



PARKS AND RECREATION COMMISSION MEETING

Tuesday, June 16, 2026

Outside Entrance

Forest Grove City Hall Auditorium

1924 Council St

5:00pm

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: **No Zoom access for this meeting - in-person and parks tour**

Meeting ID:

Passcode:

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 from May 13, 2026.

D. Additions/Deletions

E. Discussion/Decision Items

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

1. Annual awards - June 22nd at City Council
2. Annual report - June 22nd at City Council
3. Boards & Commissions Annual Dinner - June 18th at McMenamins 6pm

K. Staff Communications

1. Parks & Recreation Department Report

L. Announcement of Next Meeting

1. Wednesday, July 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, at least 48-hours in advance of the meeting.



A place where families and businesses thrive.

**Parks & Recreation Commission Meeting
Wednesday, May 13, 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.

ROLL CALL: Joe Offer, Chairperson; Mallory Hiefield, Vice-Chairperson; Tom Robinson; Lauren Miller; Ben Burns; Kylie Thompson; Mackenzie Johnston Carey; Glenn VanBlarcom

ABSENT: Peter Truax, FGSD Liaison; Julian Garfias, Student Advisor; Mike Marshall, Council 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 April 8, 2026.*

MOTION: Glenn VanBlarcom moved to approve minutes from April 8, 2026, meeting. Ben Burns seconded. MOTION CARRIED unanimously.

D. ADDITIONS/DELETIONS: none

E. DISCUSSION/DECISION ITEMS:

1. Parks Tour – Joe will be sending out a poll for dates/locations/times for the next meeting. Locations planned, Lincoln Park, Kyle Park, Eastside Park, and Beal Pond.
2. Annual awards – June 22nd at City Council. Various suggestions were made for potential recipients. Kylie Thompson moved and Lauren Miller seconded, vote was 5-0 with one abstention by Mackenzie Johnston Carey to recognize the Forest Grove Community School and the Gales Creek Ward of the LDS Church for their volunteer work with our Parks division. Kylie Thompson asked about criteria for this

award and there isn't anything formalized in writing. Kylie will work with Joe to develop award guidelines for the committee to review at a future meeting.

3. Annual report – June 22nd at City Council, Joe Offer will be presenting on behalf of the commission.

4. Boards & Commissions Annual Dinner – June 18th at McMenamins, 6:00pm – this includes a plus one guest if you wish.

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

1. Four proposals were received. The review committee met May 12 and an intent to award notification was sent May 13.

G. COUNCIL LIAISON REPORT (COUNCILOR MARSHALL): no report

H. SCHOOL DISTRICT REPRESENTATIVE REPORT (PETER TRUAX): no report

I. STUDENT ADVISOR REPORT (JULIAN GARFIAS): no report

J. COMMISSION COMMUNICATIONS (JOE OFFER, CHAIRPERSON): Reminder about the Pop-Up Bike Event this Saturday (May 16) at Kyle Park from 11am-3pm. There will be image boards, Mountain Bike Robbie, and Mina's Pancakes will be on site for this event.

K. STAFF COMMUNICATIONS: Commission member asked about accounting of Fun For All Fund (FFAF), staff will work on providing some updates on awards in the future. Pickleball Tournament in August will be to benefit the Fun For All Fund and Cody Jeffers is looking for donations/sponsorships. It was suggested we connect with the library on how they receive donations. Commission members asked about non-profit status for the benefit of the FFAF.

L. ANNOUNCEMENT OF NEXT MEETING:

Wednesday, June 10, 2026, at 7:00am in the Forest Room, City Hall, second floor, 1924 Council St., Forest Grove. **If the Commission schedules a parks tour for June, the regular scheduled meeting for June would be rescheduled** TBD

