



**Wilsonville Parks and Recreation Advisory Board  
Wilsonville City Hall  
October 10, 2019, 6:00pm  
Meeting Agenda**

- 6:00 PM** I. Call to Order
- i. Roll Call
  - ii. Approval of Minutes: September 26, 2019
- 6:05 PM** II. Citizen Input
- 6:10 PM** III. Community Opportunity Grant Review – Board
- 6:55 PM** IV. Summer Recreation Program Discussion
- 7:20 PM** V. Staff Updates
- 7:30 PM** VI. Board Comments
- 7:45 PM** VII. 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  
September 26, 2019

**Advisory Board Members Present:**

Steve Benson  
Jim Barnes  
Dahe Chen  
Kate Johnson  
Amanda Aird (arrived at 4:38pm)

**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:**

Corey Buchanan

AGENDA ITEM	ACTIONS
<b>CALLED TO ORDER</b>	4:37 p.m.
<u>Minutes</u>	A. Minutes were approved 4-0.
<u>Public Comment</u>	A. None
<u>Agenda</u> A. Potential Parks Bond Discussion	A. Director Mike McCarty started the meeting by introducing the idea of putting a Parks Bond on the 2020 ballot. The bond would help fund a variety of park and recreation projects in the Memorial Park Master Plan, Boones Ferry Master Plan and Parks & Recreation Comprehensive Master Plan, as well as various projects outside of the master plans. Projects could total around \$40 million dollars, though the exact amount has not been calculated. The City Manager is organizing a task force to help with the bond project and Board Member Jim Barnes has been appointed as the chair of the task force. The City Manager asked if any Parks Board members do not want to or aren't able to be considered for the task force. The first meeting will likely start in November. Board Member Steve Benson asked if the purpose of the meetings is to decide what goes on the bond or is it to promote the bond? Mike replied that it would be likely a bit of both. The task force would be involved in recommending the terms of the bond. For example, if the bond is for \$40 million over 20 years, it could cost around \$236 per household, per year. A \$20 million bond could cost around \$118 per year, per household. The amount of the bond, the length of the bond, the details of what is included in the bond are all open to consideration. The goal is to make sure that there is something for everyone included in the bond (e.g. walking trails, river access, ballfields, etc.). Timing is imminent for this bond project, so the task force will need to get organized and begin within the next couple of months. Steve added that it will be important to show the public that if they want all of these projects called for in the master plans to come to fruition, a large funding source, such as a bond, will be necessary. He also added that Wilsonville is growing at a very fast rate and that funding is needed to keep up with the growth. Sarah Wilson, the facilitator who worked with the Parks Board earlier this year to help prioritize park projects, has been hired to facilitate the bond project. Mike asked if any board members don't want to or aren't able to participate in the task force. Board Members Steve Benson, Amanda Aird and Dahe Chen were open to be considered. Board Member Kate Johnson was unavailable due to other commitments. Dahe asked if the dollar amount of the bond would be determined in the process or if it has already been set. Mike replied that amount might be around \$40 million but it is still open to be determined. The task force will inform the City Council of their recommendation but Council will be the ultimate decision maker on the

final amount of the bond. Steve added that he believes the Council appreciates the work that task forces do and oftentimes agree with the input and suggestions from the task force. Kate asked if task force members can only be Parks Board members? Mike replied that it is open to the whole community. Staff is open to any suggestions from the Board of community members who may be a good fit for the task force. Kate suggested selecting a wide variety of people, which she found very helpful in the Dial-a-Ride task force that she was involved in. Kate suggested local business owners be considered for the task force, too. Steve asked if the task force has the prerogative to not recommend the bond after weighing all of the information. Mike replied that they could but would hope that those on the task force are in favor of the bond. Mike said that the main objectives of the task force are going to be determining the amount of the bond and which projects will be included. Jim added that polling the community around financing and project priorities could be very helpful. Steve suggested using the new Let's Talk Wilsonville website to gather feedback from those unable to attend meetings. Jim asked if the task force will be responsible for both determining the details of the bond and campaigning or if there would be another group responsible for the campaign. Mike replied that that is open to be decided by the task force, with the help of the facilitator, as far as what might be the best course of action. Mike also mentioned that staff is going to call around and ask questions about other similar bonds that were successful. Jim asked if there is a tentative goal for getting the recommendation to Council. Mike replied that he believes there is but he could not remember the date. Jim asked if Sarah's role is to help prioritize the projects or if it is to help strategize taking the bond to the community. Mike replied that she would help with both. Kate asked how many months this project would entail. Mike guessed around eight months but could not remember exactly what the timeline is. Jim asked if the task force is a City task force with open meetings similar to City boards or would it be a private task force with private meetings. Mike replied that he believes it will be open to the public, similar to other City boards. Mike reminded everyone that once the bond is out there, staff cannot advocate for it. Mike also asked everyone for any suggestions they might have for potential task force members. Kate asked how large the group would be. Mike had no set number.

