



**Wilsonville Parks and Recreation Advisory Board  
Parks & Recreation Admin Building  
November 7, 2019, 4:30pm  
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
  - ii. Approval of Minutes: October 10, 2019
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. Willamette Water Supply Program Update – Luxhoj
- 5:20 PM** IV. Staff Updates
- 5:25 PM** V. Board Comments
- 5:40 PM** VI. Adjourn

Next Meeting –  
Thursday, January 9, 2020  
4:30 PM  
Parks and Recreation 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.

Parks and Recreation Advisory Board Meeting Action Minutes  
October 10, 2019

**Advisory Board Members Present:**

Amanda Aird  
Jim Barnes  
Steve Benson  
Dahe Chen  
Kate Johnson

**Members of the Public Present:**

James Paris  
Justin Paris  
Delores Scott  
B Kay Grafton  
Wayne Lowrie  
Idris Evans  
Mike Cox  
Dennis Mefford  
Eric Hoem

**Staff Present:**

Mike McCarty, Parks and Recreation Director  
Brian Stevenson, Program Manager  
Erica Behler, Recreation Coordinator

AGENDA ITEM	ACTIONS
<b>CALLED TO ORDER</b>	6:03 p.m.
<u>Minutes</u>	A. Minutes were approved 5-0. Steve Benson made the motion to approve and Dahe Chen seconded the motion.
<u>Public Comment</u>	A. None
<u>Agenda</u> A. Community Opportunity Grant Review  B. Summer Recreation Program Discussion	A. The Board awarded funding to two applicants, Charbonneau Arts Association and the I-5 Connection. See attached for detailed list of applicants and awards.  B. Steve Benson presented examples of summer recreation programs from the City of Marshall in an effort to see if the Wilsonville Parks & Recreation Department could add similar programs in the future. Amanda Aird added that the price point for the Marshall Rec program was very inexpensive; however, the timeframe of the camp may not be ideal for working parents. Amanda Aird also asked for the population of the City of Marshall and Steve Benson responded that it is around 7,000 people. Jim Barnes asked Brian Stevenson and Erica Behler if the City currently runs any summer programs that take field trips. Erica Behler responded that there are some small field trips out of Mary S Young Park in West Linn through Coyle Outside; however, the rest of the City's summer camps, which take place in Memorial Park, stay within the park. Dahe Chen recommended looking at what the Wilsonville Parks & Recreation Department currently offers for summer programming and seeing what could be added, so as not to compete with other camps currently being offered. Staff agreed to do more research to find out what needs aren't being met in the community, what gaps in programming there may be, what other local organizations may be offering similar programs, what legal requirements there may be, etc. Steve made a motion to the Parks & Recreation Department to explore the possibilities of the City hosting a summer recreation program. Kate Johnson seconded the motion, which passed 5-0.
<u>Staff Reports</u> A. Staff Updates	A. Erica Behler shared that 150 children are currently registered for the 2019 Mini Hoopers program. She also added that the Fall Harvest Festival and Fall Frolic 5K are taking place on Saturday, October 26 <sup>th</sup> . Additionally, 25 students from Kitikata, Japan are expected to arrive on October 26 <sup>th</sup> and stay

<p><u>Board Comments</u></p>	<p>with host families for 10 days. The students will tour City facilities, take local field trips, and learn more about the local area and culture.</p> <p>Steve Benson inquired about debris dumped at the southeast corner of the Community Garden. He asked if there are plans to clean it up. Brian Stevenson confirmed that the pile will be cleaned up. Steve Benson also asked if the City will be bringing back the goats to help remove invasive species in the parks. Brian Stevenson responded that the goat program was overseen by the Natural Resources Department. Staff will ask Natural Resources if they are considering reinstating the program. Steve Benson also suggested the City look into recognizing significant citizens, either with an award, plaque, ceremony, etc. Brian Stevenson suggested the program might fit better through the Admin Department rather than Parks &amp; Recreation. Mike McCarty offered to take the suggestion to the Admin Department. Kate Johnson asked for an update on the Parks Bond. Mike McCarty responded that staff is refining the list of recommendations they have received and an email will be sent in the coming weeks. Brian Stevenson thanked Steve Benson and Denise Downs for their service on the Board, as their terms will expire at the end of this year.</p>
<p><b>ADJOURNED</b></p>	<p>7:11 p.m.</p>

## Wilsonville Community Opportunity Grant

### October 2019 Application/Award Log

Organization	Description	\$ Request	\$ Award
Charbonneau Arts Association	Purchase of ProPanel Art Gallery Displays	\$4,610	\$4,610
I-5 Connection	Support of Community Chorus – 2 concerts	\$4,600	\$4,600
<b>TOTALS</b>		<b>\$9,210</b>	<b>\$9,210</b>





# SUMMER FUN PLAYGROUND GUIDE TO SUMMER!

## PLAYGROUND

UPDATED 5/22/19

Registrations must be made at [www.marshallrec.com](http://www.marshallrec.com), at the Recreation Dept. Office, by phone at 781-5166. Payment will not be accepted on site.

**All-inclusive weekly fee: lunch\*, field trips, and special events!**

**\$51 City of Marshall resident    \$65 All Others**

**SAVE! \$10 discount offered through 5 pm the Thursday prior to the coming week.**

Please note: An on-site emergency contact/permission form is required prior to participation (completed only once per child, per summer. Form is available at Recreation Dept. office & website).

**What do we do?** We provide a safe atmosphere that promotes imagination, creativity and connection with peers. Students will also benefit from the physical fitness aspects of the program & participate in community involvement through volunteerism.

## PLAYGROUND STAFF

The Marshall Recreation Department is pleased to announce the 2019 Playground Staff:

Emily Fulcher, Kara Hall, Aleah Johnson, Grace Lunger, Landon Morgan, Kenny Morgensai, Sofiya Stumpos, and Playground Director, Jessica Baier.

We also have a team of Cadet Counselors who spend their summer growing as leaders and help out the staff by assisting new participants, leading games, and being role models to Playground participants. Cadet Counselors are students who have completed 7th or 8th grade.

## COMMUNICATION

Reminders about field trips, specials events, and weekly registration will be communicated through your listed email.

