

# City of Wilsonville

## Parks & Recreation Advisory Board

Thursday January 9, 2014  
City Hall - Council Chambers  
6:30pm

**Meeting Agenda**  
**Wilsonville Parks & Recreation Advisory Board**  
**January 9, 2014 6:30 p.m.**  
**Wilsonville City Hall - Council Chambers**

- I. Call to Order  
Roll Call  
Approval of Minutes: October 16, 2013
- II. Citizen Input
- III. Aquatic and Recreation Center Update
- IV. Skate Park Update
- V. Recreation Program Updates
- VI. Grant Process Discussion
  - Feedback from applicants
  - Presentation time
  - Board question & answer time
  - Review process - what is important to discuss?
- VII. Memorial Park Parking Lot Update - Rappold
- VIII. Board Comments
- IX. Adjournment and next meeting announcement:

Next Meeting - Tourism Grant Review  
Thursday March 13, 2014  
6:30 p.m. Council Chambers

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

**Meeting Minutes**  
**Wilsonville Parks and Recreation Advisory Board**  
**October 16, 2013 6:30 p.m.**  
**Wilsonville City Hall - Council Chambers**

*The Parks and Recreation Department exists: To coordinate programs and their supporting services based on common interests and appreciation of diversity through community awareness and involvement. It "ensures proper planning, use, development and maintenance of parks and facilities for fully accessible community enjoyment"*

**WILSONVILLE PARKS AND RECREATION ADVISORY BOARD**

Eric Bohard, Parker Johnstone, Ken Rice, Mary Closson, Elaine Marie Swyt, Katharine Johnson, Steve Benson, Scott Starr - Council Representative

Staff: Stan Sherer    Brian Stevenson    Steve Munsterman    Judy Lawhead

---

**I. Call to Order**

The meeting was called to order by Parker Johnstone at 6:30 pm.

Members present: Parker Johnstone, Ken Rice, Elaine Marie Swyt, Katharine Johnson, and Steve Benson.

Members absent: Eric Bohard, Mary Closson, and Scott Starr

Staff present: Stan Sherer, Brian Stevenson, Steve Munsterman, and Judy Lawhead

**II. Approval of Minutes**

There were no minutes to approve.

Parker Johnstone introduced new Board member, Steve Benson.  
The Sofia Park Dedication and the tree removal next to Memorial Park for the Renaissance subdivision was discussed.

**III. Public Input/Items not on agenda**

There was no public input at this meeting.

#### **IV. Opportunity Grant Review**

Wilsonville High School's Willie Fit program was represented by Lyndi Tucker. Their funding request will help provide snacks, running shoes, clothing and bus transportation for students participating in the running program. Their request is for \$1500.

After discussion Elaine Swyt made a motion to grant \$2500. Katharine Johnson seconded the motion.

#### **V. Reports**

Director's report – Stan Sherer said that he plans to send updates of current issues and projects to the board on a monthly basis. He gave an update of progress toward the Recreation and Aquatic Center. Deadline date of presentation and recommendation to Council is July-August 2014. An explanation of how the task force members were selected was given. Task force meetings will be open to the public and well-advertised.

Update of Parks and Recreation Department to new location.

RFP's coming in near future for the re-design of Memorial Park and a conceptual design for the skate park. Discussion of role of advisory board.

HEAL program update – presentation to at next City Council meeting.

Brian Stevenson – Recreation program update: upcoming events include the Fall Harvest Fest at Stein-Boozier Barn and a new kids' fun run at Town Center Park. Mini Hoopers basketball season beginning shortly. Activity guide may include advertising in future in order to reduce costs. Will allow upgraded quality and increase marketing.

There were no reports from Council Liaison or Board Members

#### **VI. Adjournment and next meeting announcement:**

There being no further business the meeting was adjourned at 7:30 p.m.

Next meeting: January 9, 2014 at 6:30 p.m. at Wilsonville City Hall Council Chambers

## Staff Report

Date: December 31, 2013

To: Parks and Recreation Advisory Board

From: Kerry Rappold, Natural Resources Program Manager

**Subject: Memorial Park Parking Lot Project – Construction Update**

---

### ***Background:***

The design for the new parking lot provides a new orientation and configuration. Staff and the consultant team determined the best option for reconstructing the parking lot was to reorient the parking aisles from North-South to East-West, and reconfiguring the islands. This allowed important elements to be included in the design, such as a one-way perimeter drive aisle, and better and safer pedestrian flow from the parking area to the park.

In addition, the parking lot has been extended to the south of the existing parking lot footprint. The additional parking area allows for better site circulation (i.e., one-way perimeter drive aisle), the preservation of more trees (i.e., increasing the size of islands), and additional parking spaces.

Perimeter pedestrian paths have been included, which provide better trail connectivity and a safer route for pedestrians. Raised pedestrian crossings have been designated for the pedestrian crossings on the east and west sides of the parking lot. Also, ADA parking stalls and a bus turnout has been included.

Rain gardens have been incorporated into the parking lot islands to treat stormwater runoff. Currently, untreated stormwater from the parking lot flows into a tributary of Boeckman Creek.

### ***Construction:***

In September, the City Council authorized a contract with Jeff Kersey Construction for the construction of the parking lot project. Construction started in October and will be completed by the end of February.

To date, utilities (stormwater, electrical, irrigation), cement treated base, and curbing have been installed. The contractor is completing the installation of sidewalks and pedestrian crossings over the next couple weeks. The final steps will be paving the parking lot, striping and signage, landscaping, and installing amenities (lighting, bollards, bike rack, etc.).

If you have any questions regarding the project, please contact Kerry Rappold, Natural Resources Program Manager at (503) 570-1570 or [rappold@ci.wilsonville.or.us](mailto:rappold@ci.wilsonville.or.us).



View looking south at perimeter drive aisle and new islands



View looking north at perimeter sidewalk, parking lot extension, and new islands