



**Wilsonville Parks & Recreation Advisory Board
Wilsonville City Hall
February 6, 2020, 4:30pm
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of Minutes: January 9, 2020
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. 2020 Board Goals – Board
- 6:10 PM** IV. Staff Updates
- 6:25 PM** VII. Board Comments
- 6:40 PM** VIII. Adjourn

Next Meeting –
Thursday, April 9, 2020
6:00 PM
Wilsonville City Hall

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
January 9, 2020

Advisory Board Members Present:

Amanda Aird
Jim Barnes
Dahe Chen
Daniel Christensen
Kate Johnson
Jennifer Link Raschko (via phone)
Jeff Redmon

Staff Present:

Mike McCarty, Parks and Recreation Director
Brian Stevenson, Program Manager
Erica Behler, Recreation Coordinator
Ahsamon Ante-Marandi, Program Coordinator

Members of the Public Present:

None

| AGENDA ITEM | ACTIONS |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CALLED TO ORDER | 4:35 p.m. |
| <u>Introduction of New Board Members</u> | A. Each board member gave a brief introduction of themselves and their background. |
| <u>Minutes</u> | B. Minutes were approved 4-0. Daniel Christensen, Jennifer Link Raschko, and Jeff Redmon abstained from the vote as they were not members of the board at the last meeting. Kate Johnson made the motion to approve and Amanda Aird seconded the motion. |
| <u>Public Comment</u> | A. None |
| <u>Agenda</u> | |
| A. 2020 Board Officer Appointments | A. Dahe Chen nominated Jim Barnes as the chair of the board. Amanda Aird nominated Kate Johnson for vice chair of the board. Amanda Aird made a motion to nominate Jim Barnes as chair and Kate Johnson as vice chair. Dahe Chen seconded the motion. The motion was passed 7-0. |
| B. 2020 Parks Bond Update | B. Mike McCarty mentioned that a master plan was created in 2015 for Memorial Park and in 2018, the Parks & Recreation Comprehensive Master Plan and Boones Ferry Park Master Plan were created. However, there is not enough money in the general fund to complete all of the projects within the master plans. So, City Council set a goal at their 2019 Council Retreat to research the possibility of a park bond to fund some of the projects. A task force was created in December 2019 with a variety of community members to help prioritize the projects. The task force meetings are open to the public and two Parks & Recreation Advisory Board members are on the task force (Jim Barnes and Amanda Aird). The recommendation by the task force will be taken to City Council in April 2020. Staff has also been doing research with other cities who have passed successful bond measures. Kate Johnson asked if the amount of the bond had been decided. Mike McCarty replied that the dollar amount has not yet been set. They are currently looking at projects that could be included in the bond. City of Eugene gave their Council a few options for different bond amounts and projects and the Council decided what they wanted to do from there. Mike McCarty reminded the board that the board created a prioritized list last year, similar to what the task force is doing, and that would be included in the mix with the task force. Jim Barnes gave each board member a copy of the Parks & Recreation Advisory Board Project Priority list created in March 2019. Mike McCarty mentioned the next two Parks Bond Task Force meetings are scheduled for January 14 th and January 28 th at 6:00pm at Wilsonville City |

Hall. Jeff Redmon asked for suggestions on where he can learn more about bond measures, in general. Brian Stevenson replied that at the next Parks Bond Task Force meeting, there will be a portion of the meeting dedicated to informing the task force about what a bond measure is, what other communities have found successful, etc. This could be a good starting point and if there are any further questions, staff could assist further. Mike McCarty also added that there are restrictions on politicking for the bond by staff members; however, a group of citizens could come together to advocate for the bond measure. Mike McCarty mentioned that cities are not required to have a task force along with a bond measure, but the Wilsonville City Council asked staff to create a task force. Kate Johnson reminded the board of the failed Recreation & Aquatic Center bond measure in November 2016. Sara Singer Wilson, the Parks Bond Task Force consultant, will be working with a polling company to get a better idea from the community as to what the needs and desires are.

Jim Barnes mentioned that the master plans are on the Parks & Recreation Department's website and asked staff if they plan to educate the new Parks & Recreation Advisory Board members on how to utilize the website. Brian Stevenson replied that the website is www.WilsonvilleParksandRec.com and board members can find all of the master plans on the website (under the Projects tab), as well as everything else related to the department's classes, programs, and events. Jim Barnes also suggested the new board members look up the Finance Department's webpage, as well, to find the 2019-2020 budget for the Parks & Recreation Department. Jim Barnes also recommended Jeff Redmon search online for municipal general obligation bonds to learn more technical information regarding municipal bonds.