**If you have an immediate concern please call the Recreation office at 781-5166.** If you have a comment, suggestion or question that is not immediate you may email Jessica Baier at [jbaier@cityofmarshall.com](mailto:jbaier@cityofmarshall.com).

**DROP OFF/PICK UP:** Hughes School drop-off is at 10:00 am. Please do not drop-off prior to 10:00 am and be sure Playground Staff is on-site. Pick-up is 4:00 pm *SHARP!* Many activities will take us off-site. See next page for details on trips.

**FIELD TRIPS:** Permission to attend trips must also be given PRIOR to participation, indicated on the On-Site Emergency Contact/Permission Form. Playground is closed during field trip hours. Contact Playground Supervisor 2 weeks in advance at (269)781-5166 or [jbaier@cityofmarshall.com](mailto:jbaier@cityofmarshall.com), if you are interested in chaperoning.

**NEED BEFORE OR AFTER CARE?** The Shamrock Center offers programming for youth before and after Summer 'Fun' Playground. For information, call the Shamrock Center at 781-1298.



\*free lunch only be offered June 17-August 2



## INTRODUCTION

Welcome to the 2019 Summer Fun Playground! This program is administered by the City of Marshall Recreation Dept. with the generous cooperation and support of Marshall Public Schools (MPS) and Marshall Academy.

The Summer Fun Playground GUIDE TO SUMMER has been written to assist parents and children in understanding how the program operates and to answer basic questions.

**WHO:** All children who have completed K-6th grade by June 2019 are eligible to participate in the program.

**WHAT:** The Summer 'Fun' Playground Program is packed with a variety of activities. There is no typical day at Playground because there are so many different, fun and creative projects on-going. Some of the activities include; games (both individual and team), crafts, swimming, special events, guest speakers and demonstrations, picnics in the parks, field trips, and more! Children should dress to play, have fun and get dirty! Durable shoes are required, no flip flops.

**WHEN:** The 2019 Summer Fun Playground will be held from June 17 through August 9, Monday through Friday from 10:00 am to 4:00 pm. **NOTE: The week of July 4th, we will be closed Thursday, July 4 and Friday, July 5.**

**WHERE:** The 2019 Playground Program is held at Hughes Elementary School through August 2, and Marshall Academy August 5-9. Participant sign-in/sign-out is located in the gymnasium foyer. Indoor space is available for crafts and rainy days. All the outdoor areas will be utilized.

## REGISTRATION

Register for the entire 8 weeks or pick any combination of weeks. Please note: The On-site Contact/Permission form is required prior to participation (complete only once per child, per summer). A one-time concussion information form is needed prior to participation. Both forms are available at the Recreation Dept. office or at [www.marshallrec.com](http://www.marshallrec.com). Both forms must be turned into the Rec Dept. office, emailed to [jbaier@cityofmarshall.com](mailto:jbaier@cityofmarshall.com) or faxed to (269) 789-4628.

Cost per week is: **\$51 City of Marshall Resident, \$65 All Others.** A discount of \$10 will be applied through 5:00 pm the Thursday prior to the coming week. Your child **MUST** be registered **BEFORE** they are dropped off at Playground. There are youth scholarships available, you must contact the Rec Dept. office to apply. **PLAYGROUND WEEKLY REGISTRATION FEE REFUND POLICY:** Refunds, less a \$5 cancellation fee, may be granted prior to the deadline date for a particular week (the Friday PRIOR). **Refunds will not** be granted the day of or after the start of a particular week. A 'no show' = no refund.

## DIAL-A-RIDE TRANSIT (DART)

- Parents must call the DART office at 781-3975 to make arrangements for transportation 24 Hours in Advance. **If your child is not on the DART list, they will not be allowed to ride.**
- If your plans change, call the DART office and advise them of the change or cancellation.
- Please help your child by designating a safe spot (zipper in backpack, etc.) where money/tokens can be stored.
- Tokens are sold at the PSB, City Hall, or from the Drivers. Drivers do not carry change, any change given will be in the form of tokens for later rides.

# SIGN-IN/SIGN-OUT

At 10:00 am, upon arrival, students must report to the gym foyer for sign-in. At the end of the day, students sign-out as their rides arrive in front of the school. Walkers and bikers (as designated on the on-site emergency contact/permission form) are dismissed together at 3:50-4:00 pm. **If your student arrives or leaves at times other than 10:00 am or 4:00 pm, the parent/guardian should escort them.** We realize there are other activities besides Playground in which your child may be involved; with written parental permission participants may sign-out at a given time if they need to leave for another activity. **Please be sure Playground Staff is on site before dropping off your child.**

**For all pick-ups after 4:15 a late fee of \$10 each day per child will be applied to your account.**

## LUNCH POLICY

**ALLERGY ALERT!** Many students have various food allergies. Please stress to your children the importance of eating their own lunch and not sharing/trading food. Hughes has been designated an open meal site through the USDA and MDE programs. Students attending Playground are eligible to receive a daily lunch for FREE (including field trips). MPS kitchen staff will serve lunch. However, during the 8th week, August 5-9 there will be no lunch program. Playground participants may bring their own lunch. No microwave or refrigerator on site.



**PLAYGROUND**

## SUMMER 'FUN' PLAYGROUND RULES

The following rules have been developed by past participants. The rules are in place to ensure a fun & safe time.

- Have Fun!
- Stay in boundaries.
- Keep hands and feet to yourself at all times.
- Don't argue. Try to find a solution.
- Respect each others feelings.
- Use all equipment properly.
- Use good manners and language.
- Listen to Supervisors.
- Treat others as you wish to be treated.

## DISCIPLINE

Staff have been trained to take the following disciplinary steps:

1. Give a verbal warning, reminder of rules.
2. If action continues, remove child from the activity, take aside, have a one-on-one discussion to identify the problem. Try to help find a solution.
3. A third time results in a time-out for the child for 5-10 minutes. Staff may document concerns in a discipline binder for Playground Director's record and parents will be notified by the Playground Director.
4. If action persists, participant will be considered for suspension for the remainder of the week, or the rest of the summer depending on severity of behavior.

Student misconduct and/or substantial disobedience will not be tolerated and may be grounds for suspension or expulsion from Playground. Examples of student misconduct and/or substantial disobedience are listed in the 2018-19 Hughes Elementary School Handbook. A copy of the Handbook is on the school's website.

