



MEETING NOTICE & AGENDA
TUALATIN PARK ADVISORY COMMITTEE
March 12, 2024 - 6:00 pm

Parks & Recreation Office
8511 SW Tualatin Road (in Tualatin Community Park)

Virtual Option to Join
Phone: +1 253 215 8782 US (Tacoma)
Meeting ID: 879 9593 1626
Video: <https://us06web.zoom.us/j/87995931626>

"We are a group of enthusiastic advocates for the Parks & Recreation system
with a focus on the stewardship and enhancement of our community."

A. Call to Order

1. Roll Call

B. Approval of Minutes

1. January 9, 2024
2. February 13, 2024

C. Communications & Comments

1. Chair
2. Staff
3. Public

D. Old Business

1. Park Bond Projects Update
 - a. Investment Summary
 - b. Veterans Plaza
 - i. Construction
 - ii. Public Art
2. Annual Committee Report

E. New Business

1. Arbor Month Contests
 - a. Poster
 - b. Photo
 - c. Council Presentation
2. Park SDCs
 - a. Annual Report
 - b. Annual Rates Index

3. Updates

- a. Programs
- b. Projects
- c. Operations
- d. Volunteers

F. Upcoming Dates & Calendar Review

G. Committee Member Communications

H. Adjournment



Minutes

T UALATIN PARK ADVISORY COMMITTEE

January 9, 2024

Virtual Meeting

Members Present:	Emma Gray, Carl Hosticka, John Makepeace, Anthony Warren, Michael Klein
Members Absent:	Beth Dittman (Excused), Ryan Wilson
Staff Present:	Ross Hoover, Parks & Recreation Director Rich Mueller, Parks Planning & Development Manager Kyla Cesca, Office Coordinator
Public:	None

A. Call to Order

Chair Emma Gray called the meeting to order at 6:00 pm.
Roll Call was taken with five members present and two absent.

B. Approval of Minutes

The minutes of the December 5, 2023 meeting were approved by a motion from Anthony Warren, and second by John Makepeace.

C. Communications & Comments

None

D. Old Business

1. Parks Bond Update

Rich Mueller reviewed the project status and schedule. Trail easements for the Nyberg Creek Trail are currently being surveyed. Ross Hoover reported work continues to acquire more properties along the riverfront. Rich shared updates on Athletic Field projects and an update on the status of the Veterans Plaza construction process. Rich closed with an update on the progress of the playground improvements. Michael Klein reiterated the suggestion that staff post signage when projects are complete indicating where the funding came from.

2. Utility Fee Project Prioritization

Rich Mueller walked committee members through terms and definitions related to planning, design and construction project phases and provided examples. Next Rich shared a diagram of the utility fee project selection and approval process. Rich reviewed the proposed 2024/25 project spreadsheet and broke out each project into phases with cost estimates. Due to current projected costs and projected timelines, there is not expected to be funding for new projects in the upcoming fiscal year. Available funding will be used to complete the current projects. Emma Gray asked for a motion to recommend the staff recommendation. Committee members unanimously agreed to

recommend the utility project funding list to the budget committee and City Council on a motion from Michael Klein, and second by John Makepeace.

3. Annual Report

Emma Grey reviewed the Committee's 2023 Annual Report and asked for feedback. Members were pleased with the report and Michael Klein mentioned a correction. Emma then shared an appendix to the report that will include a comparison of Tualatin demographics to that of the committee. Ross Hoover told the committee staff would conduct an anonymous survey to share comparison demographics for the report.

D. New Business

1. Basalt Creek Flagpole Property

Rich Mueller shared a map of City property slated to have park amenities between Autumn Sunrise subdivision and Plambeck Gardens affordable housing complex. Rich explained the conceptual plan for the property, in the future that the neighborhood would be engaged to determine amenities. Rich asked the committee for a recommendation to Council on the park development process. Both Emma Grey and Michael Klein asked some clarifying questions, and Ross and Rich responded. Emma motioned for the committee to make a recommendation, and members recommended the proposed process to City Council. Approved on a motion from Carl Hosticka, and second by John Makepeace the committee unanimously agreed.

