

**MEETING NOTICE & AGENDA  
TUALATIN PARK ADVISORY COMMITTEE  
December 10, 2024 - 6:00 pm**



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

Virtual Options to Join  
Video: <https://us06web.zoom.us/j/83713764041>  
Phone: +1 253 215 8782 US (Tacoma)  
Meeting ID: 837 1376 4041

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“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. November 12, 2024

**C. Communication & Comments**

1. Chair
2. Staff
3. Public

**D. Old Business**

1. Park Bond Update
  - a. Projects Status
2. [Committee Goals](#)
  - a. 2025 Goals
3. Utility Fee Projects
  - a. Project Review & Discussion

**E. New Business**

1. Parks & Recreation Director
  - a. Selection Process & Status
2. Annual Report
  - a. Content
  - b. Committee Photo
3. Updates
  - a. Programs
  - b. Projects
  - c. Operations
  - d. Volunteers

**F. Upcoming Dates & Calendar Review**

**G. Committee Member Communications**

**H. Adjournment**



## Minutes

### TUALATIN PARK ADVISORY COMMITTEE November 12, 2024

#### Virtual Meeting

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<b>Members Present:</b>	Cosimah Slider, Emma Gray, John Makepeace, Beth Dittman
<b>Members Absent:</b>	Michael Klein, Carl Hosticka, Rebecca Ryan
<b>Staff Present:</b>	Rich Mueller, Parks Planning & Development Manager Kira Hein, Project Manager Bella DePhillipo, Office Coordinator
<b>Public:</b>	None

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#### A. Call to Order

Emma Gray called the meeting to order at 6:02 pm

#### B. Approval of Minutes

Emma Gray indicated that there was a typo in item F of the October 8<sup>th</sup> minutes, which Bella DePhillipo will correct. Beth Dittman moved to approve the minutes, Cosimah Slider seconded and the minutes passed unanimously.

#### C. Communication & Comments

1. Chair - None
2. Staff – Rich Mueller shared that the Parks Director position has been posted, and will remain open through December 1<sup>st</sup>.
  - a. Emma Gray asked how TPARK can be involved in the hiring process, and suggested a public engagement. Rich said he would pass the suggestion along, and noted that acting Parks & Recreation Director, Megan George will be at the next meeting.
3. Public - None

#### D. Old Business

1. Park Bond Update

Kira Hein presented on the status of current Parks Bond projects and shared photos.

  - a. Veterans Plaza – the insignia columns are being installed, the planters have been resurfaced, the story circle has been completed, and shade covers are being installed for the picnic tables. Bella DePhillipo mentioned that the deadline for the brick program has been extended to January 10<sup>th</sup>.
    - i. Emma Gray asked if the benches on the other side of the plaza will be replaced, and Rich Mueller said the renovation is on the list but there is currently no designated funding for it.

- b. Nyberg Creek Trail – currently sharing design with parks maintenance for input.
  - c. Athletic Field Engagement – wrapping up this month, project will be on pause until a new director steps in.
    - i. Beth Dittman requested that the next bond presentation include more financial information, including administrative costs. Rich will connect with Megan George on this.
2. Committee Goals  
Emma Gray brought up the committee goals for 2025, and requested that all members consider goals and email her any suggestions.
3. Utility Fee Projects  
Rich Mueller went over the process of choosing utility fee projects, and updated committee members on the current status. He mentioned that parks assets are still being scored, and that those scores will be presented in the December meeting.
  - a. Beth Dittman requested a financial report be presented as well, and Rich said he would connect with Megan George on that.

**E. New Business**

1. Annual Report  
Emma Gray went over the process of presenting the annual report to council each year, and showed last year's slides as an example.
  - a. Rich Mueller asked when the presentation would be, and Emma said it would be one of the March council meetings.
2. Tree City USA  
Rich Mueller shared information about the tree city application, which is due in 30 days.
  - a. Emma Gray asked for information on development activity tree requirements, and Rich said the climate ordinance and the new street tree list will provide more information in the near future, and not until a new director has been hired.
3. SDC Annual Report  
Kira Hein gave a summary of the Parks System Development Charges, and provided an update on collected funds and interest in 2023/24.
  - a. Emma Gray asked what these funds can be spent on, and Rich Mueller explained that funds can only be spent on system expansion.
  - b. Beth Dittman requested further financial information, and Emma suggested that someone from the finance department be invited to a future meeting. John Makepeace agreed, and Rich will pass this along to Megan George.
4. Las Casitas Park  
Rich Mueller provided an update on Las Casitas Park: progress has been slow due to many easements, permits are currently being completed, and the project

will be out to bid this month.

- a. Bella DePhillipo presented on a sign for the park, and the committee voted unanimously on one of four designs.
5. Neighborhood Transportation Safety Program  
Rich Mueller shared a link on the city website to submit traffic suggestions, which will be considered for upcoming projects.
  6. Updates  
Kira Hein shared updates on current ARPA funded projects: Basalt Creek is finishing up design and will go to bid in the spring. Kira also shared updates on current utility fee projects: Tualatin Community Park shelter repair begins soon, Little Woodrose goes to bid in spring, and Victoria Woods staircase is out to bid now.

**F. Upcoming Dates & Calendar Review**

1. Emma Gray suggested an in-person meeting in December, and the committee and staff agreed. Rich Mueller mentioned that a joint meeting with Arts Advisory will not be held. Rich also noted that a group photo will need to be taken at the next meeting.
2. Rich Mueller shared that the facility assessment project will be put on hold until a new director is hired. He also shared that no items will be going to City Council in November.