# PERSONAL ELECTRONIC DEVICES

Participants may not use the following devices: cell phones, tablets, or hand-held video games at Summer 'Fun' Playground. If you require your student to carry a cell phone, it **MUST** remain in their backpack for the duration of playground. A staff phone is available for emergencies. If used improperly these items will be confiscated and returned at the end of the day. There will be a designated phone basket by the 'Staff Only' table where participants can keep their phones if preferred. MPS, Marshall Academy, and the Marshall Recreation Dept are not responsible for lost or stolen personal electronic devices.

## TOYS FROM HOME ARE NOT ALLOWED

The Playground staff work very hard to ensure there are a variety of activities, games, and play equipment available. In addition, bringing items from home can be disruptive, as in most cases there are not enough items for everyone to share and/or students do not want to share personal items. For these reasons, please instruct your student to **leave personal items at home.**



## LOST AND FOUND POLICY

The Marshall Recreation Dept is not responsible for lost or stolen items. Items found by staff will be dated and stored at the Dept office. Items will be kept for 30 days. After 30 days, items may be donated to a charitable organization or will be disposed. Exception: due to possible health hazards and unsanitary conditions, lunch containers may be disposed after two weeks.

## MEDICATION POLICY

During Playground, a participant may need to take prescribed medication. In order to closely control the dispensation of that medication, the following procedure will be followed:

- All medication is to be hand-delivered by the parent or guardian to the Recreation Dept. Supervisor in charge of a given activity or event. **UNDER NO CIRCUMSTANCES** should the student hand-carry the medication to any Recreation Dept. sponsored activity.
- All medication is to be in a properly labeled container bearing the pharmacist's label of contents or in the original packaging. Non-labeled medication **WILL NOT** be accepted by the Recreation Dept. Supervisor.
- It is the students' responsibility to request the medication from the Recreation Dept. Supervisor in charge of a given activity or event at the time medication should be taken.
- Student will administer their own medication.
- **A medication form must be completed** by the parent which includes: participant name and acknowledgment of the Recreation Dept.'s Medication Policy. This form is located along with the On-Site Contact/Permission form.

## INCLUSION STATEMENT

The Marshall Recreation Department strives to provide opportunities and recreation programs which are open to all residents of Marshall and surrounding areas regardless of sex, religion, socioeconomic status and/or level of physical or mental ability. To better assist those with disabilities, Department staff will work directly with participants, families and caregivers to resolve concerns and make every attempt reasonable to ensure that appropriate individualized accommodations are in place. In order to make these arrangements, please give at least three (3) weeks notice prior to the class or program start date.



# FIELD TRIP / SPECIAL ACTIVITY INFORMATION

If there are any questions regarding trip details call 781-5166. "Like" the Summer 'Fun' Playground Facebook page for photos and updates!

During some of our 2019 field trips, participants are invited to swim at the Coldwater Aquatic Center, and Flash Flood Waterpark. Certified lifeguards will be on duty. Permission to swim is located on the On-Site Contact/Permission Form.

**Each Playground participant will be given one yellow Playground shirt for the whole summer. We ask that all participants wear these shirts on field trip days.**



## BUS RULES

Marshall Public Schools provides the transportation for field trips - this is a privilege.

- Wait until the bus has come to a complete stop before attempting to leave the school bus.
- Keep hands, arms, head and feet inside the bus at all times.
- Do not eat or drink on the bus. • Stay in your seat, facing the front.
- When the bus approaches a railroad crossing, all quiet. • Use indoor voices when visiting all trip venues.

## TRIP DETAILS: ALL TRIPS SUBJECT TO CHANGE

### WEEK 1: BACKYARD FUN

June 17-21, trip to Marshall Lanes - June 21 at 12:45-3:30pm

- May bring extra money for food at bowling alley. Shoes and cost of bowling included in weekly fee. Wear yellow Playground shirt.

### WEEK 2: SPIRIT WEEK

June 24-28, Come out and Play at the Capitol in Lansing - June 26 at 10am-3:15 pm

- Day @ the Capitol on Wednesday, June 26. Wear yellow Playground shirt. Bust leaves at 10:15 am.
- Monday is mismatch day, Tuesday is crazy hair day, Wednesday is Team Playground day, Thursday is favorite sports team day, and Friday is pajama day.

### WEEK 3: RED, WHITE, & POOL

**NOTE: NO PLAYGROUND ON THURSDAY, JULY 4 OR FRIDAY, JULY 5**

July 1-3, trip to Aquatic Center in Coldwater, July 3 at 12-3:30pm

- Wear swim suit & bring towel on July 3 for swimming.
- Must pass swim test to use deep end and diving board.

### WEEK 4: AROUND THE WORLD

July 8-12, trip to Bogar Theater - July 12 at 12-2:30pm

- On Monday we will be walking to Oakridge cemetery in the morning to help pick-up flags on veteran's sites.
- Admission to movie, popcorn, & drink is included. Movie is TBA. Participants may bring extra (\$2-\$4) for additional concessions.

### WEEK 5: SLIME, SCIENCE, & SLIP N SLIDE

July 15-19, trip to Impression 5 in Lansing - July 18 at 10am-4pm

- Impression 5 Science Museum trip on Thursday, July 18. May bring extra money for gift shop. Wear yellow Playground shirt.
- Wear swim suit under clothes and bring a towel on Friday for a Slip N' Slide after lunchtime!

### WEEK 6: WATER WORLD

July 22-26, Flash Flood Full Blast trip on July 25 at 10am-4pm

- Water games all week, bring swim suit & towel every day.
- July 25: Wear a swim suit & bring a towel. May bring extra (\$3-\$5) for concession. Wear your Playground shirt.
- Fundraiser for community service project—.50¢ Water balloons to throw at counselors July 23, & 24.
- Fundraising Event produced by the participants of Playground will be on Wednesday, July 24, 6-9pm.

### WEEK 7: PLAY!

July 29-Aug 2, trip to Franke Center on July 30 at 1-3:30pm

- Franke Center trip going to see *The Hobbit*, a youth play.
- Thursday, August 1 we are walking to Kids Kingdom 1-3:30pm.