C. Initial Discussion of 2020 Board Goals

C. Jim Barnes reviewed the board's 2019 goals to kick off the 2020 board goal discussion. He mentioned that the first goal about the skate park (conduct engagement on the skate park and bike pump track) had not yet been completed. The plan at the beginning of this fiscal year was to issue an RFP for those two projects. The RFP has not been issued, yet, so this goal is still open. The primary board member champion of the second goal (encourage equity and inclusion as the City develops programs and facilities) was absent from many of last year's meetings so not much progress was made for that item. The fourth goal about pre-teen and teen programs (explore opportunities for additional recreation programming targeted at pre-teens/teens) had been explored last year. Former board member, Steve Benson, brought in suggestions for a youth summer camp and staff looked into possibilities. Erica Behler agreed the ideas are worth exploring but the department lacks the resources right now to start a summer camp program (space, money, staff, etc.). Mike McCarty added that Erica has tried to offer a variety of programs for teens and pre-teens with little success. It can be a difficult age group to engage. Kate Johnson mentioned subcontracting with an instructor or program and Erica Behler responded that they tried subcontracting with a pickleball camp last summer but it did not get enough registered. Erica Behler also added a new teen book club in January that did not get enough registrations. Kate Johnson suggested connecting with George and Donna Crace regarding their company, Knockerball Northwest, which caters to the teens and pre-teens. They have afterschool programs. Brian Stevenson mentioned that Erica Behler brought Bubble Soccer to the Mother & Son Night Out event last June. Daniel Christensen mentioned his

7-year-old participating in a Lego league and how that could be a fun, new idea for pre-teens/teens.

Regarding 2020 goals, Jim Barnes mentioned that he would like to continue to focus on the RFP for the Memorial Park Skate Park and Bike Pump Track.

Dahe Chen asked if Wilsonville High School has a robotics program and if not, could the City provide this for pre-teens/teens. Brian Stevenson replied that Wilsonville High School has a robotics program in place and that the middle school also has a robotics program. Amanda Aird mentioned that Boones Ferry Primary School has struggled with launching a robotics program, so she could see the City working with the schools to build this offering. Jennifer Link Raschko agreed that there is a need for more programs for the elementary and middle school aged children and she would like to see more robotics offerings.

Jim Barnes stated that his goals for this year will be continuing to focus on the skate park and bike pump track projects. Kate Johnson shared her excitement for the Parks Bond Task Force. She would also like to continue encouraging equity and inclusion, particularly for seniors. Jim Barnes mentioned that the goals will be finalized at the next meeting, so now is a good time to think about any goals each member might have, being sure that they are actionable. Amanda Aird asked for clarification for these goals...are they goals that the board members complete or staff? Jim Barnes replied that board members can advocate for projects. Amanda Aird also shared that she would like to continue exploring pre-teen/teen recreation programs. Daniel Christensen mentioned the intersection between equity and inclusion and youth programming, and looking at non-traditional programming options, such as a low-cost, natural area for RC cars. Erica Behler appreciated the board members sharing trends and tangible ideas. Amanda Aird suggested narrowing the board goals down to more tangible and specific ways to support staff. Jennifer Link Raschko asked if the department has explored working with the schools on a long-term project to build something for a park or another way to get connected to the parks and give back (ex. solar-powered park restroom, a bike fix station, etc.). Brian Stevenson mentioned a couple of examples of the City partnering with local schools, such as the Beauty and the Bridge project, where the students painted tiles along the undercrossing, as well as park cleanup projects. Daniel Christensen added that he liked the idea of giving the students a challenge to solve a problem that the Parks & Recreation Department might have. The kids would get to work to solve the problem and give back to the community. Dahe Chen suggested the board focus on fewer goals, since the board does not meet every month. He would like to focus on the Parks Bond, as well as equity and inclusion. Dahe Chen shared an idea of him and his coworkers (Mentor Graphics staff) volunteering with the Parks & Recreation Department to help kids learn how to code. Amanda Aird asked if a program like this could realistically be setup with the Parks & Recreation Department. Erica Behler responded that the Department has run coding camps before and they have been successful. Jim Barnes asked if Dahe Chen knew if Mentor Graphics staff is working with the robotics team at the high school. Dahe Chen was not sure of a relationship with Mentor Graphics and WHS robotics team but he was aware of Mentor staff volunteering at WERK Day. Jeff Redmon mentioned that he is going to do some research to look at demographics in Wilsonville to get a better idea of what demand there is in this community.

