



**Wilsonville Parks and Recreation Advisory Board
Parks and Recreation Admin Building
January 11, 2018, 4:30pm
Meeting Agenda**

- 4:30 PM** I. Call to Order
- i. Roll Call
 - ii. Approval of Minutes: December 7, 2017
- 4:35 PM** II. Citizen Input
- 4:40 PM** III. Board Officer Appointments – Board
- 4:45 PM** IV. Board Operating Guidelines – Benson
- 5:15 PM** V. 2017/2018 Capital Projects Discussion – Staff
- 5:25 PM** VI. Director Report – McCarty
- 5:30 PM** VII. Community Center Report – Stevenson
- 5:35 PM** VIII. Parks Report – Blankenship
- 5:40 PM** IX. Recreation Report – Behler
- 5:45 PM** X. Board Comments
- 6:00 PM** XI. Adjourn

Next Meeting –
Thursday, March 8, 2018
4:30 PM
Parks and Rec 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.



**Wilsonville Parks and Recreation Advisory Board
Parks and Recreation Administration Building
December 7, 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

1. Call to Order

The meeting was called to order at 5:00 pm.

- Members Present: Jim Barnes, Steve Benson, Diana Cutaia, Ken Rice
- Members Absent: David Davis, Denise Downs, Kate Johnson
- Staff Present: Mike McCarty, Brian Stevenson, Tod Blankenship, Erica Behler
- Guests Present: None
- Approval of Minutes: November minutes were unanimously approved

2. Citizen Input

- a. None

3. Parks and Recreation Comprehensive Master Plan Draft Discussion – Board

- a. Board members discussed the draft and made the following suggestions:

i. Support/Add

- 1.1g – Maintain and build indoor spaces for various senior activities
- 1.2b – Build loop trails with marked distances
- 1.4c – Identify concentrations of invasive species and create plans for removal
- 1.8a –
 - a. Include adult and senior fitness/play equipment
 - b. Build a full size skatepark within 5 years
 - c. Add skate spots to smaller parks
 - d. Build additional pickleball courts
 - e. Continue to improve and expand the pollinator habitat to include City parks

- f. Increase opportunities for extreme sports, such as BMX track, skate park, parkour course
- g. Increase river access with a variety of amenities
 - i. Add amenities to existing dock (i.e. kayak launch)
 - ii. Add ramps and rails in the river by Memorial Park for wakeboarding
- h. Increase activities and amenities for teens
- 2.3a – Provide/promote one-time recreational programs
- 3.7 – Install safer crosswalks connected to parks

ii. Against/Remove

- Do not believe the need for WIFI would justify the expense as most phones have internet via cell service. (keep in trends not necessarily a recommendation)

iii. Other

- Did not see any mention of uses for the Tauchman House
 - Formulate a plan to increase utilization for Tauchman House
 - *Will be assessed in the Boones Ferry Park Master Plan*

- b. Diana made a motion to recommend the above suggestions are included in the Comprehensive Master Plan, and Jim seconded the motion.

4. Board Comments

- a. Jim expressed desire to talk at the next meeting about 2017/2018 and 2018/2019 Capital Investment Projects (CIP).
- b. Steve added that the next meeting will also include review of the Board Operating Guidelines.

5. Meeting Adjourned

- a. Diana made the motion to adjourn, Ken seconded the motion.

Wilsonville Parks & Recreation Advisory Board
Operating Guidelines 10-10-2017
“DRAFT V4”

Overview

The purpose of this document is to provide a set of Operating Guidelines that will help to provide consistency in the P&R Advisory Board operations as Board members (and P&R Staff) change over time. These guidelines were developed by the Board, in consultation with the P&R Director and Staff (they are not approved/mandated by the City Council and can be updated as needed by the incumbent P&R Board to operate effectively).

There are three companion documents to the Operating Guidelines:

1. P&R Advisory Board Goals
2. Working Relationships
 - a. Notes from the 2017 Planning Sessions with Greg McKenzie (Facilitator)
3. Potential Questions to Foster Discussion

Purpose, Duties & Responsibilities of the Board

Wilsonville City Code

- 2.300 Parks and Recreation Advisory Board
- 2.301 Purpose
- 2.302 Parks and Recreation Advisory Board Duties and Responsibilities
- 2.303 Advisory Functions

BOARDS AND COMMISSIONS

2.300 Parks and Recreation Advisory Board.

(1) A Parks and Recreation Advisory Board is hereby created. The Parks and Recreation Advisory Board shall consist of seven members. At least five members of the Parks and Recreation Advisory Board shall be residents of the City. Two members may reside outside of the city limits but must reside within the boundaries of the West Linn-Wilsonville, Canby, Sherwood, or North Marion school districts. Members shall be appointed by the Mayor with the consent of the City Council and may be removed by the Mayor with the consent of the Council. Of the members first appointed, four members shall be appointed for a two-year term and five members shall be appointed for a four-year term. Subsequent appointments shall be for a term of four years. No member shall hold appointment for more than two full consecutive terms, but any person may be appointed again to the Commission after an interval of one year.

