

**Meeting Agenda**  
**Wilsonville Parks & Recreation Advisory Board**  
**August 10, 2017**  
**4:30 PM**  
**Parks and Recreation Admin Building**

- 4:30 PM** I. Call to Order
- i. Roll Call
  - ii. Approval of Minutes: June 15, 2017
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. Update on the Dog Park/Community Garden Parking Lot – Staff
- 4:45 PM** IV. Comprehensive Master Plan Update – McCarty
- 4:55 PM** V. Workshop Facilitator – McKenzie
- VI. Board Comments (*If Time Allows*)

Next Meeting –  
Thursday, October 12<sup>th</sup>, 2017  
4:30 PM  
Parks and Recreation Admin Building

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**Meeting Minutes**  
**Wilsonville Parks and Recreation Advisory Board**  
**June 15, 2017 4:30pm**  
**Parks and Rec Admin Building**

**WILSONVILLE PARKS AND RECREATION ADVISORY BOARD**

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

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**1. Call to Order**

The meeting was called to order at 4:32 pm

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

Members Absent: none

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

Approval of Minutes: April minutes were unanimously approved, with Steve abstaining

**2. Citizen Input**

- a. Carrie Finnegan, WCSI Board Member. Spoke about WCSI being a non-profit with offices in the Wilsonville Community Center. Looking forward to working with Parks and Rec and the City in an effort to mobilize the voice of the senior population. Interested in having a member of WCSI join the Parks Board to represent the seniors. Will share Memorandum of Understanding (2006) with the Board.

**3. Review of Villebois Regional Parks 7 and 8 – Pauly**

- a. Planning Staff (Dan Pauly) & Consultants (Pacific Community Design – Kerry Lankford, Ben Holmes) presented the plans for the two parks. Following the presentation, Parks Board will have the opportunity to recommend the plans to the Development Review Board with any suggestions for changes to the designs.
- b. RP 7 Features: bird park, wetlands, gazebo, small picnic table, creative play, raptor nest platform
- c. RP 8 Features: sports field, play area, park shelter with picnic tables, nature play (with logs, rocks, dinosaurs, etc.), basketball court, maintenance shed, restrooms, walking loop, storm water facilities, overlooks, interpretive signage, giant sundial, interactive stream with educational stage

d. Board Questions

- i. Jim expressed concern about building trees along the sidewalk. Kerry confirmed that there will be root barriers underground to prevent the roots from breaking up the sidewalk in the future.
- ii. David inquired about lighting. Kerry confirmed that there will be lighting for the main trail. David also inquired if the City would take over maintenance after 5 years. Kerry & Dan confirmed that the City would resume maintenance in 5 years and in the meantime, these parks will be maintained by the Polygon HOA.
- iii. Ken expressed concern about parking. Dan noted that the parking lot was added in to these park plans after the original master plan of Villebois. Ken also inquired about maintenance for the interactive stream. Dan confirmed that they have worked closely with Tod to ensure that the stream and other park features have been planned from a maintenance perspective, too.
- iv. David suggested electric car charging stations for the parking lot.
- v. Ken expressed liability concerns about the snags falling down. Kerry confirmed that the snags are secured in the ground, are only 5-6' tall, and when they do fall, they will create more habit options for the wildlife.
- vi. Jim asked if the fields will be reservable and will parking be able to handle it. Dan responded that these fields wouldn't be actively programmed; instead they would be open for drop-in use. Diana also expressed concerns about traffic, especially if the field is programmed in the future. Kate asked if transit could access/stop at the park. Dan responded that the transit stop is a few blocks away.
- vii. Kate appreciated the educational features in addition to the sports features of the parks, but wondered if that could cause any issues, mixing "rowdier" groups with quieter groups. Kerry responded that there is ½ mile in between the education deck and the sports field, and the bird area is across the street, so there is some separation there, too. Dan added that since parking won't be allowed on the park side of the street, law enforcement and emergency vehicles will have easy access, if needed.
- viii. Kate inquired about pollinator habitat options and Dan confirmed that they have the pollinators in mind and are very supportive of them when planning the parks.
- ix. Diana likes the educational aspects, but wonders if it will actually be utilized. Kerry added that the park is located near to the school, so hopes that they can utilize it...incorporate some artwork into the park, maybe having someone come in and lead a project with the kids. There will also be interpretive signs throughout the parks.
- x. Diana inquired about accessibility. Kerry responded that it is 100% ADA-accessible, even the nature play. There are ramps for wheelchair access.
- xi. Diana inquired about the proximity of the bird park to the dog park planned in Villebois. Kerry responded that it is a bit further away so should not impact it.