### WEEK 8: OUTDOOR KIDS

**AT MARSHALL ACADEMY THIS WEEK, BRING YOUR OWN LUNCH**

August 5-9, trip to Skyzone on August 8 at 11am-3:30pm

- Bring your certified Skyzone socks if you have them. You CANNOT jump if you have not completed permission waiver: <https://kalamazoostore.skyzone.com/waiver/>
- Wear yellow Playground shirt.

**MARSHALL RECREATION DEPARTMENT**  
**WWW.MARSHALLREC.COM**  
**(269) 781-5166**

# SUMMER FUN PLAYGROUND

	17	18	20	21	June
<b>Week 1</b> <i>Backyard Fun!</i>	 <b>WELCOME!</b>	<b>Parachute Kickball &amp; Box Braids</b>	<b>Playground Obstacle Course</b>	 <b>Chalk today</b>	 <b>Trip to Marshall Lanes</b>
<b>Week 2</b> <i>Spirit Week</i>	<b>Mismatch Day</b>	 <b>Crazy Hair Day</b>	 <b>Day @ the Capitol Trip</b>	<b>Favorite Sports Team Day</b>	<b>Pajama Day</b>
<b>Week 3</b> <i>Red, White, &amp; Pool</i>	 <b>International Joke Day</b>	<b>Patriotic Craft</b>	 <b>Trip to Aquatic Center in Coldwater</b>	<b>No Playground</b>	<b>No Playground</b>
<b>Week 4</b> <i>Around the World</i>	 <b>Picking up flags in Oakridge Cemetery</b>	<b>Garden Club</b>	 <b>National Sugar Cookie Day</b>	<b>World Cup</b>	 <b>Trip to Bogar Theater</b>
<b>Week 5</b> <i>Slime, Science, &amp; Slip N' Slide</i>	 <b>Bubbles</b>	 <b>Making slime</b>	<b>World Emoji Day</b>	 <b>Trip to IMPRESSION 5</b>	 <b>Slip N' Slide</b>
<b>Week 6</b> <i>Water World</i>	<b>National Gummy Worm Day</b>	<b>Bring 50 ¢ for water balloon toss Tues &amp; Weds</b>	 <b>Carnival 6-9pm</b>	 <b>Trip to FLASH FLOOD</b> <small>City of Battle Creek</small>	<b>Yoga</b>
<b>Week 7</b> <i>Play!</i>	<b>Friendship bracelets</b>	 <b>Trip to Franke Center</b>	<b>Dodgeball</b>	<b>Walking to Kids Kingdom after lunch</b>	 <b>Show your talent Day</b>
<b>Week 8</b> <i>Outdoor Kids</i>	<b>Box Hockey Tournament</b>	 <b>GaGa</b>	 <b>Extended Free time</b>	 <b>Trip to SKY ZONE TRAMPOLINE PARK</b>	<b>Summer Send-off</b>
					July
					August

**NOTE:** All trips and activities subject to change due to weather, attendance, or any other unforeseen circumstances

June 17–August 2

*Hughes Elem. with a free summer lunch program*

August 5–9

*Marshall Academy, bring a lunch daily*

**WWW.MARSHALLREC.COM • (269) 781-5166**



# SUMMER FUN PLAYGROUND



**FOR STUDENTS WHO HAVE COMPLETED K-6TH GRADE**

**JUNE 17 - AUGUST 9**

**M-F 10:00 AM - 4:00 PM**

**\$51 CITY OF MARSHALL RESIDENT/ \$65 ALL OTHERS  
SAVE \$10 IF REGISTERED BY 5PM THE THURSDAY PRIOR  
TO THE COMING WEEK**

**WWW.MARSHALLREC.COM • (269) 781-5166**

**FULL SUMMER CALENDAR ON THE BACK!**



# SUMMER FUN PLAYGROUND

	17	18	20	21	June
<b>Week 1</b> <i>Backyard Fun!</i>	 <b>WELCOME!</b>	<b>Parachute Kickball &amp; Box Braids</b>	<b>Playground Obstacle Course</b>	 <b>Chalk today</b>	 <b>Trip to Marshall Lanes</b>
<b>Week 2</b> <i>Spirit Week</i>	<b>Mismatch Day</b>	 <b>Crazy Hair Day</b>	 <b>Day @ the Capitol Trip</b>	<b>Favorite Sports Team Day</b>	<b>Pajama Day</b>
<b>Week 3</b> <i>Red, White, &amp; Pool</i>	 <b>International Joke Day</b>	<b>Patriotic Craft</b>	 <b>Trip to Aquatic Center in Coldwater</b>	<b>No Playground</b>	<b>No Playground</b>
<b>Week 4</b> <i>Around the World</i>	 <b>Picking up flags in Oakridge Cemetery</b>	<b>Garden Club</b>	 <b>National Sugar Cookie Day</b>	<b>World Cup</b>	 <b>Trip to Bogar Theater</b>
<b>Week 5</b> <i>Slime, Science, &amp; Slip N' Slide</i>	 <b>Bubbles</b>	 <b>Making slime</b>	<b>World Emoji Day</b>	 <b>Trip to IMPRESSION 5</b>	 <b>Slip N' Slide</b>
<b>Week 6</b> <i>Water World</i>	<b>National Gummy Worm Day</b>	<b>Bring 50 ¢ for water balloon toss Tues &amp; Weds</b>	 <b>Carnival 6-9pm</b>	 <b>Trip to FLASH FLOOD</b> <small>City of Battle Creek</small>	<b>Yoga</b>
<b>Week 7</b> <i>Play!</i>	<b>Friendship bracelets</b>	 <b>Trip to Franke Center</b>	<b>Dodgeball</b>	<b>Walking to Kids Kingdom after lunch</b>	 <b>Show your talent Day</b>
<b>Week 8</b> <i>Outdoor Kids</i>	<b>Box Hockey Tournament</b>	 <b>GaGa</b>	 <b>Extended Free time</b>	 <b>Trip to SKY ZONE TRAMPOLINE PARK</b>	<b>Summer Send-off</b>
					July
					August

**NOTE:** All trips and activities subject to change due to weather, attendance, or any other unforeseen circumstances

June 17–August 2

*Hughes Elem. with a free summer lunch program*

August 5–9

*Marshall Academy, bring a lunch daily*

**WWW.MARSHALLREC.COM • (269) 781-5166**







Participant \_\_\_\_\_ Grade \_\_\_\_\_ Parent(s) \_\_\_\_\_  
 (Grade completed June 2019)

**Permission:**

I hereby give permission to the Marshall Recreation Department to secure emergency medical and surgical treatment for the above-named participant while attending the Summer Fun Playground program. I also understand that the Marshall Recreation Department, Marshall Public Schools, Program Supervisor, playground staff, and any volunteers are in no way responsible for any injuries that may be incurred by the above-named participant during the Summer Fun Playground program. I understand that my child can be dismissed from the program for not following the policies and procedures in Guide to Summer Manual.

