



**Wilsonville Parks and Recreation Advisory Board
Parks and Recreation Admin Building
September 26, 2019, 4:30pm
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of Minutes: May 9, 2019
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. Potential Parks Bond Discussion
- 5:05 PM** IV. Director Report – McCarty
- 5:15 PM** V. Community Center Report – Stevenson
- 5:25 PM** VI. Recreation Report – Behler
- 5:35 PM** VII. Board Comments
- 5:45 PM** VIII. Adjourn

Next Meeting –
Thursday, October 10, 2019
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
May 9, 2019

Advisory Board Members Present:

Steve Benson
Jim Barnes
Dahe Chen
Kate Johnson
Amanda Aird (arrived at 4:48pm)

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	4:39 p.m.
<u>Minutes</u>	A. Minutes were approved 4-0.
<u>Public Comment</u>	A. None
<u>Agenda</u> A. Budget Status	<p>A. Brian Stevenson gave an overview on the 2019/2020 Parks & Recreation Proposed Budget. Under General Services (recreation programming, special events, Community Center activities, etc.), there is a 2% increase from 2018/2019 fiscal year. 6% of that is an increase in salary and benefits, and a 2% decrease in materials and services.</p> <p>Under Parks Maintenance, there is a 19% increase from the 2018/2019 fiscal year, with the majority of that coming in salary and benefits. This includes the addition of 1 Parks Maintenance Specialist and the addition of 1.0 FTE Seasonal Utility Worker. There is a 1% decrease in materials and services and approximately \$30,000 savings in utilities (e.g. water for irrigation). Program supplies increased approximately \$16,000 to accommodate Parks staff managing and maintaining the water features (previously overseen by Public Works). Steve Benson asked if electricity used in the park comes out of our budget. Brian confirmed it does come out of the parks budget.</p> <p>CAPITOL IMPROVEMENT PROJECTS (note: this is not a full list, only projects greater than \$70,000 are included in the discussion)</p> <p><u>Memorial Park Master Plan Implementation</u>: \$456,000 budgeted to build the dog park and design the skate park, parking lot, and bike pump track. Brian Stevenson added that if we don't spend all of the funds, they will roll over and are eligible to be reallocated in future years.</p> <p><u>Town Center Park Stage Cover</u>: dates back to the 2007 master plan. First designs came in over budget, so staff has gone back out to find another design within the budget. Steve Benson asked if the stage would be built with acoustics in mind. Brian Stevenson confirmed that the cover will be designed with acoustical elements. \$414,000 includes design, construction, etc.</p> <p>Brian Stevenson added that this is the proposed budget. It has not been formally approved, yet. The first Budget Committee meeting is scheduled for next Thursday night, May 16, 2019.</p>

Kate Johnson asked how the process works with finding a design for the stage cover. Brian Stevenson responded that we started by reaching out to the design firm that designed other structures in the park. When the design came in over budget, staff reached out to other local design firms and looked at the potential for prefab options. With this particular project, it was handled differently than some other projects, which use RFP's.

I-5 Undercrossing Trail (Boones Ferry Park) - \$306,000. The first portion of the trail from Kalyca Terrace under I-5 has been completed. The next step is to complete the portion of the trail which connects and runs through Boones Ferry Park, according to the Boones Ferry Park Master Plan.

Playground Replacement - \$300,000. For the next fiscal year, the majority if not all will be spent on Boones Ferry Park. Steve Benson asked about the funds getting rolled over if they aren't used each year. Brian Stevenson replied that next fiscal year most if not all of the playground replacement fund will be spent at Boones Ferry Park. Brian added that if you look at the current fiscal year, all of the playground replacement funds were used for Hathaway Park and Willow Creek/Landover Park. Steve Benson also mentioned that Charlotte Lehan suggested the playground equipment at Boones Ferry Park fit with the historical theme of the park. Brian Stevenson agreed that staff is looking to stay true to the master plan and have a themed playground.

Boones Ferry Park Implementation - \$110,000 to do hydrology and geotechnical studies to gather more info for future phases to install a dock, boat launch, trails along the bank, etc.

ADA Transition Plan Implementation - \$110,000. Plan completed a few years ago. City-wide assessment. Making changes to accessibility to slopes on trails and walkways in parks. The focus this year is to bring as many trails and park walkways up to compliance. Kate Johnson asked if there are any fees if a City is not in compliance. Brian Stevenson replied that he believed there was a deadline for meeting compliance but no fees if not in compliance by that time. Brian Stevenson clarified that trails and walkways include paved surfaces only.

French Prairie Bridge - \$76,000 out of the Parks & Recreation budget plus \$219,000 in federal funds to design the bridge. Zach Weigel, Capital Projects Engineering Manager, is the project manager. Steve Benson is on the task force and said that they were going to meet soon and pick the final design, narrowed down to two designs. Jim Barnes added that he felt the wording of the survey was too positive and worded in a way that it was a "done deal".

SYSTEM DEVELOPMENT CHARGES REIMBURSEMENTS

Villebois RP 7/RP8/NHP6 - \$2,300,000. Council approved an extra \$1M from the general fund to cover the RP 7/8 going over budget. Kate asked when RP7/8 would be finished. Mike responded by Oct 2019. After that, they should start RP6, but that shouldn't take long.

