



**Wilsonville Parks and Recreation Advisory Board
Parks and Recreation Admin Building
May 9, 2019, 4:30pm
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of Minutes: April 11, 2019
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. Budget Status – Staff
- 5:00 PM** IV. Director Report – McCarty
- 5:05 PM** V. Community Center Report – Stevenson
- 5:10 PM** VI. Recreation Report – Behler
- 5:15 PM** VII. Board Comments
- 5:30 PM** VIII. Adjourn

Next Meeting –
Thursday, October 10, 2019
6:00 PM
Wilsonville City Hall

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Parks and Recreation Advisory Board Meeting Action Minutes
 April 11, 2019

Advisory Board Members Present:

Steve Benson
 Dahe Chen
 Denise Downs
 Kate Johnson

Brian Stevenson, Program Manager

Members of the Public Present:

David Niklas
 Zoe Niklas
 Misty Bonham
 Laurie Monday
 Karen Kaiser
 Sabra Cannon Miller

Staff Present:

Erica Behler, Recreation Coordinator
 Mike McCarty, Parks and Recreation Director

AGENDA ITEM	ACTIONS
CALLED TO ORDER	6:02 p.m.
<u>Minutes</u>	A. Minutes were approved 4-0.
<u>Public Comment</u>	A. None
<u>Agenda</u> A. Community Opportunity Grant Review	A. The Board awarded funding to four applicants. See attached for detailed list of applicants and awards.
<u>Staff Reports</u> A. Director/Parks Report	A. Mike McCarty gave a brief update regarding the status of the Parks Supervisor position. Initial interviews have begun and staff is hoping to fill the open position by June. Also, the pavers at the Town Center Park Water Feature are going to be removed due to safety concerns and replaced with concrete. The goal is to complete the project by May 7 so that the water features can be tested before they open for the season on June 1. WERK Day is coming up on Saturday, April 27, and there will be a Cable Tree Ceremony on Arbor Day, Friday, April 26, at 2pm at Memorial Park. Signage will be installed to recognize the cable trees. Board Member Benson asked Mr. McCarty if there are any special skills or qualifications staff is looking for in the new Parks Supervisor. Mr. McCarty replied that it is important to find someone that is a good fit with the team (both the Parks & Recreation Department as well as City of Wilsonville staff as a whole), has good leadership skills, is respectful, and has the required education and experience needed for the position. Lastly, Mr. McCarty mentioned that the budget process is proceeding ahead. Staff is hopeful to receive what they are asking for next fiscal year.
B. Community Center Report	B. Brian Stevenson notified the Board of a couple of new programs this summer, including a weekly bridge class, and a free lecture on May 8 for caregivers. Board Member Johnson asked who will be presenting the lecture. Mr. Stevenson replied that the presenter is Diane Dennis, RN. WERK Day, our annual park cleanup event, is coming up on April 27. Mr. Stevenson asked if any Board Members could volunteer at check-in, from about 7:30-9:00am.

C. Recreation Report

C. Erica Behler handed out Egg Hunt flyers to the Board Members and gave a brief update regarding the event, coming up on Saturday, April 20. Ms. Behler also mentioned a new game/giveaway this year, where a plastic egg will be hid in a City-owned park every Friday in April. When the egg is hid, a riddle will be posted on social media, alluding to the location of the hidden egg. Whomever finds the egg first, will win a hammock. Also, the summer activity guide comes out tomorrow and registration opens on Monday, April 15. There are several new events this summer, including a star gazing night, a Mother & Son bubble soccer event, a sourdough baking class, a relaxation for teens class, and a stop motion animation camp. Board Member Johnson inquired about the wellness fair. Ms. Behler replied that the fair is scheduled for Saturday, July 20, 9am-1pm. Vendor applications are being accepted now through April 30. Board Member Johnson asked if vendors are usually Wilsonville residents. Ms. Behler replied that historically, the majority of vendors have been local. Lastly, Ms. Behler mentioned that registrations opened earlier this month for the Community Garden. All raised beds have been filled, but there are in-ground plots available.

Board Comments

Board Member Benson commented on the new dog park. He asked when the dirt would be moved and when the dog park is scheduled to open. Mr. McCarty replied that the project recently went to City Council because the project went over budget. Everything should be finalized within the next month or two. Staff is meeting soon to discuss next plans for construction. Board Member Benson asked if the dirt would be used to increase elevation in the dog park and Mr. McCarty replied that staff is planning to do so. Board Member Benson asked if the dimensions and shape of the dog park have been decided. Mr. McCarty replied that the dog park won't be circular; it will likely be similar to the current dog park, with two sections. Board Member Johnson asked staff if they had heard of dog parks where members pay a fee and dogs have to be current on vaccinations, etc. Ms. Behler mentioned being familiar with the concept but would likely not implement it in Memorial Park.

Board Member Johnson asked if licensing had been procured for bingo at the Community Center. Mr. Stevenson responded that as long as money is not collected, they can offer the program.

Mr. Stevenson added an update regarding the Memorial Park pump station. The pump station is going to be moved within the park (as part of the Memorial Park Master Plan). More information to come. The project will be presented to the Board in the future.

Board Member Benson mentioned noticing some trash in the creek behind the maintenance barn in Memorial Park. Mr. McCarty responded that staff would attend to it.

Board Member Benson also inquired about the Board's park priority projects and what the next steps are. Mr. McCarty replied that he would be meeting with the City Manager next week to further

	discuss. He is planning on taking it to the upcoming City Council goal-setting retreat.
ADJOURNED	7:27 p.m.

Wilsonville Community Opportunity Grant

April 2019 Application/Award Log

Organization/Business	Description	\$ Request	\$ Award
Kohl Creek Golf, Soccer and Events	Infrastructure and upgrades	\$20,000	\$1,500
Meridian United Church of Christ	Peace Village Camp and Awareness Raising Workshop	\$7,000	\$2,500
West Linn-Wilsonville Music and Arts Partners	Wilsonville Schools Music and Arts Festivals	\$4,000	\$3,500
Wilsonville Stage	Facility Rent Relief	\$9,040	\$5,000
TOTALS		\$40,040	\$12,500