I hereby give permission for the above-named participant to swim at the Coldwater Aquatic Center and Full Blast Waterpark with the Marshall Rec Summer Fun Playground Program. Yes \_\_\_ No \_\_\_

I hereby give permission for the above-named participant to attend field trips and other off-site activities with the Recreation Department's Summer Fun Playground Program. Yes \_\_\_ No \_\_\_

Images of the above-named participant may be used on the Dept website and/or social media for program marketing. (Name not used with photos.) Yes \_\_\_ No \_\_\_

I have received the 2019 Guide To Summer Policy and Procedures Manual! Yes \_\_\_ No \_\_\_

How will your child be transported to and from playground? Walk/Bike \_\_\_ Dial-A-Ride \_\_\_ Vehicle \_\_\_

If vehicle, who has permission to transport? \_\_\_\_\_

Parent/Guardian #1 \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian #2 \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**In case of emergency, who may we notify if parent/guardian listed above cannot be reached?**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

**Allergies (medications, food, etc.)**

**Describe reaction and management of the reaction**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Medical (recent injuries, asthma, etc.)**

**Describe reaction and management of the reaction**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Anything else we should know about the participant in order to make their time at Playground the best it can be?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*attach additional pages if necessary

Parent/Guardian Signature

Date

**MEDICATION INFORMATION**

\*no need to complete if participant does not need medication while attending Playground

Participant \_\_\_\_\_ needs medication while attending Playground 10am—4pm,  
 and is under the care of \_\_\_\_\_ (doctor), who has prescribed the following medication(s):

\_\_\_\_\_.

The medication should be taken: time of day \_\_\_\_\_ dose \_\_\_\_\_ type \_\_\_\_\_  
 (pill, drops, liquid, other)

Duration of prescription \_\_\_\_\_ . Doctor's Phone: \_\_\_\_\_.

**MEDICATION POLICY:** During the course of various Recreation Department sponsored activities it often becomes necessary for a participant to take medication. In order to closely control the dispensation of that medication, the following procedure will be followed:

- All medication is to be hand delivered by the parent/guardian to the Recreation Department Supervisor in charge of a given activity or event.
- All medication is to be in a properly labeled container bearing the pharmacist's label of contents or in the original packaging.
- It is the students responsibility to request the medication from the Recreation Department Supervisor in charge of a given activity or event at the time medication should be taken.
- Student will administer their own medication.
- A medication form must be completed by the parent which includes participants name and acknowledgment of the Recreation Department's Medication Policy.

**UNDER NO CIRCUMSTANCES SHOULD** the student hand carry the medication to any Recreation Department sponsored activity. Non-labeled medication **WILL NOT** be accepted by the Recreation Department Supervisor.

I authorize the Recreation Department to properly store the above medication. I acknowledge receipt of the Recreation Department's Medication Policy for participants who take medication and agree to abide by the said policy listed in the Participant Handbook of Guidelines and Rules.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR STAFF USE ONLY—Complete when medication is given**

TIME	DATE	INITIALS

TIME	DATE	INITIALS



OFFICE: 900 S Marshall  
MAIL: 323 W Michigan Ave., Marshall, MI 49068  
PHONE: (269)781-5166  
WEBSITE: [www.marshallrec.com](http://www.marshallrec.com)

---

May 8, 2019

TO: Playground Cadet Counselor Candidates & Parents

RE: 2019 Cadet Counselor Program at Summer FUN Playground

FR: Jessica Baier, Recreation Program Coordinator

With Summer FUN Playground just around the corner, Department staff and Playground Counselors are working together to further develop and change the Cadet Counselor Program which began in 2011. The Cadet Counselor Program provides a fun and safe environment where 7<sup>th</sup> & 8<sup>th</sup> grade students gain valuable experience in leadership, mentoring and other life skills. The Cadets have assisted with many aspects of the Playground program and in many cases provided much needed individualized attention to our younger participants. Cadet Counselors are an important part of Summer FUN Playground!

#### 2019 Cadet Counselor Program – At a glance

- Participate in training opportunities prior to the start of Playground. Dates to be announced.
- Meet with Supervisor, 10:00 am (SHARP!) to set daily goals and activities with other Cadet Counselors.
- Partner with special needs Cadet Counselors to help them reach and document their daily goals.
- Provide individual assistance to K–6<sup>th</sup> grade playground participants with special needs.
- Help design, plan and lead activities/projects with other Cadet Counselors.
- Provide leadership for a community service project.
- Be a buddy to a student who is new to the program to help them make connections with other students.
- Assist Playground Counselors as needed.
- Document goals accomplished.
- Complete end of program survey and evaluation.

Cadet Counselors will be able to attend Playground at a reduced cost (\$25 per week). **Cadets must be registered for each week by the Friday prior to the week attending.**

A group interview/meeting will be held for all accepted Cadets and parents on Thursday, June 6 at the Recreation Department. If your student is interested in becoming a Cadet Counselor for the 2019 Playground Program they should complete the attached application which must be submitted by May 31<sup>st</sup>. A limited number of students will be accepted. You must be able to commit to at least 5 weeks of Playground.