Amended by Ord #397 – 5/4/92

Amended by Ord. #480 3/20/97

(2) At its first meeting in each calendar year, the Board shall elect a Chairperson and Vice Chairperson. The Chairperson shall preside at all meetings and the vice Chairperson shall preside over the meetings in the event that the Chairperson is absent. Unless otherwise specified, Robert's Rules of Order shall govern the meetings. Board members shall serve without pay but may be reimbursed for any expenses incurred in the discharge of their duties, with the approved city policies and with prior approval of the Parks and Recreation director.

(3) Four members shall constitute a quorum.

Amended by Ord. #480 – 3.20/97.

(4) Parks and Recreation Advisory Board members shall make every effort to attend all meetings. In the event that a member is absent from three meetings in any calendar year without either a pre-arranged excuse or an emergency, the Parks and Recreation Board may recommend removal of said member. Removal must be approved by the Council.

(5) The board shall hold at least four meetings per year to conduct its business. All meetings of the Board shall be open to the public.

Amended by Ord. #346 – 3/6/89.

2.301 Purpose.





The purpose of the Parks and Recreation Advisory Board shall be as follows: to act as a channel of communication for the general public and the municipal administration. To take initiative in planning of present and future parks and recreation needs to support the people of Wilsonville. To advise the City Council on various policy matters which have been referred to them in regard to the provision of park and recreation services to the total community.

2.302 Parks and Recreation Advisory Board Duties and Responsibilities.

- (1) Give due attention and study to recreation and park service as they affect the welfare of the people of Wilsonville.
- (2) Interpret the recreation and park services of the department to the community.
- (3) Interpret community recreation and park services of the department to the community.
- (4) Take initiative in planning for future recreation and park areas and facilities, as well as considering means of bringing present areas and facilities up to an acceptable standard.
- (5) Serve as a sounding board for the department administrator and staff to test their plans and ideas.
- (6) Recommend policy.
- (7) Enable civic and service organizations to accomplish results through cooperation.
- (8) Encourage individuals and citizen groups to give funds, property, and manpower for the development and operation of the recreation and park facilities.
- (9) Generally enlist community interest in recreation and parks.

2.303 Advisory Functions.

The actions of the Parks and Recreation Advisory Board shall be advisory only and shall not constitute policy of the City and shall not be binding upon the City Council or upon the City. The City Council may adopt all or part of any recommendation of the Board, with or without changes as city policy.

Agendas & Minutes	You Are Here: Home > Your Government > Boards & Commissions > Parks & Recreation Advisory Board	<h2 style="margin: 0;">Calendar</h2> <p>Thu Oct. 12 Parks and Recreation Advisory Board Meeting</p> <p>Tue Nov. 7 Parks and Recreation Advisory Board Meeting</p> <p>Thu Dec. 14 Parks and Recreation Advisory Board Meeting</p> <p>More ></p>
Apply for a Board or Commission	 <h2 style="margin: 0;">Parks & Recreation Advisory Board</h2>	<h2 style="margin: 0;">Contact Us</h2> <p>Parks & Recreation Email</p> <p>Administrative Office 29600 SW Park Place Wilsonville, OR 97070</p> <p>503-783-PLAY</p>
Budget Committee	<h3 style="margin: 0;">Meetings</h3> <ul style="list-style-type: none"> ◦ 4:30 p.m. ◦ Second Thursday of January, March, April, June, August, October and December ◦ Unless otherwise noted, all meetings take place at the Parks and Recreation Administration Building. ◦ Parks and Recreation Administration Building 29600 SW Park Place Wilsonville, OR 97070 ◦ The October 12th meeting (Community Opportunity Grant Review) will take place at 6:00pm in the City Hall Council Chambers. Address: 29799 SW Town Center Loop E, Wilsonville, OR 97070. ◦ Additional meeting scheduled for Tuesday, November 7th, 4:30pm in the City Hall Council Chambers. Address: 29799 SW Town Center Loop E, Wilsonville, OR 97070. 	<h2 style="margin: 0;">Hours</h2> <p>Monday - Friday 8 am - 5 pm</p>
Committee for Citizen Involvement		<h2 style="margin: 0;">Quick Links</h2> <ul style="list-style-type: none"> • Boards and Commissions Application <p>View All ></p>
City Council	<h3 style="margin: 0;">Members</h3> <ul style="list-style-type: none"> ◦ Ken Rice ◦ Steve Benson ◦ Kate Johnson ◦ David Davis ◦ James Barnes ◦ Diana Cutaia 	
Development Review Board		
Library Board		
Parks & Recreation Advisory Board		
Planning Commission		
Tourism Promotion Committee		
Wilsonville Community Seniors, Inc.		
Wilsonville-Metro Community Enhancement Committee		
Urban Renewal Agency		
 Ask The City! Online Requests & FAQs		
 Pay Online 24/7 payment options		

Roles & Responsibilities

The [roles and responsibilities](#) of the Parks and Recreation Advisory Board are to take the initiative in planning for the present and future park and recreational needs of the residents of Wilsonville and to act as a channel of communication between the general public and city government. The board also advises the City Council on any referred policy matters that pertain to parks and recreational services.

