



**Wilsonville Parks and Recreation Advisory Board  
Parks and Recreation Admin Building  
December 7, 2017, 4:30pm  
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
  - ii. Approval of Minutes: November 20, 2017
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. Parks and Recreation Comprehensive Master Plan Draft Discussion – Board
- 6:10 PM** IV. Board Comments
- 6:30 PM** V. Adjourn

Next Meeting –  
Thursday, January 11, 2018  
4:30 PM  
Parks and Rec Admin Building

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**Wilsonville Parks and Recreation Advisory Board  
Parks and Recreation Administration Building  
November 20, 2017, 4:30pm  
Meeting Minutes**

**WILSONVILLE PARKS AND RECREATION ADVISORY BOARD**

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

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**1. Call to Order**

The meeting was called to order at 4:36 pm.

- Members Present: Jim Barnes, Steve Benson, Diana Cutaia, David Davis, Denise Downs, Kate Johnson, Ken Rice
- Members Absent: none
- Staff Present: Mike McCarty, Brian Stevenson, Tod Blankenship, Erica Behler, Ahsamon Ante-Marandi
- Guests Present: Paul Rands, Anne Smith
- Approval of Minutes: October minutes were unanimously approved

**2. Citizen Input**

- a. Paul Rands, President of the Wilsonville Pickleball Club, and Anne Smith, Past President of the Wilsonville Pickleball Club, spoke to the Board on behalf of the club. The club is growing fast. There are 6 courts at Memorial Park and they often play several mornings and evenings per week. It is not unusual to completely fill the courts. The sport is welcoming to seniors and people with disabilities. Due to fast growth, Paul and Anne inquired about when Phase 3 of the Memorial Park Master Plan (MPMP) will be complete, as it includes additional courts.
  - i. Kate inquired if pickleball is played year-round. Paul confirmed that the sport is played year-round but it is not safe to play on uncovered, outdoor courts. He added that the club would appreciate indoor facilities to play in the winter.
  - ii. Kate inquired about how fast the club is growing. Anne replied that over the last 4 years, the program has grown from just 30 people in the beginning. She added that pickleball is a very social sport and it is typically played on a drop-in basis.

- iii. Anne added that last summer, Parks and Recreation camps utilized the courts in the mornings for a total of 9 weeks. The club had to play in Tualatin. She tossed around the idea of moving the Parks and Rec camps to the High School courts since the club cannot play there.
- iv. Steve understood the issues and asked if staff would be able to move the courts planned for Phase 3 of the MPMP to Phase 2, and move youth camps to the High School courts.
- v. Denise asked if there is a fee to play in the club. Paul replied that there is a suggested fee of \$2 for drop-in play or \$15 yearly membership.
- vi. Anne added that other cities have designated hours of play for specific sports. This helps avoid conflict for drop-in use.
- vii. Staff agreed to further research the topic and connect with the club representatives to see what can be done.

### **3. New Board Member Introduction: Denise Downs – McCarty**

- a. Denise served on the Board of Directors for Willamalane Park and Recreation District. She has 20 years of experience with developing programs and open spaces. She is a newer resident of Wilsonville and is excited to join the Board.

### **4. Parks and Recreation Comprehensive Master Plan Draft Presentation – GreenPlay**

- a. An overview of the Comprehensive Master Plan Draft was presented by Tom Diehl, Project Manager and Project Consultant, and Art Thatcher, Principal of GreenPlay, LLC.
- b. Jim asked if the goals were prioritized. Art replied that they were not prioritized, but could be, if requested. Diana asked if there is criteria for prioritizing the goals and Art replied that they use a matrix to determine priority.
- c. Jim added that he saw a lot of research and ideas but wondered what the plan will look like with specific recommendations? Art replied that they (GreenPlay) will add an executive summary with condensed recommendations, actions, plan, etc. Brian added that there will be a full breakdown for each park and project. The rest of the plan is more of a “how” they (GreenPlay) arrived at their recommendations.
- d. Jim inquired about what was included in the watercraft rental? Art responded that they would recommend canoe, kayak, paddleboard rentals, but not Jet Ski rentals.
- e. Diana inquired about feasibility of recommendations. Art replied that GreenPlay looks at feasibility of recommendations from a “10,000 foot view”. Larger projects would likely need feasibility studies done prior to implementation.
- f. Kate added that with the increase in baby boomers, ADA requirements should be high priority. Art confirmed that there is currently an ADA Transition Plan in place for the City. Denise added that ADA is not just for boomers, but also includes persons with special needs. Tod added that the City’s current ADA Transition Plan does have priorities and specific plans and schedules.
- g. Steve added that the plan is being created for current and future needs, but what about things the general population does not know they need (ex. adult playgrounds)? Tom replied that GreenPlay included national, regional, and local trends in the plan.
- h. Jim asked Mike what the staff recommendations were. Mike responded that staff wanted priorities for amenities for each individual park, as well as some verbiage from

the 2007 Master Plan, and some reorganizing of the plan (e.g. move the priorities to the front of the document).