Thursday, June 6, 6:30pm

Cadet and Parent Meeting, Recreation Department training room (2<sup>nd</sup> floor)

- Overview of the Program
- Meet Cadet Supervisor, Aleah Johnson
- Expectations of Cadets
- Comments & Questions

If you have any further questions please feel free to contact me at (269)781-5166 or [jbaier@cityofmarshall.com](mailto:jbaier@cityofmarshall.com)

## 2019 Summer FUN Playground – Cadet Counselor Application

Name \_\_\_\_\_ Grade (completed June 2019) \_\_\_\_ Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

Best way to contact you: Phone \_\_\_\_\_

Email \_\_\_\_\_

- Why do you want to be a Cadet Counselor?
- Describe the best example of how you would be a benefit to the Summer FUN Playground Program as a Cadet Counselor.
- Give an example of an activity or project you feel you could help design, plan and lead at Summer FUN Playground.
- List (3) clubs, sports, hobbies or other extracurricular activities in which you participate.
- Please indicate below the weeks you are available and/or interested in. The 2019 Playground Program site is Hughes School. Attendance would be expected Monday – Friday, 10 am – 4 pm for any weeks indicated. You must be able to attend 5 out of 8 weeks in order to be considered for the cadet position.

\_\_\_\_\_Week #1: June 17-21

\_\_\_\_\_Week #2: June 24-28

\_\_\_\_\_Week #3: July 1-3

\_\_\_\_\_Week #4: July 8-12

\_\_\_\_\_Week #5: July 15-19

\_\_\_\_\_Week #6: July 22-26

\_\_\_\_\_Week #7: July 29-Aug 2

\_\_\_\_\_Week #8: August 5-9 *\*at Marshall Academy this week*

- Please attach 1-2 letters of reference. Your application will not be considered if you do not have at least one reference. References can be from a teacher, coach, mentor, volunteer coordinator, employer, etc.

I confirm that the above has been answered to the best of my ability and are true and complete.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

I hereby give the above student permission to pursue participation in the Summer FUN Playground Cadet Counselor program.

Parent or Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

RETURN APPLICATION TO: Jessica Baier, Program Coordinator  
Marshall Recreation Department, 323 W. Michigan Ave., Marshall, MI 49068  
Or email at [jbaier@cityofmarshall.com](mailto:jbaier@cityofmarshall.com)

**SUBMIT BY MAY 31<sup>st</sup>**



## Planning Division Memorandum

**From:** Cindy Luxhoj AICP, Associate Planner  
**To:** Parks and Recreation Advisory Board  
**Date** October 30, 2019  
**RE:** Willamette Water Supply System Raw Water Facilities –  
Design Update – Park Improvements

The City is currently conducting land use review of the Willamette Water Supply System (WWSS) Raw Water Facilities (RWF). The application includes requests for Conditional Use Permit, Site Design Review, Type C Tree Removal Plan, Willamette River Greenway Conditional Use Permit, Abbreviated Significant Resource Overlay Zone (SROZ) Map Refinement, and Abbreviated Significant Resource Impact Report (SRIR) Review.

The Willamette Water Supply Program (WWSP) project includes an improved pump station, a seismically reinforced Willamette Riverbank, increased water intake capacity, a new Electrical Building, and a new raw water pipeline. Improvements also include enhanced park and recreation opportunities as discussed below. The applicant plans to begin building improvements in and around the Willamette River Water Treatment Plant and in Willamette River Water Treatment Plant Park in 2020 and construction is expected to take four years with completion in 2024.

In January 2019, the Parks and Recreation Advisory Board received a presentation about the proposed project that was very conceptual. Detailed design and construction plans are now available and City staff would like the Advisory Board's input about the proposed improvements as part of the land use review. This application is scheduled for public hearing before the Development Review Board on November 25, 2019.

Improvement of park and recreation opportunities throughout the site is an integral part of the project. The Willamette River overlook will be enlarged and upgraded. New west and lower river bank overlooks will be constructed and new trails along the river bank will be added to provide visual and physical access to the river. The trail along the western border of the upper part of the project site, where the new Electrical Building will be constructed, will be preserved. Structures will be buffered and screened from this trail and residential areas to the west, as well as from Arrowhead Creek Lane and the Ice Age Tonquin Trail to the south and southeast, by a high berm and landscaping.

The attached information sheet, drawings and perspectives provide additional detail about the proposed project.

# Willamette Water Supply

## Our Reliable Water

November 2019

### Raw Water Facilities Design Update

In coordination with the City of Wilsonville, the Willamette Water Supply Program team plans to begin building improvements in and around the Willamette River Water Treatment Plant in Wilsonville in 2020.

Construction is expected to take

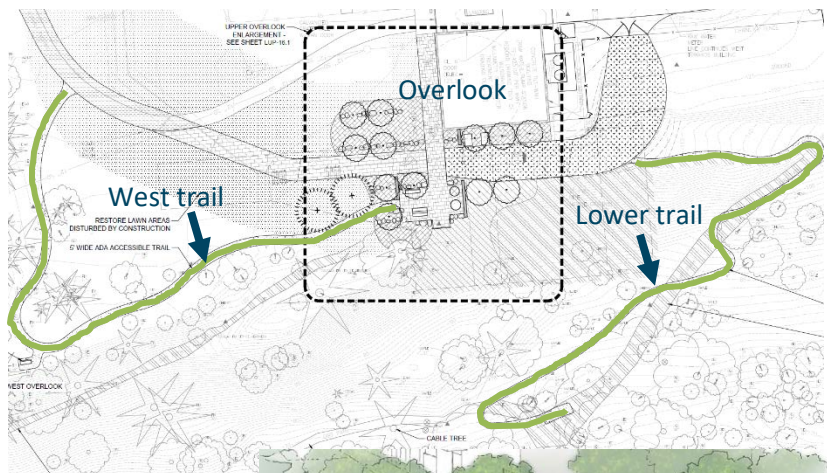
four years. Improvements include an improved pump station, a seismically reinforced Willamette Riverbank, increased water intake capacity, a new electrical building, and a new raw water pipeline. Following is an update for the Park, Riverbank, and Upper Site.



Raw Water Facilities Layout

### Willamette Riverbank

- The existing path through the Park will be restored and widened. The path will connect to an enhanced pedestrian overlook and new trails (the west trail and lower trail) proposed on the riverbank.
- The proposed overlook will be 34 feet wide overall and an average of 19 feet deep, with a 31-foot-wide viewing area along the south edge—about eight feet closer to the riverbank than the existing overlook.
- Riverbank soil stabilization will protect the new and existing water facilities from damage during an earthquake. The design and construction approach minimize impacts on the riverbank environment.