2. 2024 Meeting schedule

Emma Grey led members in a discussion about future in person meetings. Emma made an in-person meeting proposal and asked for thoughts. The committee agreed to two in person meetings a year, one in March and one toward the end of summer.

3. Updates

a. Programs

Kyla Cesca reported on the upcoming Share the Love event, and Ross Hoover reported on additional recreation programs

a. Projects

No additional information than what was presented in the Bond Project update.

b. Operations

Ross Hoover shared staffing updates to the Parks Maintenance Division.

c. Volunteers

A park volunteer service project was included in the meeting packet.

G. Upcoming Dates & Calendar Review

Emma Gray reviewed the calendars, and asked members to log their volunteer hours.

H. Committee Member Communications

None

I. Adjournment

Chair Emma Gray adjourned the meeting at 7:21 pm.



Minutes

T UALATIN PARK ADVISORY COMMITTEE

February 13, 2024

Virtual Meeting

Members Present:	Emma Gray, Beth Dittman
Members Absent:	Carl Hosticka (Excused), John Makepeace (Excused), Anthony Warren (Excused), Michael Klein (Excused), Ryan Wilson
Staff Present:	Rich Mueller, Parks Planning & Development Manager
Public:	None

A. Call to Order

Chair Emma Gray and Vice Chair Beth Dittman canceled the meeting due to member absences (out of the area & sick) and lack of quorum. February meeting agenda items will be moved to the March meeting, which is in person to select Arbor Month poster and photo contest submittals.

Bond Projects

2/21/2024

Projects	Phase 1 2023-26	Phase 2 2026-29	Status
Trail Connections (Est. \$4.5 MM) Nyberg Creek/Wetlands Design Construction	<div></div>	<div></div>	Construction Design - March 2024
New River Access (Est. 4 MM) Community Park Expansion Planning & Design Construction	<div></div>	<div></div>	Design Proposals - winter 2024/25
Athletic Fields (Est. 7 MM) Parks TCP field lights (replacement LED) Backstops & fencing Neighborhood park fields School shared use partnership Planning/Design Construction	<div></div>	<div></div>	Completed February 2024 Planning & Design - spring & summer 2024 In Planning with School District
Upgrades (Est. 5 MM) Veterans Plaza Other	<div></div>	<div></div>	Under Construction February 2024
Natural Areas (3.5 MM) Property acquisition Natural parkland WA County Community Park Expansion	<div></div>	<div></div>	Acquired May 2023 Aquired September 2023 Acquired May 2023
Play & Park Equipment (1 MM) Atfalati Ibach Jurgens Ibach (tween/teen area)	<div></div>		Completed December 2023 Completed December 2023 Completed February 2024 Construction spring 2024
Project Manager	<div></div>		Started November 13, 2023



Tualatin Parks Advisory Committee

2023 Annual Report

THIS IS US

“We are a group of enthusiastic advocates for the Parks & Recreation system with a focus on the stewardship and enhancement of our community.”

23 Meetings Attended

11 Activities Attended

357 Hours Volunteered



CURRENT MEMBERS

- Emma Gray, Chair
- Beth Dittman, Vice-Chair
- Carl Hosticka
- Michael Klein
- John Makepeace
- Anthony Warren
- Ryan, Student Member



WHAT WE DO

- Regular Meetings
 - Learn about Parks & Recreation activities
 - Evaluate and provide recommendations to City staff regarding policies, programs, & procedures
 - Provide feedback & guidance regarding priority of projects related to the bond & utility fee
- Represent Parks & Recreation System to City Council
- Attend Activities & Events
 - Advocate for participation & engagement in Parks & Recreation system
 - Provide community outreach
- Bee City Facilitation Committee
- Tree City USA Board

