

**Meeting Agenda**  
**Wilsonville Parks & Recreation Advisory Board**  
**April 27, 2017**  
**6:00 PM**  
**Wilsonville City Hall – Council Chambers**

- I. Call to Order
  - a. Roll Call
  - b. Approval of Minutes: March 9, 2017
- II. Citizen Input
- III. Workshop Facilitator Introduction: Greg McKenzie - McCarty
- IV. Community Opportunity Grant Review - Board
- V. Director Report – McCarty
- VI. Parks Report – Blankenship
- VII. Recreation/Park Rental Report – Stevenson
- VIII. Board Comments

Next Meeting –  
Board Workshop  
TBA  
Parks and Recreation Admin Office

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**Meeting Minutes**  
**Wilsonville Parks and Recreation Advisory Board**  
**March 9th, 2017 4:30pm**  
**Wilsonville Parks and Recreation Admin Building**

**WILSONVILLE PARKS AND RECREATION ADVISORY BOARD**

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

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**1. Call to Order**

The meeting was called to order at 4:30 pm

Members Present: Jim Barnes, Steve Benson, Diana Cutaia, David Davis, Kate Johnson, Ken Rice, Elaine Swyt

Members Absent: none

Staff Present: Mike McCarty, Tod Blankenship, Brian Stevenson, Ahsamon Ante-Marandi

Approval of Minutes: February minutes were unanimously approved

**2. Citizen Input:** None

**3. Board Officer Appointments**

- a. Officer Introductions
- b. Chair Appointment: Ken Rice nominated Steve Benson. Jim Barnes seconded the nomination and all were in favor. Steve Benson elected Chair of the Parks and Recreation Advisory Board.
- c. Vice Chair Appointment: David Davis nominated Ken Rice. Kate Johnson and Jim Barnes seconded and all were in favor. Ken Rice elected Vice Chair of the Parks and Recreation Advisory Board.

**4. Public Meeting Protocol**

- a. Reviewed protocol. Board-related topics must be discussed at public meetings, not via email. If four or more members gather and discuss board-related items, must notify public of quorum. Agenda items may be requested by emailing staff prior to the meeting.

## **5. French Prairie Bridge Project Update**

- a. Steve Benson mentioned he is on the citizen task force.
- b. Tod Blankenship is on the technical advisory committee.
- c. Consultants have been hired; Style and locations for landing the bridge have been proposed. Funds are not available for construction at this time.

## **6. Boones Ferry Park Master Plan Update**

- a. Brian Stevenson confirmed that this plan and the French Prairie Bridge plan will complement each other. Plan will either stay as a stand-alone plan or be incorporated in the Parks and Rec Comprehensive Master Plan. The Comprehensive Master Plan kick-off will be next week, will determine at that time if the Boones Ferry Park Master Plan will be included in the Comprehensive Master Plan.

## **7. Parks and Recreation Comprehensive Master Plan Update**

- a. Mike McCarty confirmed that the Board would be included during the master plan process. GreenPlay LLC was hired as the consultant for the plan.
- b. Steve Benson offered an idea to have the community share pictures of amenities and other things they like from visiting other towns and cities. Diana Cutaia suggested that community members could even search online and submit images of interesting features they find around the world.
- c. Master plan will encompass everything regarding parks and recreation, including focus and vision of the department.
- d. Ken Rice commented that Boones Ferry Park was not an ideal location for waterfront access.

## **8. Board Member Priorities (Top 3)**

### **a. Elaine Swyt**

- i. Need cross-representation. Board members should be represented on community committees, neighborhood groups, etc.
- ii. Take closer look at grant applications and awards.
- iii. Proactive role of Board in getting input from the community. One public planning/brainstorming session per year.
  1. Diana Cutaia asked if the Board oversees the seniors. Brian Stevenson clarified that WCSI is not an appointed, nor City-sponsored Board. They are a stand-alone non-profit that acts as an advisory board for the senior population. They also help fundraise for the senior financial assistance program that Sadie Wallenberg oversees.

### **b. Kate Johnson**

- i. Grant packets – take a closer look when reviewing applications.
- ii. Likes the idea of benchmarking other parks and being involved in the planning processes.

### **c. Ken Rice**

- i. Would like to be included in the design of newly-acquired property next to Boones Ferry Park.
- ii. Would like to be included in the design and construction of new skatepark. Would like to see that project move forward.

**d. David Davis**

- i. Would also like to see the new skatepark be constructed and take part in the planning process.

**e. Diana Cutaia**

- i. Passed on priorities since new to the Board.
- ii. Elaine asked why Diana chose to be on the Board. Diana gave her background in serving on the Parks Board in Boston, as well as her background in sports and coaching. Also interested in taking part in local government.