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| | <p>Jim Barnes mentioned that there is demographic information in the 2019-2020 budget document. Jeff Redmon added that he liked Kate Johnson's goal about equity and inclusion for the senior population. Jeff Redmon also mentioned that he would like to get more involved with educating citizens about the various department projects and offerings. Amanda Aird suggested having a booth at the local farmers market with information. Jim Barnes thanked the board for their ideas and said that the goals will be finalized at the next meeting.</p> |
| <p><u>Staff Reports</u> A. Mid-Year Staff Reports</p> | <p>A. Erica Behler gave a PowerPoint presentation of accomplishments over the past 6 months, including some accomplishments over the past year. Highlights included: the Wilsonville Wellness Fair in July which included a \$1,180 donation to Wilsonville Community Seniors, Inc. through vendor table fees; Movies in the Park in July and August which were sponsored by Subaru; the Community Block Party which saw a significant increase in attendance in 2019 and included free food and a interactive chalk art; a new event, Howl-o-Ween, which was a pet costume contest that also brought awareness to the dog park relocation project; the annual Fall Harvest Festival held at the Stein-Boozier Barn in conjunction with the Fall Frolic 5K & Kids Dash; a couple of Sister City visits; the annual Community Tree Lighting Ceremony, which saw increased attendance from previous years and included free donuts and chai, carols sung by local students and a craft room with letters to Santa; and the 6th annual Toy Drive, which raised over 600 toys for local children in need.</p> <p>Brian Stevenson reviewed the following 6-month accomplishments: a new field allocation policy for sports fields; a geotechnical study at Boones Ferry Park; a Request for Proposals (RFP) for a feasibility study for a hybrid multi-use facility capable of hosting sport tournaments, conferences and special events that increase tourism in the City (funded by the City's hotel/motel tax revenue); the selection of tourism consultant, JayRay, which will help manage the Explore Wilsonville concept; an agreement between the City and the Korean War Memorial Foundation of Oregon for a 350-square-foot Korean War Memorial Interpretive Center inside the Parks & Recreation Admin Building; a Veterans Day event; and the annual Mini Hoopers program, which had 136 participants this year. The Department also added 4 new parks [Willow Creek/Landover Park, Hathaway Park, the new Dog Park by the Community Garden (opening Spring of 2020), and Piccadilly Park].</p> <p>At the Community Center, 8,310 meals were delivered as part of the Home Delivered Meals program and 6,399 congregate meals were served last year. Also, the Community Center kitchen received at 100% on the annual county inspection. Total sponsorships last year were around \$2,500. 308 youth and adult programs were offered last year, 180 senior classes and programs, and 15 total special events were offered. Staffing updates include a new nutrition coordinator, a new full-time park maintenance staff member, and the Parks Supervisor position is currently open. Shelter rental numbers were similar compared to last year, with an increase in the Stein-Boozier Barn rentals due to a weekly, ongoing private rental.</p> |
| <p><u>Board Comments</u></p> | <p>Jim Barnes asked where staff stands on the RFP for the Memorial Park Skate Park. Brian Stevenson replied that the project is still on the table. Given the lack of a Parks Supervisor, there is still hope that it will be completed by the end of the fiscal year.</p> |

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| | <p>Dahe Chen asked for clarification regarding the Villebois parks and how they are funded. Brian Stevenson replied that those parks are built using Park System Development Charges (SDC's). It is a City fund that when a developer builds, there is an amount that they have to put into the SDC "pot". Essentially, the developer gives the City this money to build the park. The developer works with the City regarding the designs and standards. The City takes over ownership and maintenance after the park has been open for 5 years. Jim Barnes added that the Parks Board often sees the park plans for approval to the Development Review Board (DRB).</p> |
| ADJOURNED | 6:04 p.m. |



WILSONVILLE PARKS AND RECREATION ADVISORY BOARD 2019 GOALS

- Conduct engagement on the skate park and bike pump track.
- Encourage equity and inclusion as the City develops programs and facilities.
- Explore the need for a joint-use agreement for facilities. (ie. The City and School District)
- Explore opportunities for additional recreation programming targeted at pre-teens/teens.
- Support the advancement of Memorial Park priority projects.