- i. Jim asked if ESRI is public information. Art responded that ESRI is a national firm whom GreenPlay paid to extract data from. Tom added that GreenPlay also used feedback from stakeholder interviews and open houses, as well as SWOT analyses and the surveys (random sample and open link) to make recommendations.
- j. Steve asked if the plan included or referenced Capitol Investment Projects (CIP). Brian confirmed that the plan does not currently reference CIP's.
- k. Steve added that in one part of the plan, there is a recommendation for a community recreation and aquatic center, but it was voted down last year; however, a new skatepark has been asked by the public for years, but was not included in the recommendation. Art replied that based on the surveys and stakeholder input, the recreation and aquatic center is in demand. May help to revisit in the future as the population grows.
- l. Denise asked who has the final say on the priorities. Mike replied that it would be a collaborative effort. If staff and the board cannot agree, then they could take both options to Council.
- m. Steve asked about the need for a maintenance facility, mentioned in the plan. Ken added that people are not opposed to new facilities, like the recreation and aquatic center, but many do not want to fund it. Tod replied that currently, the Parks Department shares maintenance facilities with Public Works. Also, anything stored in the maintenance barn in Memorial Park has to be on wheels in case of flooding. Further, the MPMP calls for the maintenance barn to become a reservable facility.
- n. Jim asked if the priorities will be feature-specific (e.g. add 1 pickleball court to this park). Mike confirmed that the priorities will be feature-specific and will include costs. Art added that GreenPlay tries not to "pinhole" communities by saying that they need to add a certain amenity to a specific area; instead, they make suggestions but the Department should go through the public process for larger amenities.
- o. The board decided to move the next meeting up from Dec. 14 to Dec. 7, to allow one more discussion on the draft.

#### **5. Parks and Recreation Advisory Board Operating Guidelines – Benson**

- a. Steve presented the Board Operating Guidelines, adding that they will be helpful for new board members and for those interested in applying. Jim added that they will be a way to help the board stay organized with big projects. Steve and Jim asked the board members if they had any suggestions or feedback.
- b. Kate asked the board if there should be something more specific about attendance...that the language in the guidelines about attendance is vague. Brian added that the language is from an adopted resolution. Steve asked how they would enforce attendance. Jim added that at the last meeting, the board had agreed that if members are missing meetings, Steve will reach out and check in with the member.
- c. Kate asked what the board's active role in large projects, like the Boones Ferry Park Master Plan, Town Center Master Plan, French Prairie Bridge Project, etc., is. Jim added that he believes crossover would occur as the projects "zoom-in".

- d. Steve reiterated that the guidelines are a work-in-progress and will be revisited in the future.
- 6. Director Report – McCarty**
- a. None
- 7. Community Center Report – Stevenson**
- a. The Thanksgiving holiday meal was offered last Friday, November 17 and 100 meals were served (in-house and HDM).
  - b. Staff is working on the 2018 winter/spring activity guide. One new offering is an indoor walking course, which will be held in the Community Center’s Multi-Purpose Room. This program is offered in conjunction with WalkSmart and will be free.
- 8. Parks Report – Blankenship**
- a. Staff is busy chasing leaves. They have also been working on adding lights to Town Center Park. The goal is to have them turned on the Wednesday before Thanksgiving.
- 9. Recreation Report – Behler**
- a. The Community Tree Lighting is on Wednesday, November 29 at 5:30pm. New this year, the Library will offer a holiday edition of Story Time.
  - b. The Reindeer Romp is December 2. Check-in and registration opens at 8:00am. There will be a kids dash and 5K.
- 10. Board Comments**
- a. David congratulated board members for a job well done on the board operating guidelines.
  - b. Kate agreed with David’s comment.
  - c. Denise thanked everyone for the warm welcome.
- 11. Meeting Adjourned: 7:01 pm**