2023 ACCOMPLISHMENTS

Parks Bond

- Pursued implementation of parks bond projects
 - Play & Park Equipment
 - Assisted with playground equipment & surface selections for Ibach, Atfalati, & Jurgens Playgrounds
 - Athletic Field Improvements
 - Supported High School & Tualatin Community Park field LED light replacement
 - Natural Areas
 - Supported acquiring 20 acres within four separate properties
 - Veterans Plaza
 - Construction documents completed, work begins 2024
- Advocated for clear communication about parks-bond funded projects

PARKS & TRAILS BOND

UPDATE





PROJECTS UNDERWAY

Atfalati Park

- Playground Updates
- New Picnic Shelter

Community Park

- Field Lighting Upgrade

Plus more!

Scan the QR code for more information





2023 ACCOMPLISHMENTS

Diversity, Equity, and Inclusion

- Strengthened diverse committee membership
 - Reached out to Tualatinos
 - Reached out to advocates from Stoneridge visioning work
 - * Supported renaming of Stoneridge Park to Las Casitas Park
- Worked with Council to identify ways to seat members as interest arises
- Connected with Equity Committee Planning Group re: their recommendations to council
- Held three in-person meetings



2023 ACCOMPLISHMENTS

Sustainability & Climate Action

- Promoted pollinator information & resources
- Provided community resources for trees & bees
- Recommended shade structures at playground renovations
- Suggested sustainable materials in park projects
- Supported energy efficient park improvements



2023 ACCOMPLISHMENTS

Collaboration

- Continued to host joint meetings with Arts Advisory Committee
- Invited other advisory committees to share meetings
 - Explored places where Parks & Recreation goals intersect with other Committee goals
 - Veterans Plaza Art Committee
- Regularly communicated with I.D.E.A. Committee
- Supported completion of the section of the Tualatin River Greenway trail at the new apartment complex
- Supported completion of Utility Fee projects
 - THS field light replacement
 - Restroom renovations (Tualatin Community Park & Commons Lake)
 - Little Woodrose access & safety improvement design
 - Highway 99 boat ramp access renovation design
 - Tualatin Community Park BBQ replacement
 - Ki-a-Kuts Bridge repair design
 - Victoria Woods stair replacement design (trail)



OUR 2024 GOALS

Sustainability

- Explore intersections between parks & recreation operations, programs & projects with City Council-approved Climate Action Plan
- Evaluate existing tree codes for climate resiliency updates & recommendations
- Promote pollinator information & resources
- Provide community resources for trees & bees

Parks Bond & Utility Fee Projects

- Assist staff with prioritizing Utility Fee projects
- Actively pursue implementation of parks bond projects
- Continue to support progress on new river access
- Advocate for continued progress for integrated trail system
- Continue to complete bond playground projects
- Support beginning utility fee facilities assessment

Diversity, Equity, and Inclusion

- Evaluate current park naming policies for possible updates & recommendations
- Work with Youth Advisory Council to recruit a student member



QUESTIONS & COMMENTS

TPARK 2023 Annual Report

CITY OF TUALATIN
PARKS SYSTEM DEVELOPMENT CHARGE (SDC) REPORT
Annual Report for Fiscal Year 2022/23

Introduction

According to Tualatin Municipal Code, Chapter 2-6-060, System Development Charges (SDCs) for each type of capital improvement provided by the City may be created and shall be established by resolution of the Council. The Parks SDC fee was established in 1984, and updated as a part of the Parks and Recreation Master Plan and Park System Development Charge Methodology in 2019.

Purpose

The purpose of this report is to fulfill the requirements of ORS 223.311, which requires an annual accounting of SDCs to be performed, and to recommend any changes in the Parks SDC as adopted by the City of Tualatin.