Wellness Fair 2019



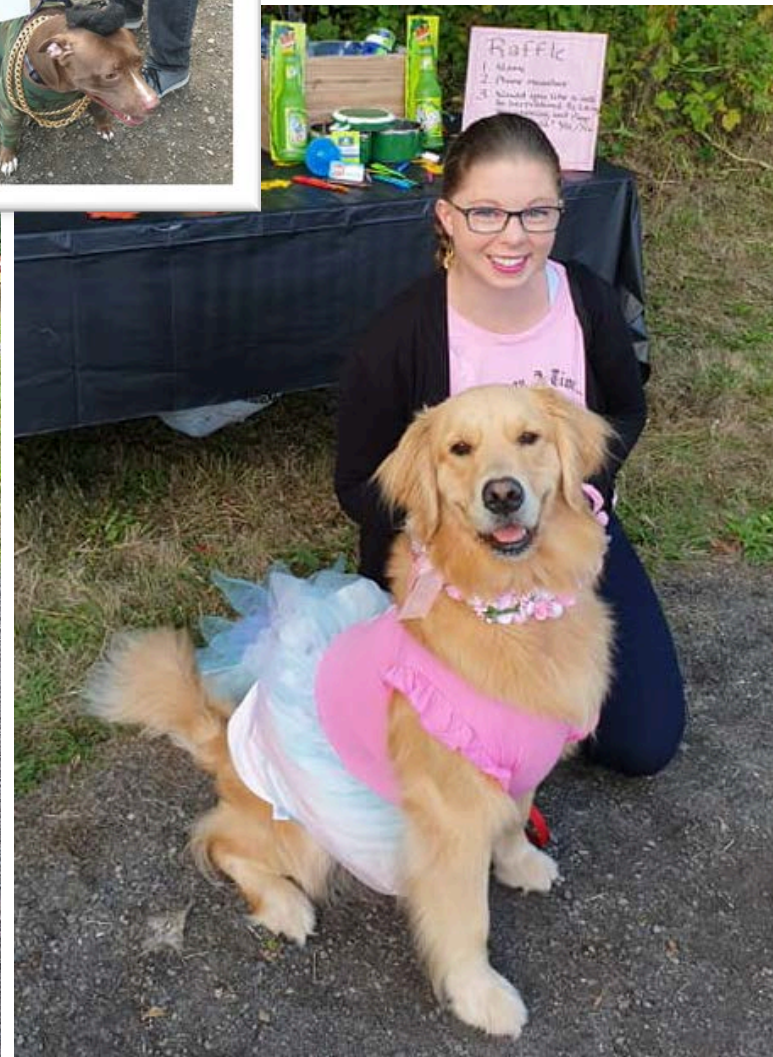
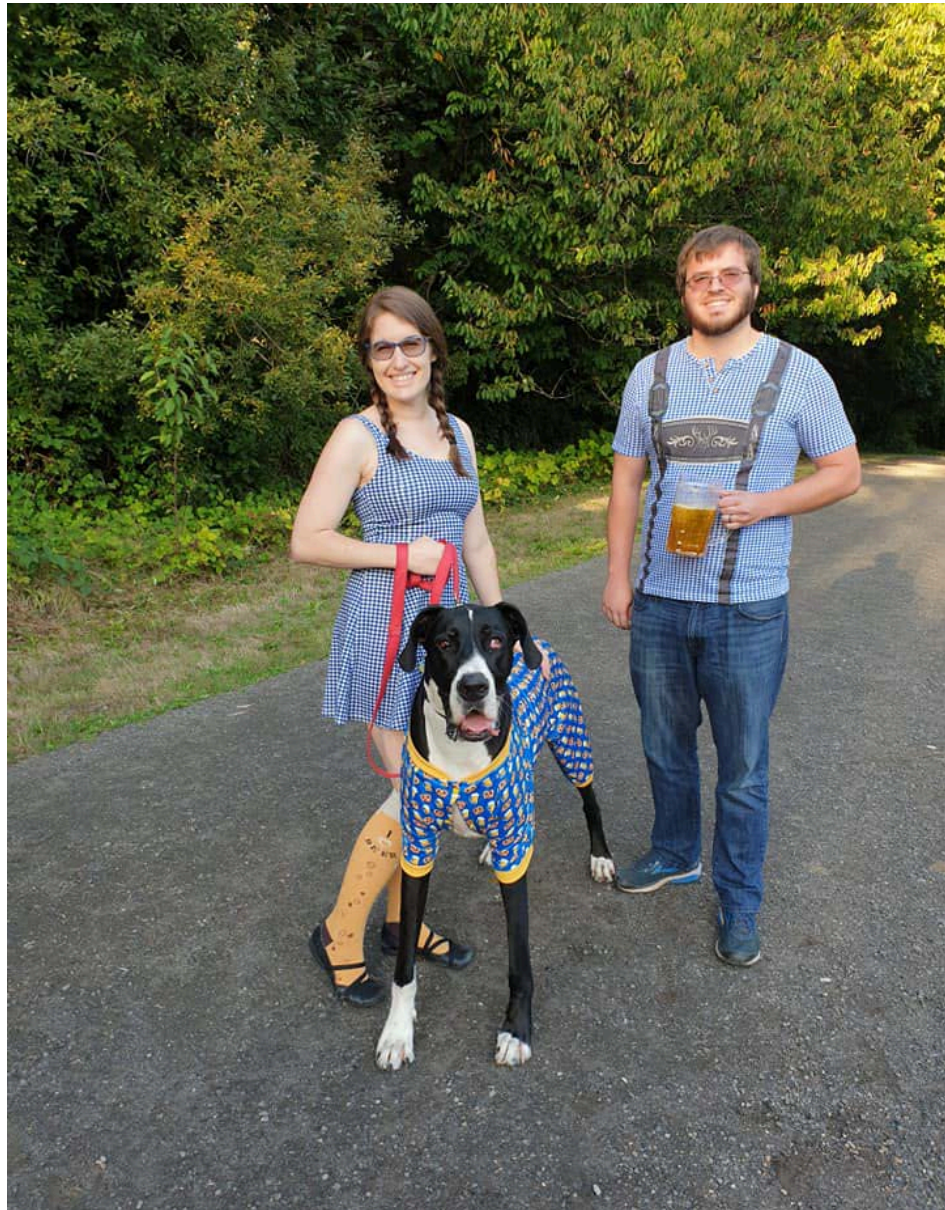
Movies in the Park