Members of the Parks and Recreation Advisory Board recommend policy and serve as a sounding board for the department administrator and staff. They are also responsible for determining how to bring the city's present recreation, park areas, and facilities up to an acceptable standard and maintain them at that level.

The board consists of up to seven members. At least five of the board members must live within Wilsonville city limits. Term length is four years, with no member holding office for more than two consecutive terms.

Annual Board Planning Calendar

(Managed by the Board Chair)

Note that this Board Planning Calendar is a work-in-process and will need input from all Board members.

January

- Elect new Chair/Co-chair.
 - Board Chair ensures new members are provided orientation / training.
- Committee to:
 - Develop Goals for the year
 - Review Code Section 2.302 to ensure goals align with Board Duties and Responsibilities
- Staff presents the vision for the P&R Department (e.g., new programs/capital improvements, planning efforts, major community issues/hurdles/interests)

February

March

April

- Review and approve Opportunity Grants (does the Board Approve or Recommend?)
- Update Board Goals as needed after reviewing the CIP projects
 - Request additional information from P&R Staff as needed
 - Determine if the Board wants to provide any input to the Budget Committee via the public meetings in May/June

May

- Budget Committee reviews annual budget plans; Makes recommendation to City Council
 - Update this as needed to align with the City's annual budget calendar (see the City's budget document for the annual calendar).

June

- Fiscal year budget approved by City Council
 - Update this as needed to align with the City's annual budget calendar.

July

August

September

October (Question: Brian Stevenson – this was changed to October, did you mean March? Jim)

- P&R informs board of CIPs to be presented to Budget Committee's next meeting.
 - Budget presentation is handled by Finance Director
- Review and approve Opportunity Grants

November

December

Working Relationships – Greg McKenzie

During the summer of 2017, Greg McKenzie facilitated a series of meetings between the P&R Board, P&R Director and P&R senior staff. The goal of the meetings was to help develop good working relationships between the Board members and PR Director/Staff. There were two primary outputs from those meetings:

- 1) Direction to develop a set of Operating Guidelines for the Board
 - a. See the P&R Advisory Board Operating Guidelines.
- 2) Suggestions from the Board Members and PR Director/Staff on what would be helpful in supporting good working relations and in helping the parties be successful. Provided below is a summary of those suggestions.

Listed below are some items to keep in mind to help support strong, healthy dialogue between Board Members, P&R Staff and the Citizens of Wilsonville.

Intra P&R Board Relationships

- Board members must take accountability to:
 - Be familiar with the P&R Master Plans and other documents that are relevant to providing advise to the P&R Department.
 - Read all meeting materials prior to the Board meeting.
- Value divergent opinions; Agree to disagree agreeably; Hold each other accountable
- Work collaboratively and respectfully with P&R Staff, Board members and the public
- View issues through other people's points of view/experience
- Understand the role of a P&R Board member; Perform duties with transparency
- Speak with one voice as the entire P&R Board after decisions
- Establish effective systems and processes for P&R Board operations

Working Relationship with Parks & Recreation Department

The P&R Board needs from staff to be successful:

1. Communication and overview of the P&R Department's major goals and objectives, projects and programs
2. Overview of proposed major P&R projects/programs (i.e., new construction / renovations / changes) far enough in advance of implementation that the Board will be able to provide input before it is too late to efficiently make changes
3. A clear understanding of the decision-making process for Parks and Recreation projects
4. Timely reports about the progress of ongoing major Department projects

5. Timely presentations from staff about matters subject to P&R Board duties
6. Orientation for new P&R Board members about functions of the Department; Where key information (e.g., Master Plans) are located on the P&R website; City Codes that govern the P&R Board; Annual Budget and Five Year Capital Improvement Program; Etc.
7. Clarity from Mayor, City Manager and Parks Director about vision and direction for parks and services in Wilsonville
8. Clear understanding of the role of P&R Board in the delivery of parks, programs and services for Wilsonville
9. Assistance and instruction about effective ways for the P&R Board to communicate with the public about Department projects, programs and services
10. Process for taking public testimony about projects subject to the P&R Board jurisdiction
11. Criteria for approval of Opportunity Grants and Tourism Grants

Items 6, 9, 10, and 11 and maybe some others still need to be placed in Calendar.

The P&R Department needs from the Board to be successful:

- Timely ideas and suggestions for programs and services
- Visibility in the Wilsonville community at Department events
- Provide sounding board regarding the implementation of Department programs and services
- Understanding from all P&R Board members about the role of the P&R Board and its relationship with Department staff
- Review and approval of Opportunity Grants
- Review projects submitted to Design Review Board with suggestions and recommendations