Pedestrian Overlook



## Willamette River Water Treatment Plant Park

- The path through the Park will be restored and widened and will connect to the enhanced pedestrian overlook. An electrical conduit duct bank and 66-inch raw water pipeline will be built beneath the path.
- The construction schedule has been designed to minimize disruption to the public. The site will be closed to the public during construction to protect the public and allow construction to be completed more quickly, returning the Park to normal operations sooner.
- A few protected areas of the Park can remain open to the public during most of the construction, including the water feature that runs along the west side of the water treatment plant.
- The Park will be restored after construction. A landscape plan is being developed in collaboration with the City of Wilsonville staff.



New Pedestrian Trail

## Upper Site

- The path along the western edge of the Upper Site to Morey Lane will be preserved and lighting will be added.
- Facilities on the Upper Site include an electrical building.



Upper Site Electrical Building

## Contact Information

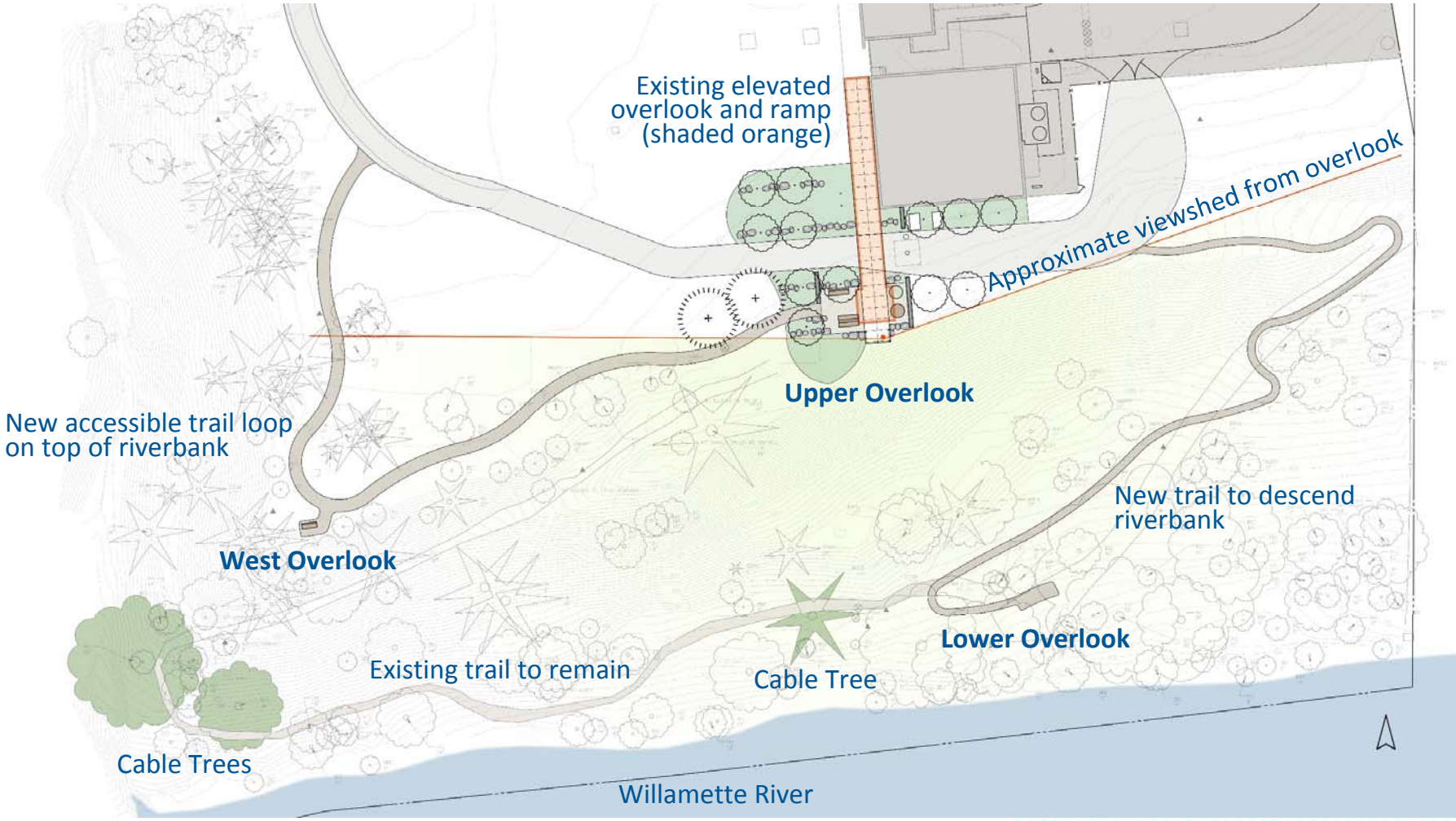
Marlys Mock, Communications Supervisor  
marlys@tvwd.org 503-941-4563







# Lower Site Plan



# Upper Overlook Perspective





## View from Proposed Upper Overlook, After 2 Years





## View from Proposed Upper Overlook, After 10 Years



# West Overlook





# Lower Overlook





MATCHLINE - SEE SHEET LUP-18

**PLANTING LEGEND** (SEE SHEET USL-04 FOR FULL PLANTING LEGEND WITH SPECIES)

- STREET TREES
- LARGE DECIDUOUS SCREENING TREES
- SMALL DECIDUOUS SCREENING TREES
- EVERGREEN SCREENING TREES
- STORMWATER SWALE TREES
- LOW SHRUBS (UP TO 2' TALL)
- MIXED HEIGHT SHRUBS (UP TO 8' TALL)
- STORMWATER SWALE PLANTING
- RESTORATION PLANTING MIX
- SEEDED FINISH LAWN (IRRIGATED)
- SEEDED ROUGH LAWN (ON ALL REMAINING AREAS DISTURBED BY CONSTRUCTION, TO BE MOWED 1x-2x PER YEAR, NON-IRRIGATED)
- BARK MULCH ONLY

PRESERVE MIN. 60' WIDTH (TWO ROWS) OF EXISTING ORCHARD TREES AS VISUAL BUFFER

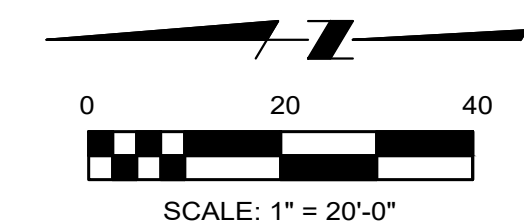
FINAL TREE PLACEMENT WILL COMPLY WITH CLEAR VISION AREA REQUIREMENTS IN SECTION 201.2.22 OF THE CITY OF WILSONVILLE PUBLIC WORKS STANDARDS

15' WIDE BUFFER OVER EXISTING 63" PIPE - NO LARGE TREES ALLOWED

1 PLAN

A LUP-30

NOTE: SEE SHEET LUP-15 FOR PLANTING LEGEND AND NOTES; SEE SHEET LUP-19 FOR PLANTING DETAILS.