Howl-O-Ween



Harvest Fest/5k



SISTER CITY VISITS!



Tree Lighting



Toy Drive 2019 600 Toys Collected!



Other 6 Month Accomplishments:

- Created new field allocation policy
- Geotechnical Study at Boones Ferry Park (to help refine Master Plan)
- RFP for Multi-use facility focused on tourism
- JayRay selected as Tourism consultant
- Korean War Memorial Interpretive Center agreement
- Veterans Day event
- Mini Hoopers

Added New Parks!

1. Willow Creek/Landover
2. Hathaway
3. Dog Park Relocation
4. Piccadilly



Home Delivered Meals: 8,310
Congregate Meals: 6,399
Kitchen received 100% compliance on
County Health Inspections



SPONSORSHIPS & PARTNERSHIPS

END OF DECEMBER: \$2500

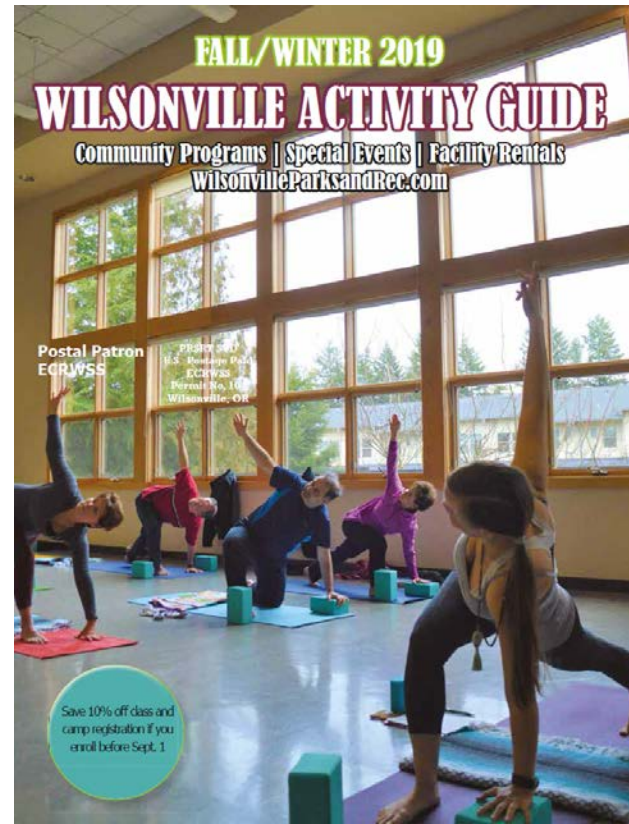
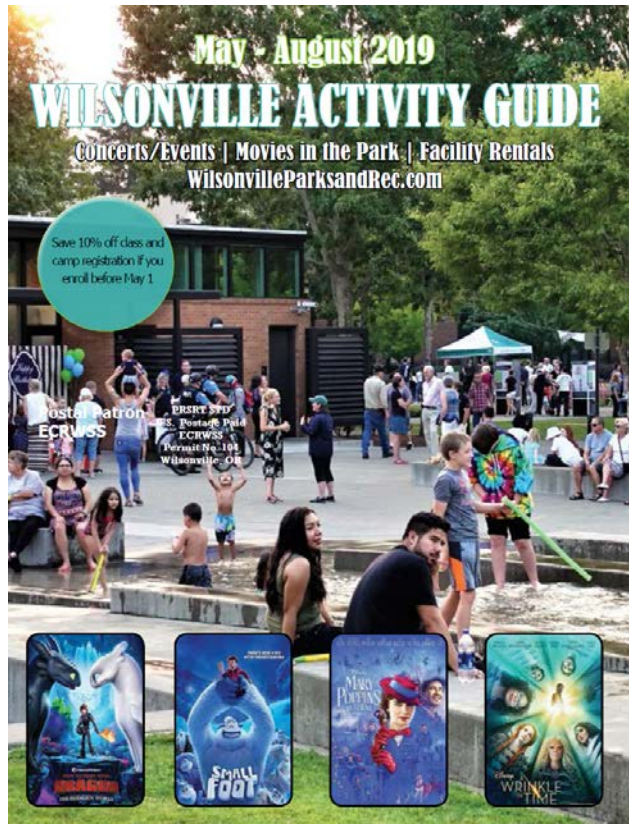


Orthodontic Specialist For Children & Adults



CLASSES OFFERED (2019)

- YOUTH AND ADULT PROGRAMS- 308
- SENIOR PROGRAMS- 180 CLASSES AND PROGRAMS
- 15 SPECIAL EVENTS



COMMUNITY GARDEN/DOG RUN PARKING LOT 2018



COMMUNITY GARDEN/DOG RUN PARKING LOT 2019



Staffing Updates

- New Nutrition Coordinator (existing position)
- New FT park employee (added position)
- Parks Supervisor- Open
- Seasonals



SHELTER RENTALS

Notes:

Numbers do not include City-sponsored events and programs, only paid rentals.

Special Events & Tournaments, which get the Forest Shelter with their fees, are included in the totals.

