



CITY OF HILLSBORO PARKS & RECREATION COMMISSION AGENDA

Regular Meeting

Tuesday, December 10, 2019

7:00 AM

Parks & Recreation Administration Office

Public Meeting

4400 NE Century Blvd.

Assistive Listening Devices (ALD) and sign language interpreters are available at no cost, and can be scheduled for this meeting. Please provide at least a 72 hour notice prior to the meeting. To obtain these services, call (503) 681-6100 or TTY (503) 681-6284.

I. Citizen Communications:

II. Minutes: Regular Meeting - November 19, 2019

III. Reports/Presentations:

- A. Fiber Huts - Kok, Stee, DeMello & Mont
- B. Jackson Bottom - Prince & Kearns
- C. SHARC Update/Debrief - Miletich
- D. Community Center at 53rd Update - Miletich, Morgan & Kok
- E. Director/Manager Update - Miletich, Kok, Morgan, Nye & Pipher
- F. New Staff Introductions - Brucker & Nye
- G. Staff & Volunteer Recognition - Nye

IV. Old Business:

V. New Business:

- A. EXECUTIVE SESSION: ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- B. Consider action related to discussion in Executive Session, if needed

VI. Information Items:

- A. Winter Village - November 29, 2019 - January 5, 2020, Jerry Willey Plaza
- B. Alter Wiener Bench Dedication - December 11, 2 pm, Central Park
- C. Topping Out Ceremony - December 19, 1 pm, Community Center at 53rd Ave.
- D. Menorah Lighting - December 22, 4:15 pm, Jerry Willey Plaza



Hillsboro Parks and Recreation Commission Minutes
Regular Session

November 19, 2019 7:00 a.m.
Parks Administration Building

The Hillsboro Parks and Recreation Commission met in regular session. Present were Parks and Recreation Commissioners Gwynne Pitts, Ken Phelan, Forrest Huntington, Lynn Scheller and Marilynn Helzerman; City staff Dave Miletich, Amber Victoor, Jeroen Kok, Ken Pipher, Mary Loftin, Nancy Nye, Sean Morgan, Scott Brucker, and Becky Salinas

Commission Chair Pitts called the meeting to order.

Citizen Communication: None

Minutes:

Motion was made by Helzerman and seconded by Phelan to approve the minutes of the Regular Meeting on October 10, 2019 as written. The motion was approved unanimously.

Reports/Presentations:

Program Cost Recovery: Pipher and Victoor gave a presentation on the 2018-19 Program Cost Recovery. They shared a pyramid with five tiers, highlighting how resources are allocated based on community benefit. The commissioners requested additional data, including a breakdown of staffing expenses.

Community Center at 53rd Avenue Naming Campaign: Loftin updated commissioners on the naming campaign for the Community Center at 53rd Avenue. The campaign was announced through social media, web articles, web banners, City Views, Happening in Hillsboro and Parks & Recreation eblasts. Suggestions were collected over a six-week period, closing on November 15. Over 150 individual suggestions were submitted. Loftin will sort the suggestions into categories and review with Miletich and managers on December 4. The reports from Survey Monkey will be shared with commissioners on December 10.

Community Center at 53rd Avenue Update: Kok shared an aerial photo showing the community room and gym side concrete panels welded in place. The beams will be in position soon, with the roof going on shortly after. More to come on the Topping Out event for the center's roof placement. Hidden Creek Drive is on track to open with the Community Center. Swinerton is currently projecting July 15 for a temporary certificate of occupancy, with move-in date in August. Morgan stated Human Resources is currently recruiting for the Community Center Manager, and the posting will close on December 2. Fitness equipment for the center is being worked on. Nye informed commissioners the design proposals for the public art installation go to Arts Commission in December.

Director/Manager Update: Miletich briefed the commissioners on hiring updates:

- Becky Salinas, Administrative Support Supervisor
- Stacy Ahlberg, Special Events Manager
- April Hammel, Sports Program Supervisor
- Full-time position for the project specialist offered to the top candidate

Kok updated commissioners on park construction projects:

- Park improvements are underway at Frances Street Park.

- Turf replacement at 53rd Avenue Park is slated to start next week, replacement at GFRC is projected to start the week of December 2.
- Parks is coordinating with Public works on the Jackson School Road rose relocation project.
- The 53rd Avenue affordable housing project goes to City Council in January.

Morgan reported the Living Legacy Donor Luncheon raised \$10,000 for the matching grant.

Nye reported the Arts & Culture Endowment fundraiser concert was a success, raising \$60,000 during the paddle raise. Recruitment will begin for a Cultural Arts District Manager and a Special Events Coordinator.

Staff and Volunteer Recognition: None

Old Business: None

New Business:

Hops firework request – Brucker requested flexibility to schedule more firework displays during corporate events, playoffs and short bookings held at Gordon Faber Recreation Complex. The commission currently has agreed to 5 - 7 displays.

Motion was made by Phelan and seconded by Scheller to allow up to 10 firework events annually, without prior commission approval. The motion was passed unanimously.

A motion was made by Scheller and seconded by Helzerman to move into Executive Session at 8:35 am. The motion passed unanimously.

The Regular Session meeting was reconvened at 8:41 am.

Information Items:

Hillsboro Hops Banquet – November 23, Nike Tiger Woods Center, 7:00 pm
Alter Wiener Bench Dedication – December 11, Central Park, 2:00 pm

There being no other business, Commission Chair Pitts adjourned the meeting.

ATTEST: _____
Recorder

Chair