M. ADJOURNMENT: The meeting was adjourned at 7:54am.

WE WOULD LIKE TO

THANK YOU

FOR YOUR DEDICATED SERVICE ON A
FOREST GROVE BOARD OR COMMISSION

YOU AND A GUEST ARE
INVITED TO MIX AND MINGLE

Hors d'oeuvres
Small Plate Desserts
Drink Ticket Provided

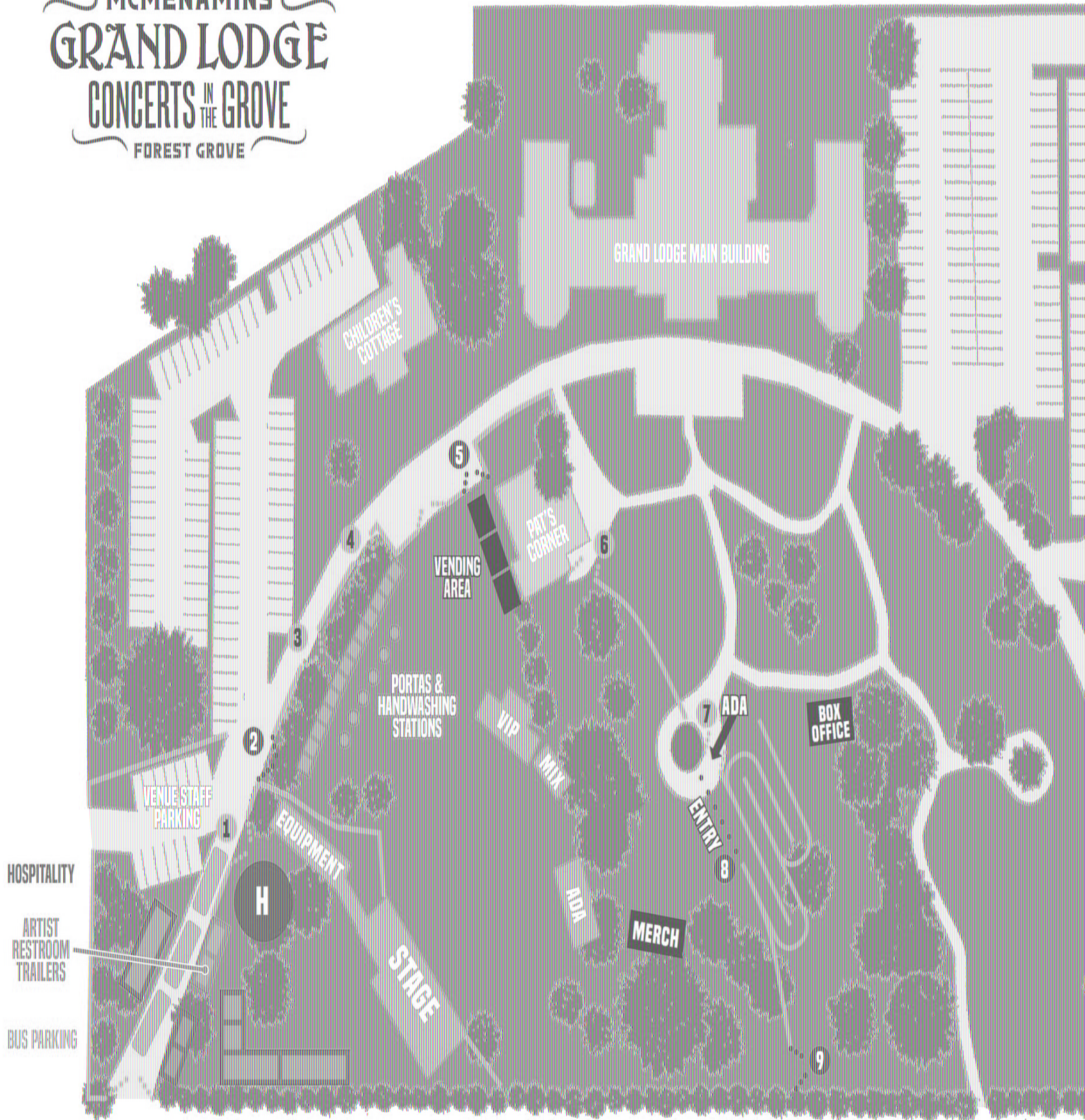
Thursday, June 18, 2026 | 6 - 8:30 p.m.

McMenamins Grand Lodge | Children's Cottage
3505 Pacific Avenue | Forest Grove, OR 97116

RSVP: to jzaik@forestgrove-or.gov
or 503.992.3234 by **Friday, June 12**

A small block of rooms has been reserved.
Please use code 2606CITYOF when booking.

TOYOTA PRESENTS
McMENAMINS
GRAND LODGE
 CONCERTS IN THE GROVE
 FOREST GROVE



GENERATORS PROD OFFICES & DRESSING ROOMS

#1-9 = GATES 2 5 8 9 = 10' WIDE FIRE EXITS

PARKS & RECREATION DEPARTMENT REPORT

Parks & Recreation Director – Anne Lane

1. Eastside Park – dirt work nearing completion, concrete curbing and walkways are being formed, perimeter fence installation underway, amenities ordered and expected for delivery in early July. Goal is to have the park open by early September.
2. PROST! Master Plan kick off meeting with consultant (Matrix Consulting Group) is being held on June 11th.

Parks Supervisor – Tom Martin

1. The Parks Team picked up the hanging baskets from the high school on May 18th and placed them on the 19th & 20th.
2. We had the WCSO Adults in Custody crew on two occasions during the month for two days. They worked on the bowl at Forest Glen Lower and at the Lincoln Park Flagpole Lot. We will have them out again on June 9th and 30th.
3. Ten members of the Daybreak Rotary Club washed, weeded, cut, raked, and cleaned up at the North Entrance Sign to Forest Grove for a total of 26 hours on Saturday, May 23rd.

Aquatics Supervisor – Sherri Mead

1. The reopening of our facility has gone well with lots of compliments and positive feedback.
2. We are expanding our summer water aerobics offerings.
3. We are gearing up for a busy summer and will switch to our summer schedule starting June 15th, which includes additional afternoon public swims from 2-4.
4. Summer registration has been busy, and we are reaching our swim lesson goals. First five-week session of summer swim lessons starts on June 15th.

Recreation Coordinator – Cody Jeffers

1. Summer registration continues as we approach the end of the school year and head into the summer season.
2. Several new Recreation Aides and two new Lead Recreation Aides have joined the team this year, bringing exciting new energy to our programs. Our staff includes Pacific University

students building experience for future careers in education, alongside some Forest Grove High School students beginning their first jobs and eager to learn.

Administrative Specialist II – Melissa Williams

1. We have had a large response in Fun For All Fund applications since January 1st. Applications have reached 43 this period with \$9,300 awarded thus far. We still have a few pending applications that need some documentation and we're working with those applicants to hopefully find a path forward to completion and more awards. We are continuing to remind those applicants who have not yet utilized all their awarded funds to make sure and register for our program's by June 30th.