Weekend barn rentals are counted once and are marked on the actual day of the event.



River Shelter

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 2 | 1 | 0 | 0 | 1 | 1 | 1 | 2 | 4 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 10 | 2 | 3 | 3 | 8 | 7 | 15 | 16 | 32 |

Forest Shelter

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 6 | 1 | 3 | 1 | 1 | 4 | 14 | 6 | 24 |

Grove Shelter

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 2 | 1 | 0 | 0 | 0 | 0 | 4 | 1 | 6 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 16 | 1 | 2 | 2 | 2 | 2 | 17 | 7 | 35 |



Splash Shelter

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 15 | 1 | 0 | 0 | 1 | 1 | 19 | 2 | 35 |

Stein-Boozier Barn

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 1 | 0 | 1 | 0 | 2 | 0 | 5 | 3 | 6 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 2 | 2 | 17 | 2 | 9 | 0 | 13 | 30 | 15 |

Splash Shelter

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 15 | 1 | 0 | 0 | 1 | 1 | 19 | 2 | 35 |

Stein-Boozier Barn

SHOULDER SEASON (April, May, October)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 1 | 0 | 1 | 0 | 2 | 0 | 5 | 3 | 6 |

HIGH SEASON (June through September)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total Weekday | Total Weekend |
|--------|--------|---------|-----------|----------|--------|----------|---------------|---------------|
| 2 | 2 | 17 | 2 | 9 | 0 | 13 | 30 | 15 |