



# PARKS AND RECREATION COMMISSION MEETING

Wednesday, May 13, 2026  
Forest Grove City Hall - Forest Room  
2nd Floor (enter from south side of bldg.)  
1924 Council St.  
7:00am

---

**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** Time provided for anyone wishing to speak to the Commission. 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 for April 8, 2026.

#### D. Additions/Deletions

#### E. Discussion/Decision Items

1. Parks tour
2. Annual awards - June 22nd at City Council
3. Annual report - June 22nd at City Council
4. Boards & Commissions Annual Dinner - June 18th at McMenamins, 6:00pm

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

Jeffers)

**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, June 10, 2026, at 7:00am in the Forest Grove City Hall Forest Room  
\*\*If the Commission schedules a parks tour for June, the regularly scheduled meeting for June will be canceled\*\*

**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, April 8, 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 7:02 a.m. by Joe Offer, Chairperson of the Parks and Recreation Commission.

**ROLL CALL:** Joe Offer, Chairperson; Mallory Hiefield, Vice-Chairperson; Tom Robinson; Lauren Miller; Ben Burns; Kylie Thompson; Mackenzie Johnston Carey; Glenn VanBlarcom; Julian Garfias, Student Advisor; Mike Marshall, Council Liaison

**ABSENT:** Peter Truax, FGSD Liaison

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

**ABSENT:** none

**B. PUBLIC COMMENT: none**

**C. CONSENT AGENDA:**

- a. *Approve Parks & Recreation Commission meeting minutes of March 11, 2026.*

**MOTION:** Lauren Miller moved to approve minutes from March 11, 2026, meeting. Kylie Thompson seconded. MOTION CARRIED unanimously.

**D. ADDITIONS/DELETIONS: none**

**E. DISCUSSION/DECISION ITEMS:**

1. Anne Lane presented information about the city property map and amenity inventory project that she has been working on in collaboration with Public Works. Lots of details to allow a better understanding of what Parks & Recreation has in inventory and what the department is/or is not responsible to take care of. She discussed the new addition of Beal Pond and what that might look like. Maps and details are included in the agenda packet.

**F. PARKS, RECREATION, OPEN SPACES & TRAILS (PROST!) MASTER PLAN PROJECT REPORT:**

1. Nothing to report at this time.

**G. COUNCIL LIAISON REPORT (COUNCILOR MARSHALL):** Council is currently doing a parking inventory review and Mike will bring the Parks & Recreation inventory information back to Council as they are discussing parking at the next meeting on Monday.

**H. SCHOOL DISTRICT REPRESENTATIVE REPORT (PETER TRUAX):** none

**I. STUDENT ADVISOR REPORT (JULIAN GARFIAS):** Julian is working with Recreation Coordinator Cody Jeffers on what volunteer opportunities might be available and will bring this information back to the NHS students at the next meeting in case anyone is still in need of hours.

**J. COMMISSION COMMUNICATIONS (JOE OFFER, CHAIRPERSON):** Please let Joe know if you are interested in participating as a reviewer for the PROST! RFP submission process. In addition, please submit your top three park locations that you would like to visit on an upcoming group field trip, shooting for June.

**K. STAFF COMMUNICATIONS:** No additional questions from commission members but Anne Lane did provide an extra update that Forge Civil has been awarded the Eastside Park project with a completion timeline around the end of September.

**L. ANNOUNCEMENT OF NEXT MEETING:**

Wednesday, May 13, 2026, at 7:00am in the Forest Room, City Hall, second floor, 1924 Council St., Forest Grove.

**M. ADJOURNMENT:** The meeting was adjourned at 7:51am.

## Melissa Williams

---

**From:** joe.offer@outlook.com  
**Sent:** Friday, April 10, 2026 4:56 PM  
**To:** Ben Burns; Glenn VanBlarcom; Mallory Hiefield; Lauren Miller; Kylie Thompson; MacKenzie Johnston Carey; Julian Garfias; Tom Robinson; Pete Truax  
**Cc:** Anne Lane; Michael Marshall; Melissa Williams  
**Subject:** P&R Commission Meeting Follow-Up: June Field Trip

Hi all,

Thanks for the great meeting this week. As noted in our time together, it would be beneficial for our commission to continue on our discussion about department's work by getting into the field for a deeper understanding.

Before the end of this month, please send me the top three parks (or other areas maintained by the department) that you would like to visit during a field trip, as well as any scheduling conflicts for your time in the month of June. With that information, Anne and I will meet in early May to outline a potential field trip before bringing it to our May meeting for further discussion and finalization.

Lastly, also as noted in the meeting, if you are interested in helping to review submitted proposals for the forthcoming PROST plan, please let Anne know as soon as possible.

Thanks again and have a good weekend,  
Joe

---

## **PARKS & RECREATION DEPARTMENT REPORT**

---

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

1. Eastside Park construction began May 4<sup>th</sup>.
2. PROST! Master Plan received four proposals. A review committee is reviewing and scoring the proposals.
3. Pop Up Bike Park Event, Saturday, May 16<sup>th</sup> at Kyle Park, 11am until 3pm.

### **Parks Supervisor – Tom Martin**

1. The Parks Team is in full summer swing mode, mowing and activating the irrigation systems for the season.
2. We will pick up the hanging baskets from the high school and hang them mid-month.
3. In addition to our summer maintenance ramp-up, the team participated in the Summer Kick-Off event at Rogers Park this past weekend and is busy preparing for the upcoming Pop-Up Bike Park event at Kyle Park on May 16<sup>th</sup>.

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

1. The Aquatic Center construction project is still on track, dare we call it the final lap of this race to reopen but we're entering the busy stretch. Locker rooms are starting to go back together with the installation of our new lockers, toilets, sinks, etc. The pool decks are waiting for some final touch ups so we can begin the process of re-installing our equipment like the diving board, and the swim starting blocks. Outdoor landscaping work is also on the agenda. A major facility cleaning is still ahead along with training for all lifeguards, instructors, lead guards, and our cashiers. It's full steam ahead at the pool!
2. We've recently added some CPR/First Aid/AED courses to our summer activity offerings. Class options May-August so if you, or someone you know needs certification, send them our way.

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

1. Summer registration is now open with new and returning camps, classes, and programs for all ages.

2. The new Dash Paddle Bash Mixed Doubles Pickleball Tournament will take place August 29-30, in support of the Fun For All Fund (financial assistance program). We are currently seeking sponsors and prize donations for the event.
3. Summer Kick-Off Event at Rogers Park was a success, with approximately 200 community members dropping by to learn about summer programs and enjoy games, activities, and prizes.

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

1. I have been working to connect with some other local municipalities to see how we might collaborate and grow our Fun For All Fund and potentially expand to grow and be able to assist more of our community and our neighboring communities who also participate in our activities and programs. Hopefully, more to come down the road.