



**Wilsonville Parks and Recreation Advisory Board
Parks and Recreation Admin Building
November 20, 2017, 4:30pm
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of Minutes: October 12, 2017
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. New Board Member Introduction: Denise Downs – Benson
- 4:45 PM** IV. Parks and Recreation Comprehensive Master Plan Draft Presentation – GreenPlay
- 6:30 PM** V. Parks and Recreation Advisory Board Operating Guidelines – Benson
- 6:45 PM** VI. Director Report – McCarty
- 6:50 PM** VII. Community Center Report – Stevenson
- 6:55 PM** VIII. Parks Report – Blankenship
- 7:00 PM** IX. Recreation Report – Behler
- X. Board Comments (*If Time Allows*)

Next Meeting –
Thursday, December 14th, 2017
4:30 PM
Parks and Rec Admin Building

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required. The city will endeavor to provide services, without cost, if requested at least 48 hours prior to the meeting. To obtain services, please call 503-570-1530.



**Wilsonville Parks and Recreation Advisory Board
Wilsonville City Hall
October 12, 2017, 6:00pm
Meeting Minutes**

WILSONVILLE PARKS AND RECREATION ADVISORY BOARD

Jim Barnes, Steve Benson, Diana Cutaia, David Davis, Kate Johnson, Ken Rice

1. Call to Order

The meeting was called to order at 6:00 pm.

- Members Present: Jim Barnes, Steve Benson, Kate Johnson, David Davis
- Members Absent: Diana Cutaia, Ken Rice
- Staff Present: Mike McCarty, Brian Stevenson
- Guests Present: Wayne Lowrie, Idris Evans, Donna Atkinson, Dolores Scott, Peyton Guenther, Averyl Hartje, Abi Edwards, Mikaela Ochocki, Kalonni Smith, John Fitzgerald, Lynn Carlton
- Approval of Minutes: August minutes were unanimously approved

2. Citizen Input

- a. An email from community member Darryl Peterson was submitted as public record regarding use of the Memorial Park dock, specifically fishing in the off-season. Steve asked when the City would take over ownership of the dock and rules for usage. Brian responded that though he was not certain of exact dates, public use of the dock would be revisited as part of implementation of the Memorial Park Master Plan.

3. Recreation Coordinator Introduction: Erica Behler – McCarty

- a. Erica was unable to attend the meeting, but Brian and Mike provided a brief introduction. Erica moved here from New York and brings lots of experience with outdoor programming and special events. Her main focus will be with youth and adult programming and expanding those offerings.

4. Community Opportunity Grant Review – Board

- a. Representatives from each application presented to the Board.

October 2017 Application/Award Log

Organization	Description	Request	Award
I-5 Connection <i>Presented by: Idris Evans, Wayne Lowrie, Dolores Scott</i>	Support of Community Chorus	\$2,000	\$2,000
Wilsonville Community Seniors Inc <i>Presented by: Lynn Carlton</i>	Support of Wilsonville Piecemakers (Quilters)	\$9,355	\$7,355
Wilsonville High School/John Fitzgerald <i>Presented by: Kalonni Smith, Peyton Guenther, Averyl Hartje, Abi Edwards, Mikaela Ochocki</i>	Wilsonville HS Auditorium Lighting System	\$3,000	\$3,000
Wilsonville Robotics Stewardship Group <i>Did Not Present</i>	Provide Funding for Local Robotics Teams	\$5,000	\$0
TOTAL		\$19,355	\$12,355

5. Parks and Recreation Advisory Board Operating Guidelines – Benson

- a. Jim and Steve shared a few drafts with board members. In addition to the Operating Guidelines, there were Board Goals, Notes from the Planning Session with Greg McKenzie, and Potential Questions to Foster Discussion.
- b. Duties and responsibilities were kept in-line with City Code and consistent with current descriptions posted on the City website.
- c. Kate addressed board member meeting attendance and expectations. Jim confirmed that the City Code states, “in the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Parks and Recreation Board may recommend removal of said member” (City Code 2.300). Mike suggested that if a member has missed repeated meetings, perhaps a member of the board, maybe the chair, reaches out to that person to check in with them. If they are no longer able to regularly attend the board meetings, then the board could recommend removal of the member. Brian added that the Mayor would have the final say as he is the one that appoints and removes members. Board members asked to be aware of when other members are unable to make the meetings. Ahsamon keeps track of RSVP’s and will share (without personal details) with the Board and Staff prior to each meeting.
- d. Jim and Steve reiterated that the documents are drafts and asked members to review everything in their spare time and revisit at the November board meeting.

6. Director Report – McCarty

- a. The next Boones Ferry Park Master Plan meeting is coming up on Oct. 26th at 6pm in City Hall.
- b. The Parks and Recreation Comprehensive Master Plan Draft will be presented to the City Council at their Work Session on Nov. 6; GreenPlay will present to the Board on Nov. 7.
- c. The final presentation is tentatively scheduled for Dec. 18.

7. Community Center Report – Stevenson

- a. Following demand from the community for adult fitness classes in the evening, the Department has added multiple classes, including: yoga, body sculpt, Pilates sculpt, Zumba, Country Heat and more. Instructors are contracted and receive 70% of registration fees. The Department receives 30% of revenue. No staff needed on-site as instructors open and close the building.
- b. Kate inquired about the Silver Sneakers program and the possibility of bringing it to the Community Center. Brian replied that he is looking in to it but has run in to some challenges regarding unique facility requirements and extensive reporting requirements. Some of the adult fitness programs currently offered at the Center are completely full and most others do not struggle to find participants so it is a balancing act of value versus time versus money.

8. Recreation Report – Behler

- a. Brian updated the board on behalf of Erica. Erica took the ground running since beginning work with the City at the end of September. Mini Hoopers registration has closed and rosters were sent out to coaches this week.
- b. The annual Fall Harvest Fest will take place on Saturday, Oct. 28th at the Stein-Boozier Barn.
- c. The Community Center will have a special Halloween meal and WCSI will host a costume contest. Mike will be one of the guest judges.
- d. Brian touched on advertising in the Activity Guide. Prographics does all of the ad sales, and the Department splits revenue of the ad sales 50/50. The ad revenue goes directly towards the cost of printing the guides.

9. Board Comments

- a. Jim inquired about the \$100,000 in the budget for the skatepark. Brian replied that when the master plan is completed, there will be more information to move forward.
- b. Steve thanked board members for a successful meeting and for asking great questions regarding the grants.

10. Meeting Adjourned