Revenue

During the period of this report (July 1, 2022 to June 30, 2023) the City of Tualatin collected \$936,426.78 in Park SDC fees. Interest earned on the SDC fund balance was \$54,696.92.

Credits

There were no credits used towards the payment of Parks SDC in fiscal year 2022/23.

Expenditures

The Park SDC fees are determined by the ordinance methodology and retained in the Park Development (Parks SDC) Fund. Any unspent funds are available to be used on projects in the next fiscal year and will become part of the beginning fund balance.

<u>Project Description</u>	<u>SDC Amount</u>
1. Parkland Acquisition (Basalt Creek Property)	\$497,986.00
2. Parks Bond Feasibility Study	\$ 26,284.68
3. Tualatin River Greenway Trail Expansion (Tualatin Apartments)	\$780,795.66
4. Tualatin River Greenway Trail Extension (Hwy 99)	\$ 3,789.32
5. Transfer to General Fund	<u>\$ 95,380.00</u>
Total Expenditures	\$1,404,235.66

Recommendation

Staff recommends Council accept the report. The Parks and Recreation Director will continue to monitor issues that may arise and review any impact on Park SDCs. No proposed changes to methodology or procedures in the Tualatin Municipal Code are recommended at this time.

CITY OF TUALATIN

PARKS SYSTEM DEVELOPMENT CHARGES RATE SCHEDULE

Land Use Category / Development Type	SIC Code	Unit*		Rates Effective 2/1/2024
<u>Residential</u>	N/A	/dwelling unit		\$9,344
Single Family Detached	N/A	/dwelling unit		\$6,964
Multi Family - Apartment Complex				
<u>Nonresidential</u>	1-19	/square feet		
Industrial/Manufacturing	20	/square feet		
Ag., Fish & Forest Services; Constr; Mining Food & Kindred	21	/square feet		
Products	22, 23	/square feet		
Tabacco (industry does not exist in Oregon) Textile &	24	/square feet. 25,32,39	/square feet	
Apparel	26	/square feet		
Lumber & Wood	28-31	/square feet		
Furniture; Clay, Stone & Glass; Misc. Paper& Allied	33,34	/square feet		
Chemicals, Petroleum, Rubber, Leather Primary &	35	/square feet		
Fabricated Metals	36,38	/square feet		
Machinery Equipment	37	/square feet		
Electrical Machinery, Equipment Transportation Equipment	49	/square feet		
Electric, Gas, And Sanitary Services				
				\$2.33
Warehousing	40-42, 44,45,47	/square feet		
TCPU - Transportation and Warehousing Wholesale Trade	50,51	/square feet		
				\$0.59
Retail/Restaurant/Hospitality	52-59	/square feet		
Retail Trade	70	/square feet		
Hotels and Other Lodging Places Amusement and	79	/square feet		
Recreation Services Museum, Botanical, Zoological Gardens	84	/square feet		
				\$2.28
Office/Educational/Healthcare	27	/square feet		
Printing, Publishing & Allied	48	/square feet		
Communication	60-68	/square feet		
Finance, Insurance & Real Estate Personal, Business &	72-78	/square feet		
Repair Services Health Services	80	/square feet		
Educational, Social, Membership Services Government	81-89	/square feet		
	90-99	/square feet		
				\$1.88

* The category definitions can be found at https://www.osha.gov/pls/imis/sic_manual.html

1/5/2024

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1 9 am Summer Camp Registration	2
3	4	5	6	7	8	9
10	11 7 pm City Council	12 6 pm TPARK In Person	13	14	15	16
17	18	19	20	21	22	23
24	25 7 pm City Council	26	27	28	29	30
31	1	2	3	4	5	6

APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 Arbor Month	2	3	4	5	6
7	8 6 pm – City Council	9 6 pm - TPARK	10	11	12	13
14	15	16	17	18	19	20
21	22 7 pm – City Council	23	24	25	26	27
28	29	30	1	2	3	4