Staff Reports

A. Director/Parks Report

A. Brian Stevenson presented a PowerPoint with various park project updates, starting with Memorial Park projects. The new Community Garden/Dog Park parking lot project is complete. Vehicle traffic has been moved to Kolbe Lane and over the upgraded bridge. Dirt and boulders from the new dog park have been moved over to by the current dog park, near where the future bicycle pump track will be located. Dirt will be used in the pump track project. The new dog park will have two separate fenced areas, one for more active dogs and one for more passive dogs. A new restroom building will go in this winter and the goal is to open the new dog park in the spring of 2020. Lastly, the new lift station construction will take place next summer. It will replace the existing lift station across from the skate park. There will be some disruption to traffic but staff is working to minimize the impact on park users.

Next, Brian reviewed Boones Ferry Park projects. The I-5 Undercrossing Trail connection to Boones Ferry Park, per the Boones Ferry Park Master Plan, should be completed in the spring of 2020. An RFP for playground design and construction is planned for this winter. Lastly, a geotechnical

study is currently taking place to look at soil conditions to determine feasibility of some elements of the Boones Ferry Park Master Plan, such as trails, docks, etc.

Arrowhead Creek Park will have a large pipeline project beginning next summer, which will bring some updates to the park. The current overlook in the park will be updated, thus improving access to the river. A new overlook will be added on the west side of the park. Construction will take approximately 4 years to complete the entire project. There will be times when parts of the park will be closed for construction. Amanda Aird asked what a cable tree is. Brian replied that they were used to hold barges in the Willamette River. There are more cable trees in Memorial Park.

Other improvements that took place this summer include the Parks & Recreation Department taking over ownership and maintenance of Hathaway Park and Willow Creek/Landover Park. New play structures were added, as well as new wood fiber surfacing. There were also a number of safety improvements. Both parks were reopened at the end of August.

Finally, Brian mentioned the Parks Map brochure was updated this summer. Also, new park rules signs have been created and will be posted in all of the City parks. This provides more consistency with signage in all of the City parks. Around 70 total signs were made.

The Korean War Memorial Interpretive Center project is moving right along. The City is working to develop a contract with the Korean War Memorial Foundation of Oregon for a 350 square foot interpretive center located inside the Parks & Recreation Admin Building. It will complement the memorial in the park.

Also, the City has been working on an RFP for a tourism-based sport/event facility. It would be a hybrid facility capable of hosting sport tournaments, conferences, meetings and other entertainment. The RFP will also look into the feasibility or necessity of a lodging property as part of the project. The RFP will go out in the next couple of months. Jim Barnes asked for clarification if this project would be a Parks Board project or more of a tourism project? Brian replied that it would not be a Parks Board project.

Erica Behler added that she has been designated as the staff liaison for the Wilsonville Sister City Association. It has been running as a non-profit group of volunteers for roughly the last 30 years and there are steps being made to potentially have the association become an official City board. As part of that group, Erica will be taking a trip to Japan next week with 5 other members of the Wilsonville Sister City Association. Kitakata, Japan has been designated as an Olympic training site, partly due to their relationship with Wilsonville, so they have invited the group for a visit and are graciously covering most of the costs of everyone's visit.

Also, Fall Registration opened in August. Programs have been running through this month. Erica met with the City's Skyhawks representative. The Skyhawks sports camps that ran in Memorial Park this summer served over 400 children. They discussed opportunities for future camps and programs.