Frog Pond Boeckman Creek Trailhead - \$300,000. First section of the Boeckman Creek trail and overlooks as part of the new development.

Jim Barnes asked what the RFP process looks like for the skate park or pump track. Brian Stevenson replied that the process will be similar for both, but will describe it as if it were the skate park. The City puts out a RFP which includes basic design and amount of public involvement. Details of the skate park (e.g. skate elements, etc.) would be determined during public involvement. The RFP gets posted to the Daily Journal of Commerce. City staff and the Board are allowed to notify a company that the RFP is open. Typically, companies submit info on their staff, past projects, etc. Staff rates each RFP submission before awarding the contract to the designer. The designer gets the community involved in the project. Jim Barnes added that he would like to add some design criteria into the RFP. Brian Stevenson replied that the skate park will be 6,000 sq. feet. Jim Barnes asked if that was up for discussion. Brian Stevenson replied that that size fits best in the park, per the master plan. Also, the larger the skate park, the higher the fees. Dahe Chen inquired about the Trocadero skate park and if elements of the design for that park could be used for the new skate park. Brian Stevenson replied that there is value in uniqueness, so generally it would be a concrete skate park but as far as elements, we would look for something different than what is offered at Trocadero Park. Jim Barnes added that you likely never see two skate parks that are the same. Jim Barnes added that going from 6,000 to 8,000 would make a big difference in skate elements and wouldn't impact such a large park as much. Steve Benson suggested that Jim Barnes be involved in preliminary discussions on the design of the park due to his experience.

Staff Reports

A. Director/Parks Report

A. Mike McCarty thanked board members for volunteering at WERK Day. He also thanked Steve Benson for attending the Cable Tree Celebration. We are in the middle of Parks Supervisor interviews and hope to have the new position filled soon. The Board's project priorities were shared with the Council at their retreat. Council is still flushing out their goals. With \$30M in projects, staff recommended to Council to go out with a bond to fund the projects. Steve Benson suggested working on smaller projects so that the larger ones that need the most funding are included in the bond. Jim Barnes asked if the board project priorities report from the consultant was shared with the Council. Mike McCarty replied that he was unsure if the packet was shared with the Council but he did share it with the City Manager. He verbally shared the priorities at the retreat. Jim Barnes requested that the packet be shared with City Council members. Jim Barnes asked if he could post images of pages from the packet on social media. Staff will confirm and get back to him.

B. Community Center Report

B. Brian Stevenson announced that Evie Proctor is retiring at the end of June after 24 years of service. Janice Mash was promoted to Evie's position. Janice's former position, Nutrition Coordinator, is posted online to apply for. Brian Stevenson also announced that the empty space in the Admin Building lobby has been designated as an interpretive center for the Korean War. More info to come as the project moves forward.

C. Recreation Report

C. Erica Behler reminded everyone that the summer activity guide came out a few weeks ago. New programs include the Mother & Son Night of Fun, which will feature bubble soccer. We are also hosting a free Night Amongst the Stars with Rose City Astronomers on June 22nd (rain/cloud out date June 29). There are also new pickleball camps through the Wilsonville Pickleball Club.

<p><u>Board Comments</u></p>	<p>New yoga classes, sourdough baking class, ballroom dancing classes, etc. Steve Benson brought up a situation regarding pickleball and how a group of pickleballers were playing on the tennis court, saying the net on the pickleball court was not regulation. Erica Behler is working on an events banner to be posted at Town Center Park listing summer events in that park. Staff is currently accepting vendor applications for the Wilsonville Wellness Fair on July 20. She is also working on contracts for the Wilsonville Community Block Party (Aug. 15) and looking at hiring a 3D chalk artist for the event. Movies in the Park starts soon and is supported by a \$1,000 sponsorship from Wilsonville Subaru. Erica Behler also met last week with Zoe Monahan, Assistant to the City Manager, and Bill Evans, Communications and Marketing Manager, at TVF&R about some of the City's upcoming events and how they can be more involved in future events.</p> <p>Jim Barnes reviewed the Board's goals and where they are at/what further needs to be done. Jim Barnes asked the Board if there is something they would like to do regarding pursuing pre-teen and teen recreation programs. Steven Benson mentioned running programs by teens for teens. Amanda Aird added that teens could be added to the skate park process and other project input.</p> <p>Mike McCarty added that at the Council retreat, he shared more of the bigger picture of the park projects and didn't talk about each project individually.</p> <p>Kate Johnson added that there have been multiple break-in's and vandalism in the parks. Kate Johnson shared an email regarding missing swings at Landover Park. Mike McCarty responded that is part of a park project. The City took over ownership on May 1 of three previously HOA-owned parks. Steve Benson added that he saw and thanked a police officer the other day who had walked down to the boat dock, keeping an eye on the area.</p> <p>Jim Barnes added that the next meeting is scheduled for October. Might need to add a special meeting for park projects. Brian Stevenson added that there may be a special meeting added for the Memorial Park Pump Station project.</p>
<p>ADJOURNED</p>	<p>6:13 p.m.</p>