

1. Pool project update - Andrew Losli & Sherri Mead

#### F. Parks, Recreation, Open Spaces & Trails (PROST!) Master Plan Project Report (Cody Jeffers)

1. Project and solicitation timelines

#### G. Council Liaison Report (Councilor Marshall)

**H. School District Representative Report (Peter Truax)**

**I. Student Advisor Report (Julian Garfias)**

**J. Commission Communications (Joe Offer)**

**K. Staff Communications**

1. Parks & Recreation Department Report

**L. Announcement of Next Meeting**

1. Wednesday, April 8, 2026, at 7:00am in the Forest Grove City Hall Forest Room

**M. 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](mailto: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, February 11, 2026  
Forest Grove City Hall Forest Room, 1924 Council 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, Chairperson of the Parks and Recreation Commission.

The commission welcomed new Assistant City Manager Kim Ezell to the meeting. She briefly introduced herself and has been visiting the various commission meetings as an observer.

**ROLL CALL:** Joe Offer, Chair; Mallory Hiefield, Vice-Chairperson; Tom Robinson; Lauren Miller; Peter Truax; Ben Burns; Kylie Thompson; Julian Garfias, Student Advisor; Mike Marshall, Council Liaison

**ABSENT:** Mackenzie Johnston Carey; Glenn VanBlarcom

**STAFF PRESENT:** Anne Lane, Parks & Recreation Director; Cody Jeffers, Recreation Coordinator; Sherri Mead, Aquatics Supervisor; Melissa Williams, Administrative Specialist II

**ABSENT:** Tom Martin, Parks Supervisor

**B. PUBLIC COMMENT: none**

**C. CONSENT AGENDA:**

- a. *Approve Parks & Recreation Commission meeting minutes of January 21, 2026.*

**MOTION:** Lauren Miller moved to approve minutes from January 21, 2026, meeting. Ben Burns seconded. **MOTION CARRIED** unanimously.

**D. ADDITIONS/DELETIONS: none**

**E. DISCUSSION/DECISION ITEMS:**

- 1. Parks, Recreation, Open Space & Trails (PROST!) Master Plan Project – Anne Lane & Cody Jeffers provided a presentation and details about the process. RFP expected to be out next week, review of proposals near the end of March, interview panels will be held. Anne would like to have this as a regular agenda item each

month for the meeting to provide updates as needed. Cody Jeffers and Anne Lane reviewed the PowerPoint presentation for this project and the various pieces/activities that are part of the project. Several components will include a considerable amount of commission member involvement and community engagement.

- F. **COUNCIL LIAISON REPORT:** Mike Marshall has been talking with the various youth sports programs in coordination with Cody Jeffers and the recreation program. Outreach with these programs has begun to take shape.
- G. **SCHOOL DISTRICT REPRESENTATIVE REPORT:** Peter Truax, reported that the district is expecting a budget shortfall of 2-5% this year and potentially next year as well. Programs potentially affected include FFA & the SMART program. Reductions to these programs would happen in year one, and elimination in year two.
- H. **STUDENT ADVISOR REPORT:** Julian Garfias did not have anything new to report.
- I. **COMMISSION COMMUNICATIONS (COMMISSION CHAIR – JOE OFFER):** Reminder that for future meetings, will be calling for topic suggestions from commission members such as the Cost Recovery Project, Master Plan, etc. This month was a little short notice due to the meeting date change.
- J. **STAFF COMMUNICATIONS:** no questions from commission members
- K. **ANNOUNCEMENT OF NEXT MEETING:**  
  
Wednesday, March 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 8:02am.

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## **PARKS & RECREATION DEPARTMENT REPORT**

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### **Parks & Recreation Director – Anne Lane**

1. Invitation to Bid Eastside Park construction is open and closes March 26. Current bid climate is favorable.
2. Budget season: Updated 5-year Capital Improvements Plan (CIP) has been submitted. Projected year end figures for the current fiscal year and revised projections for next fiscal year are being finalized.
3. Meetings with representatives of field sports groups and aquatics sports groups have been focused on determining criteria for the development of reoccurring use agreements for the scheduling and use of those public spaces.

### **Parks Supervisor – Tom Martin**

1. WCSO Adults in Custody work program completed a detailed litter pickup along the Hwy 47 trail.
2. We will have three volunteer groups working at Thatcher Park in March. This mixed volunteer group includes members from a local church and a group of eight students from Pacific University. They will be on-site March 21 to plant 500 bareroot Dogwood trees in the forested area. On March 18, two elementary school classes will be pulling ivy from the trees in the forest.

### **Aquatics Supervisor – Sherri Mead**

1. Final color selection for pool decks is being wrapped up.
2. Finalizing time frame/calendar for all contractors on project. Pool closure begins on March 16.
3. Preparing for summer programs.

### **Recreation Coordinator – Cody Jeffers**

1. Spring Break Camps will take place the week of March 23-27, offering a week of games, crafts, and activities for youth while school is out.
2. The adult Pickleball league wrapped up its winter season, and we are now preparing for Spring

and Summer leagues returning outdoors.

3. Summer planning continues, including staff hiring, scheduling, and coordination with partner programs.

### **Administrative Specialist II – Melissa Williams**

1. Wrapped up the last application period of the Fun For All Fund. Two application periods per year, ending December 31 and June 30. For the period ending December 31, we awarded \$8400 in assistance. Of that, \$3,543.75 was utilized by participants and the remainder was returned to the fund for future awards. In the current period, we have already awarded \$3,000 in assistance.