Brian mentioned there are a few other projects that are still on the radar, such as the Town Center Park stage cover and design and layout for the

<p>B. Community Center Report</p>	<p>skate park and bicycle pump track in Memorial Park. Mike added that the Parks staff have really stepped up since the department has been without a Parks Supervisor. The Department got a new full-time staff member, Dustin Schull, who has done a really great job.</p> <p>B. Brian mentioned that he is currently looking into Winter/Spring program offerings. One new class offering is Mahjong. A few individuals approached the Center staff and the program just started last week. Staff is looking for a nice balance between the more active classes, like tai chi, and the more passive class offerings, like Mahjong. Dahe asked for more details on Mahjong class. Brian replied that it takes place on Wednesdays at 1pm. Brian also added the Evie Proctor, longtime Nutrition Program Coordinator, recently retired and Janice Mash, who was also in the Nutrition Program, was promoted to fill Evie's position. Sarah Reynolds was hired to fill Janice's position and is a great asset to the program. For those who are not familiar, meals are served Monday, Tuesday, Wednesday and Friday. Home Delivered Meals are served on those same days, with a second, frozen meal being delivered on Wednesday to cover Thursday's lunch.</p>
<p>C. Recreation Report</p>	<p>C. Erica asked for help from board members for the Harvest Festival and Fall Frolic on Saturday, Oct. 26. Erica asked for help with serving cookies &amp; cider, helping with crafts, monitoring the race route, etc. The Harvest Festival is from 9:30am-12:00pm, with the race registration starting at 8:00am.</p> <p>Also, Mini Hoopers starts in a few weeks. 110 children are currently registered. There is a great amount of volunteer coaches this year, almost more than needed. Finally, the City is doing a snack drive now through Oct. 9. Kate asked the location of the Harvest Festival. Erica replied that both events take place at the Stein-Boozier Barn. She will follow up with an email to the Board with more details.</p> <p>Brian added that Erica completed her CPRP certification over the summer and congratulated her. He added that he believes there are less than 100 people in the State of Oregon who have this certification.</p> <p>Mike added that Brian and his wife had a healthy baby boy earlier this year. Brian replied that he will be taking leave in October and November.</p>
<p><u>Board Comments</u></p>	<p>Dahe shared that he has heard of complaints about Trocadero Park in Villebois. Mostly, people skateboarding late into the evening. Mike responded that the park is privately owned by the HOA and that the Police cannot enforce park hours on private property. The HOA could look into hiring a private security company. Dahe also inquired about the construction taking place at RP 7/8, near the Coffee Creek area in Villebois. A sign outside of the construction area mentions an estimated completion date in 2020. Mike provided an update that the construction bid came in much higher than expected, so just the first phase of the project is funded and underway. Staff plans to go back out for bid again next year.</p> <p>Amanda shared a conversation she had with a mother whose child is in a motorized wheel chair. The mother shared her frustration over the lack of ADA facilities in the area. She shared that Boones Ferry Primary has an ADA swing but it is not easy for her child to get to the swing while in the wheel chair on the bark dust. Amanda shared that this shows the value in pushing for more ADA</p>

accessible play structures. On another note, Amanda shared that she and her children tried launching kayaks from Memorial Park and how difficult it was. Brian reminded her of the plans to add the non-motorized boat launch as part of the Memorial Park Master Plan. Brian also added that he thought her comments on the accessibility piece were 100% spot-on. Staff's goal for Boones Ferry Park is to make the new playground there accessible for all abilities. Staff is also planning on making the playground at Frog Pond Park an all-abilities playground. As the City builds new playgrounds or updates playgrounds, it is a focus to be sure they are accessible.

Steve inquired about the maximum slope of an ADA path. Brian replied that he thought it was around 4%. Steve also introduced the topic of summer recreation programs through the City. He mentioned that when he was a kid, he attended a recreation program every day in the summer. When he was in high school, he helped run the program. There were various equipment, games, crafts, etc. and it was a casual come-and-go program with some special activities/events. This sets it apart from the more organized and specific summer camps. Steve would like to see a program of this sort offered in Wilsonville and proposed the program could take place out of the River Shelter and perhaps a shed could be added to include the equipment and program supplies. In his opinion, the nearby fields and restrooms make this a desirable location. Steve would like to see if this is something the Board would be interested in looking into it. Kate agreed that she liked outdoor programs growing up, too. She suggested perhaps adding elements that relate to science, mathematics, etc. Amanda added that as a parent, she finds the safety aspect of summer programs very important. Jim mentioned the importance of assessing demand before offering a program like this. Mike added that staff would want to be sure they don't undercut any of the other programs and camps already offered through the Department. Jim is looking for feedback from staff regarding what they have already heard about the City's offerings, is there demand for it, is this something the Department is able to pursue, is this possible? Erica added that it is important when doing research, to compare programs that are run by other Cities, as opposed to private organizations. Mike added staff will need to be sure to look into liability risks associated with such a program. Brian added that there will also be some variability between cities based on the city's manager and legal department.

Kate suggested with all of the talk of ADA updates, perhaps creating an ADA task force would be beneficial.

**ADJOURNED**

6:10 p.m.