- xii. Diana suggested that when a big, open field, like the one suggested, is not lined or doesn't have goals, then it may be used as an informal dog park. There is a high desire for spaces for dogs.
- xiii. Diana also inquired about barriers between the field and the wetlands to catch the soccer balls. Ben responded that they plan to put trees to buffer.
- xiv. Diana asked about the basketball court...full court or half court? Kerry responded that it will be a half court, but if folks are interested in a full court, they can go to RP 4.
- xv. Diana brought up drainage for the field, since it is located next to wetlands. Dan said the field is designed to have better drainage. Kerry added that they will bring in engineered soil, have drainage in the corners, etc.
- xvi. Kate asked about lighting in the bird park. Kerry responded that there won't be any lights in the bird park. Lights will occur only along the path.
- xvii. Jim mentioned an idea to create a fishing pond, in any of our parks. Dan responded that there have been conversations with METRO regarding that.
- xviii. Steve asked what makes these parks 'regional parks'. Dan responded that in the Villebois Master Plan, there is a hierarchy of parks. There are pocket parks, neighborhood parks (HOA-owned, neighborhood use; ex. Montague), and regional parks, which form a ring around Villebois, are publicly-owned, and attract patrons from outside of the community (ex. Sofia Park). Steve asked how these parks are named. Dan responded that Piccadilly was named using a poll, others are European-themed. No set method.
- xix. Kate suggested having the trolley pass through this park for tourism.
- xx. Steve expressed concerns about drainage. Kerry responded that they are working closely with engineers for drainage and that drains will be placed under the sidewalks. The parks won't be built on wetlands.
- xxi. Steve pointed out that the birds mentioned in the presentation are Eastern US birds. Asked if consultants researched local/regional birds for this park. Kerry responded that she contacted the Audubon Society. Steve offered to help as he is a bird enthusiast. Steve also asked if the trees will get in the way of the sun for the sundial. Ben said the trees are fairly small but landscaping could be adjusted so as not to interfere with the sundial.
- xxii. Board unanimously voted to approve recommended plans to the DRB.

#### **4. Comprehensive Master Plan Update – McCarty**

- a. Online survey opened a few days ago, open until June 30. Good results from the surveys mailed in May (to randomly-selected mailboxes). Staff will be back on Aug 2/3, open forum on Aug 2 at 6pm at City Hall. Marketing for the survey has been in the form of flyers, a-frame signage, local newspapers (Gazette, Charbonneau Villager, Boones Ferry Messenger), website, social media, etc.

#### **5. Workshop Facilitator Discussion – Board**

- a. Steve called City Manager, Bryan Cosgrove, to inquire about the reasoning for the facilitator. Bryan said that he and the Mayor decided that each committee would meet with the facilitator to review what the Board does, and develop a plan with goals for the Board.
- b. Jim clarified that the Board would meet with Greg once or twice, but not several times over the course of the year.
- c. Brian pointed out that at the last Board meeting, Greg was introduced. He is hired by the City, also works with the school district, and does mediation, facilitation, etc.
- d. Diana suggested maybe an “onboarding” orientation for new Board members. Steve pointed out that with two new members, and a new director, this is a great time for this workshop. Jim added that it is important for new members to know about the organization and that the orientation would be very helpful. Educate the Board in a way that they may make informed decisions. David recommended the orientation for all new members that are appointed each year, at the start of their term.
- e. Kate asked if Greg is a facilitator of communication at the meetings? Are they an ear to City Council? Jim and Mike agreed that they understand Greg’s role is around organizing the groups’ goals and objectives for the next 2 years. Steve suggested the Board have questions ready for the meeting with Greg.
- f. Board agreed on 7/24 for the meeting with Greg...Mike will confirm.

## **6. Board Comments**

- a. Jim sent an email to Brian & Mike. He has experience on corporate boards. As a new board member, he starts by understanding the organization – staffing, goals, objectives, funding, project planning. Important to know the whole process in order to advise it.
- b. Ken added that his schedule has changed so evening meetings may be more difficult for him to make, but he will do his best.
- c. Kate was recently approached for fundraising for WCSI, did not know much about the group at the time, but has offered to help them and is excited for the mobility of the new board. They are interested in more involvement in the community.

## **7. Meeting Adjourned**