

Parks and Recreation Advisory Board Meeting Action Minutes
February 11, 2021

Advisory Board Members Present:

Jim Barnes, Chair
Jeff Redmon, Vice Chair
Dahe Chen
Daniel Christensen
Nate Early
Jennifer Link Raschko

Brian Stevenson, Program Manager
Erica Behler, Recreation Coordinator
Dustin Schull, Parks Supervisor
Brittany Hernandez, Administrative Assistant II

Members of the Public Present:

None

Staff Present:

Mike McCarty, Parks and Recreation Director

AGENDA ITEM	ACTIONS
CALLED TO ORDER	4:02 p.m.
<u>Minutes</u>	A. Minutes from the January 14, 2021 board meeting were approved 6-0. Jennifer Link Rashko made the motion to approve and Dahe Chen seconded the motion.
<u>Public Comment</u>	A. None
<u>Department Goals</u>	<p>A. Board Chair, Jim Barnes started off the meeting with the purpose of the Parks and Recreation Advisory Board which is to take initiative in planning of present and future parks and recreation needs to support the people of Wilsonville. The advisory board's duties and responsibilities are to serve as a sounding board for the department administrator and staff to test their plans and ideas and to recommend policy. The biggest thing that the advisory board can do is to be a voice and advocate for the community and keep bringing ideas forward.</p> <p>Parks and Recreation Director, Mike McCarty went over the department's goals which consist of stewardship of the environment and natural resources; safe, livable, and engaged community; thoughtful and inclusive built environment; art, culture, and community amenities; and expand and maintain high quality infrastructure. Program Manager, Brian Stevenson added that covid and state guidelines have impacted the department in what we can do and has reduced the departments revenue, so going forward we have to look at getting people back to our programs whether that's virtually or in-person while socially distancing. The department has provided free drive-through events and is now providing virtual exercise classes for a fee. Mike McCarty discussed how the volunteer aspect of the department goals is ever changing during covid but the department is actively working towards bringing volunteers back.</p> <p>Parks Supervisor, Dustin Schull explained the status of the non-motorized boat launch at Memorial Park. The Parks and Rec team is currently researching products and funding sources for a non-motorized boat launch. The launch will be attached to the inside of the existing dock which will allow a calm entry into the river and provide protection from winter river debris. Approximately 1500 linear feet of ADA accessible trail will be added from the existing ADA parking area at the River Shelter parking lot. An application for the project has been submitted to the Wilsonville-Metro Community Enhancement Grant Committee.</p>

	<p>Parks and Recreation Director, Mike McCarty informed the board that under the art, culture, and community amenities goal Recreation Coordinator, Erica Behler is the staff liaison and providing leadership to the Kitakata Sister Advisory Board.</p> <p>Board Chair, Jim Barnes asked the question is there any linkage between the Community Enhancement Committee and the Parks and Recreation Advisory Board? Brian Stevenson replied that the Wilsonville-Metro Community Enhancement Grant Committee is a separate City Committee. Past Parks and Recreation Advisory Board members have, and currently do, sit on this Committee but there is no formal connection between the two Boards/Committees.</p> <p>Parks Supervisor, Dustin Schull gave an update on the use of Cartegraph which has had tremendous value in the day-to-day operations. Cartegraph records time spent working out on the field and all costs associated with operations. Cartegraph is able to give a realistic look of where time and resources are being spent and how to move forward as a team to be more efficient.</p> <p>Recreation Coordinator, Erica Behler informed the board about working with local schools. The Department would welcome the opportunity to work with local school groups to utilize the parks for education. Currently, the City's Natural Recourses Division integrates environment programming at various schools throughout the school year. Given current staffing levels of the Department, ongoing school programming could be challenging. Partnering with a contractor to provide educational opportunities would be a more likely scenario.</p> <p>Mike McCarty explained the budget timeline which starts July 1st and ends June 30th. The department begins working on the next year's budget in the December and January and submits it to finance and administrative staff. All city department requests are ultimately paired down to match available City resources. Traditionally, the Board has done a good job voicing their preferences for certain projects, as well as Board members being involved in the various project master plans and giving their input as part of those processes.</p> <p>Dustin Schull explained volunteer efforts, limitations put in place by the City's Emergency Operations Committee have limited any volunteering in the last 11 months. The Department recently received approval for small groups of volunteers and continues to look for creative ways to increase volunteer efforts. This includes an extended WERK week in the spring, a Villebois workday in the fall and an opportunity to sign up to volunteer in the parks throughout the year.</p>
<p><u>2021 Board Goals</u></p>	<p>A. Board Chair, Jim Barnes kicked off the 2021 board goal discussion.</p> <p>Jeff Redmon stated that there needs to be goals that are simple and attainable within the framework of the board's duties. His personal goal is to be involved in action items like volunteering with maintenance efforts and being an advocate. When events like WERK day happen, he would like to be</p>

deputized to find people to man those volunteer events. Jim Barnes said that an actionable goal around that would look like getting 80% board participation in events that come up in the year.

Nathan Early stated that he thinks that the board would be fine without written goals. Committing to working to specific volunteer events may not work, unfortunately his career takes priority and he would hate to be a negative percentage to volunteer efforts. He will do what he can on his off time as far as cleanup efforts and volunteer work. Jim Barnes stated that there are multiple events during the year around Halloween and the Fall Harvest Festival. Jeff Redmon clarified that involvement does not have to be physical, it could be as simple as making a phone call or distributing flyers in neighborhoods.

Daniel Christensen said that he is supportive of everybody else's ideas like being involved with volunteer efforts. His interest is more advisory and analytical but also sees the power of being involved physically with volunteer efforts. He feels like they are on the precipice of overcoming the pandemic and it would be important to think about what the pent up demand that exists for doing things after the pandemic. Maybe it is a good use of staff time and low cost to think about and anticipate what the demand will be when people can run around doing maskless activities.

Dahe Chen said that he is very flexible if there is something to participate in like WERK day. He also stated that the board could work closer with staff to help disseminate park information and programming to more people through social media. Brian Stevenson said that the department would love if the board could help share a Facebook post or a tweet to more people in the community. The department would welcome any additional marketing or public relations from that perspective. Erica Behler encourages everyone to follow the Wilsonville Parks and Recreation Facebook and Instagram pages and if any board members have anything to share on the department's social media pages to please send them to Erica.

Jennifer Link Raschko believes that the board should have goals that are specific, measureable, attainable, realistic, timely, and to be held accountable. She would like to take on that project of getting schools involved in the Parks and Rec department and make a difference that way. Jennifer thinks that a follow up email to everyone reciting goals, projects, and things that need to be accomplished this fiscal year would be important. That would include making sure that the kayak launch gets started, taking on additional volunteer efforts, incorporating the community more, and working with schools to get involved with the department. Jim Barnes said that he will work offline with Jennifer and try to take a couple of those items that we talked about today and phrase them as more actionable items and bring them to the next meeting.

ADJOURNED

5:37 p.m.