PRELIMINARY, SUBJECT TO CHANGE  
LAND USE PERMIT (NOT FOR CONSTRUCTION)

DSGN	AHOLDER							
DR	AHOLDER							
CHK	D.WALTERS							
APVD	M.FAHA	NO.	DATE	REVISION	BY	APVD		

VERIFY SCALE  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



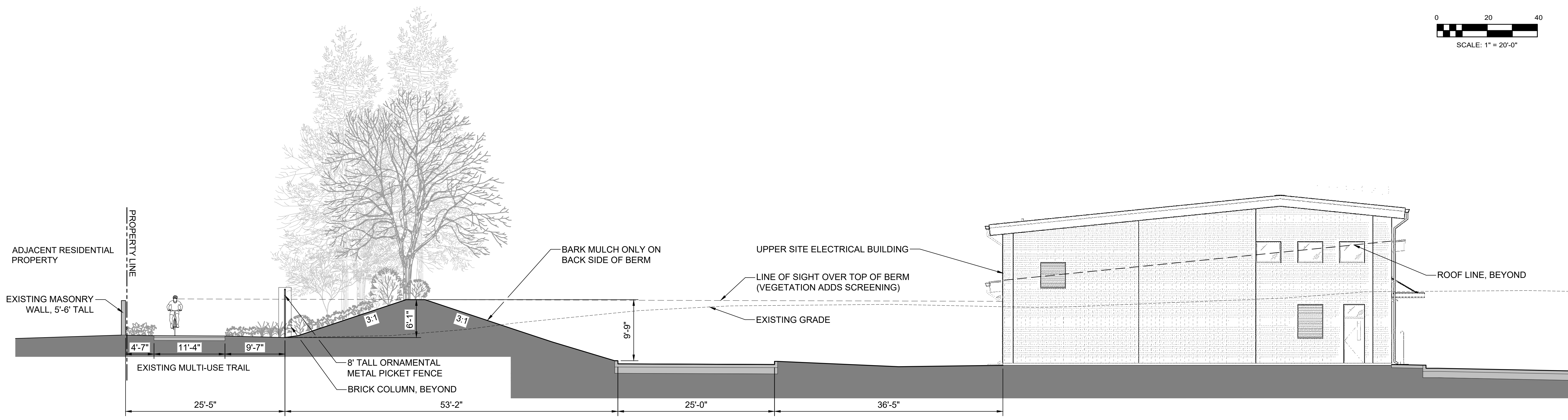
**Willamette Water Supply**  
*Our Reliable Water*  
WILLAMETTE WATER SUPPLY PROGRAM  
RWF\_1.0



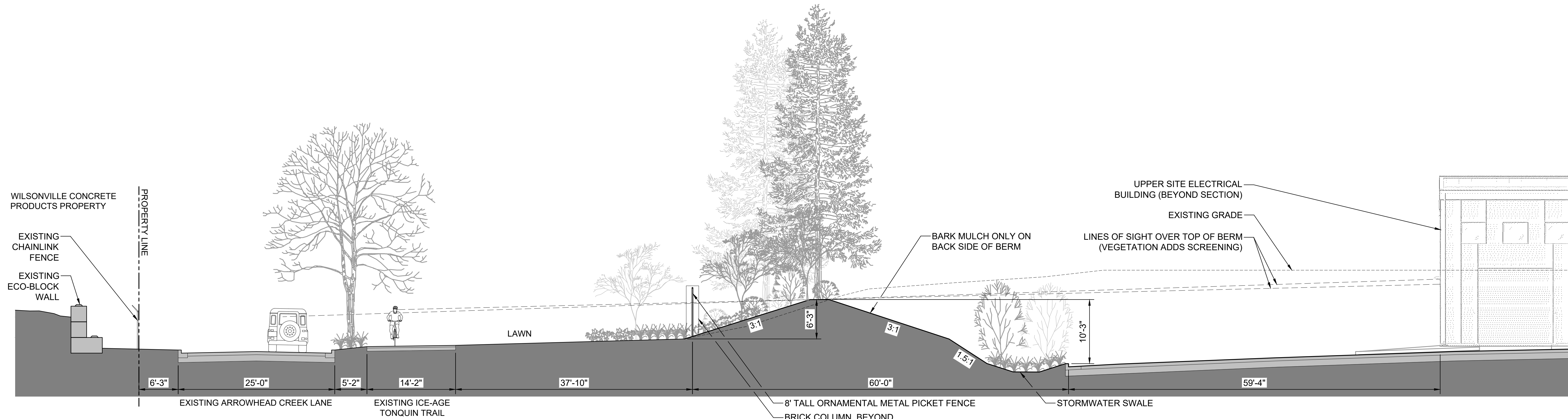
LAND USE PERMIT  
LANDSCAPE PLAN  
UPPER SITE 1

SHEET	21
DWG	LUP-17
DATE	07/12/19
PROJ	196999





**SECTION A (FACING NORTH)**  
SCALE: 1/8" = 1'-0"  
A  
LUP-17



**SECTION B (FACING WEST)**  
SCALE: 1/8" = 1'-0"  
B  
LUP-17

PRELIMINARY, SUBJECT TO CHANGE  
LAND USE PERMIT (NOT FOR CONSTRUCTION)

DSGN	A.HOLDER						
DR	A.HOLDER						
CHK	D.WALTERS						
APVD	M.FAHA	NO.	DATE	REVISION	BY	APVD	

VERIFY SCALE  
BAR IS ONE INCH ON ORIGINAL DRAWING.  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



LAND USE PERMIT  
UPPER SITE PERSPECTIVES

SHEET	35
DWG	LUP-30
DATE	07/12/19
PROJ	196999