**f. Jim Barnes**

- i. Asked what Mike McCarty expects of the Board. Mike responded that advisory boards are like the “eyes and ears” of the community to bring back feedback. Steve Benson shared that the Board also supports the goals of the Council. Elaine reminded the Board that ‘advisory’ doesn’t mean ‘passive’. She has been pleased to receive letters from the community regarding their parks and recreation feedback and wants to encourage that.
- ii. Inquired about the Villebois skate park (Trocadero Park). Tod confirmed that it will be a public skatepark. After five years, the City will take over ownership and maintenance. Jim asked why the skatepark is not open though it appears to be complete. Tod responded that the skatepark will remain closed until the rest of the park is complete due to liability concerns during construction. Memorial Day is proposed opening date, could get postponed. Elaine asked that the Board be kept in the loop on the status of the park and skatepark. Ken asked if the City has a say in the construction and planning of the park even though the HOA is responsible for the park for the first five years. Tod confirmed that the City does have the final say in those park designs. Diana asked if there was going to be a new dog park in Villebois. Tod confirmed that is in the plans but depends on land acquisition. Jim asked if the new skatepark in Memorial Park will be comparable to the Trocadero skatepark. Brian confirmed that it should be about the same size-wise, but the design process of the Memorial Park skatepark has not yet been started. Would like to go through a public outreach process.
- iii. Jim asked if the City is exploring grant-funding for the skatepark planned by City Hall. It has been at least twelve years in the making. Brian responded that Parks and Rec staff have not been given direction to pursue that by City Hall staff. However, there is a resolution that the property across from City Hall will be a skatepark. Jim asked if direction needs to come from the Mayor or City Manager. Brian responded that likely both would need to be on-board. Jim said that those leaders seem to be on-board whenever he speaks with them. Mike said he would check with them to see where it’s at on their radar and priorities.

Also, important to note that the results of the comprehensive master plan will be important to see how strong the desire is from community members. David asked the cost. Brian confirmed about \$850,000. Tod suggested interested members take part in the Town Center Master Plan as that would include the proposed site. Villebois skatepark was \$150,000. Memorial park skatepark is expected to cost about the same.

**g. Steve Benson**

- i. Boones Ferry Park
- ii. Skatepark
- iii. French Prairie Bridge

- h. Steve asked about the timeframes of these plans (Comprehensive Master Plan, Boones Ferry Master Plan, French Prairie Bridge). Mike confirmed the timeframe is 9 months to complete the comprehensive master plan. Elaine would like to be included in the planning process. Brian stated that two years ago, the Parks and Rec Master Plan was a council goal. Now, still a goal and high on the list. The Plan has a contract and will move forward. Whether the Boones Ferry Park Master Plan will be included in the comprehensive plan or will be a stand-alone project will be determined, but the comprehensive plan will not be put on hold. Ken added that the while the City may not want to build new structures that could get demolished 10 years down the road with the construction of the bridge, the City could still move forward with updates like fields that could be utilized in the interim.

**9. Future Meeting Start Times**

- a. Regular meetings will remain at 4:30pm. Special meetings, like grant reviews, will begin at 6pm.

**10. Director Report – McCarty**

- a. Gave brief synopsis of his career (director of 29 years).

**11. Parks Report – Blankenship**

- a. Staff has been busy prepping athletic fields.
- b. Dog Park/Community Garden parking lot – alternatives are being investigated. Not moving forward to DRB until reports are complete.

**12. Recreation/ Park Rental Report – Stevenson**

- a. Daddy Daughter Dance was a success.
- b. Park Shelter rentals open Monday to residents. Non-residents may submit applications the following Monday.
- c. Summer registration opens April 18. New activities include a chess camp, a movement camp, a multi-sport camp (ultimate Frisbee, disc golf, dodgeball).
- d. Egg Hunt – April 15<sup>th</sup>, 10am, Memorial Park.
- e. Holistic Health Fair (formerly Spa Saturday) – April 22<sup>nd</sup>, 10am-1pm, Community Center.

### **13. Board Comments**

- a. Kate working with Greg Leo regarding the report for the Rec and Aquatic Center and why the bond measure failed.
- b. Ken asked if staff heard from any more people regarding the dog park/community garden parking lot. Tod confirmed that two residents attended the Council Meeting to voice their concerns. Staff hasn't received any other feedback since.
- c. Jim asked for expectations between now and the next meeting. Brian confirmed that the next meeting will be a grant review meeting. Board will receive grant applications and criteria for review prior to the meeting. Questions/clarification may be directed to Brian, but Board is not to discuss feelings/comments with other members prior to the meeting. Each applicant will have three minutes to present their project to the Board and the Board will have the opportunity to ask questions. The Board deliberates and decides on funding that night.
- d. Elaine updated regarding the Tourism Promotion Committee. First round of grants went well. County grant coming up. Grants will be more tourism-related. Community grants will be overseen by the Parks Board. The new tourism website should be live soon.
- e. Brian confirmed that Council decided to end the council liasons to the boards. Instead, the City Manager will receive updates in their monthly reports and will share with Council.

### **14. Meeting Adjourned**

### October 2016 Application/Award Log

Organization	Description	\$ Request	\$ Award
Wilsonville Harvest Market	Seasonal events focused on local food and crafts	\$3,500	
<b>TOTALS</b>		<b>\$3,500</b>	

### April 2017 Application/Award Log

Organization	Description	\$ Request	\$ Award
Trillium Creek Training and Rehab	T-Shirts and a Toilet	\$2,630.54	
Wilsonville Pickleball Club	Tournament related expenses	\$750	
Wilsonville Stage	Purchase of new lighting and sound equipment	\$7,000	
WLWV School District - Robotics	5 scholarships	\$1,000	
<b>TOTALS</b>		<b>\$11,380</b>	