**G. Committee Member Communications**

None

**H. Adjournment**

Emma Gray adjourned the meeting at 7:09 pm.

# Bond Projects

12/3/2024

<u>Projects</u>	<u>Phase 1</u> 2023-26	<u>Phase 2</u> 2026-29	<u>Status</u>
<b>Trail Connections</b> Nyberg Creek/Wetlands Design Construction			In Construction Design Construction summer/fall 2025
<b>New River Access</b> Community Park Expansion Planning & Design Construction			Design Proposals - winter/spring 2025
<b>Athletic Fields</b> Parks TCP field lights (replacement LED) Neighborhood park fields School shared use partnership Planning/Design Construction			Completed February 2024 Planning w/Community Sports Plan w/School District & Com Sports
<b>Upgrades</b> Veterans Plaza			Under Construction - completion 2025
<b>Natural Areas</b> Property acquisition Natural parkland WA County Community Park Expansion Community Park Expansion			Acquired May 2023 Acquired September 2023 Acquired May 2023 Acquired October 2024
<b>Play &amp; Park Equipment</b> Atfalati Ibach Jurgens Ibach (tween/teen area)			<b>Playground Projects Completed</b> Completed December 2023 Completed December 2023 Completed February 2024 Completed April 2024

## Veterans Plaza



## Shelter Repair



## PROJECTS IN PROGRESS



## New River Access

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21st November 2024

**Tualatin Mayor and City Council**

**City Manager**

Tualatin, OR

Delivered Electronically

Dear Mayor, Councilors and Manager Lombos,

We are writing as both members of TPARK and as residents of Tualatin in regard to the ongoing hiring process to replace Ross Hoover as Parks Director for our City.

We want to thank you for the timely updates we have received via parks staff at TPARK meetings detailing the planned timeline for the hiring process. This transparency has been welcome and appreciated.

In addition to updates about the timeline we want to take this opportunity to strongly advocate for additional channels by which the community can be involved in this important decision. Tualatin has a well-established practice of elevating community engagement in decisions that have large community impact. We propose that selection of our next Park Director at this pivotal time mid-bond administration, is such a decision.

The new Director will not only lead one of our largest city departments but will be one of the most visible city leaders in the community. With this in mind, we propose that the hiring committee consider holding a series of finalist forums where the final two or more candidates can present their vision of the future of Tualatin's Parks. A finalist forum would be an ideal way for candidates to demonstrate their public communication skills as well as for interested city employees and residents to learn about each finalist. It would also be an excellent way for the hiring committee to receive additional feedback from attendees that could be helpful in the decision-making process.

Thank you for your consideration of this request.

Sincerely,

Emma Gray (TPARK Chair)

Beth Dittman (TPARK Vice -Chair)

Michael Klein (TPARK Member)

Carl Hosticka (TPARK Member)

John Makepeace (TPARK Member)

Cosi Slider (Student TPARK

Member)



**From:** Sherilyn Lombos <[slombos@tualatin.gov](mailto:slombos@tualatin.gov)>

**Sent:** Monday, December 02, 2024 9:13 PM

**To:** Emma Gray <[emma@stevenandemma.com](mailto:emma@stevenandemma.com)>; Beth Dittman <[beth.dittman@gmail.com](mailto:beth.dittman@gmail.com)>; Carl Hosticka <[cjhosticka@gmail.com](mailto:cjhosticka@gmail.com)>; Michael Klein <[kleinmichael01@gmail.com](mailto:kleinmichael01@gmail.com)>; John Makepeace <[johnstevenmakepeace@gmail.com](mailto:johnstevenmakepeace@gmail.com)>; [27sliderc@ttsdstudents.org](mailto:27sliderc@ttsdstudents.org)

**Cc:** Council <[council@tualatin.gov](mailto:council@tualatin.gov)>; Rich Mueller <[rmueller@tualatin.gov](mailto:rmueller@tualatin.gov)>; Julie Ludemann <[jludemann@tualatin.gov](mailto:jludemann@tualatin.gov)>; Megan George <[mgeorge@tualatin.gov](mailto:mgeorge@tualatin.gov)>

**Subject:** RE: Community Involvement in Parks Director Search

Hi Emma and TPARK members!

Thank you for your letter and thoughts around the Director recruitment. I totally agree with you that it is a key position at a key time, and it is vitally important that we get it right. I also want to say that I have a deep amount of gratitude and respect for the work that TPARK puts in to make Tualatin such an amazing place; thank you! Regarding your request for consideration of community involvement in the search process, I think it's a really good idea, thank you for raising it. The finalist forum, while I can see its' appeal, isn't something that is doable at that point in the process, primarily because of candidate expectations of confidentiality. In our recruitment process we don't make names public until the candidates have had the chance to tell their current employer, and that's usually upon a conditional job offer when we are conducting reference checks. However, that doesn't mean there can't be involvement.

Here's my alternative proposal: a member of TPARK participates in the interview process as a member of one of the interview panels. From my perspective, being on an interview panel could be even more meaningful input and insight than a community forum, and it would most definitely be valuable to me, the hiring authority. Hopefully this is something that TPARK is interested in and will be amenable to.

We are currently holding the day of December 17 for the interviews. The recruitment just closed and Human Resources is sorting through all of the applications; they will forward me the ones who meet qualifications, and I will narrow down the pool to 5-8 for interviewing in that first round.

If that is something TPARK is interested in, please let me know as soon as possible who we can connect with on the details of the day.

Thank you again for all you are doing and your amazing work!

**Sherilyn Lombos**

City Manager

**Phone:** 503.691.3010



  
City of  
**TUALATIN**  
PARKS & RECREATION

# 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

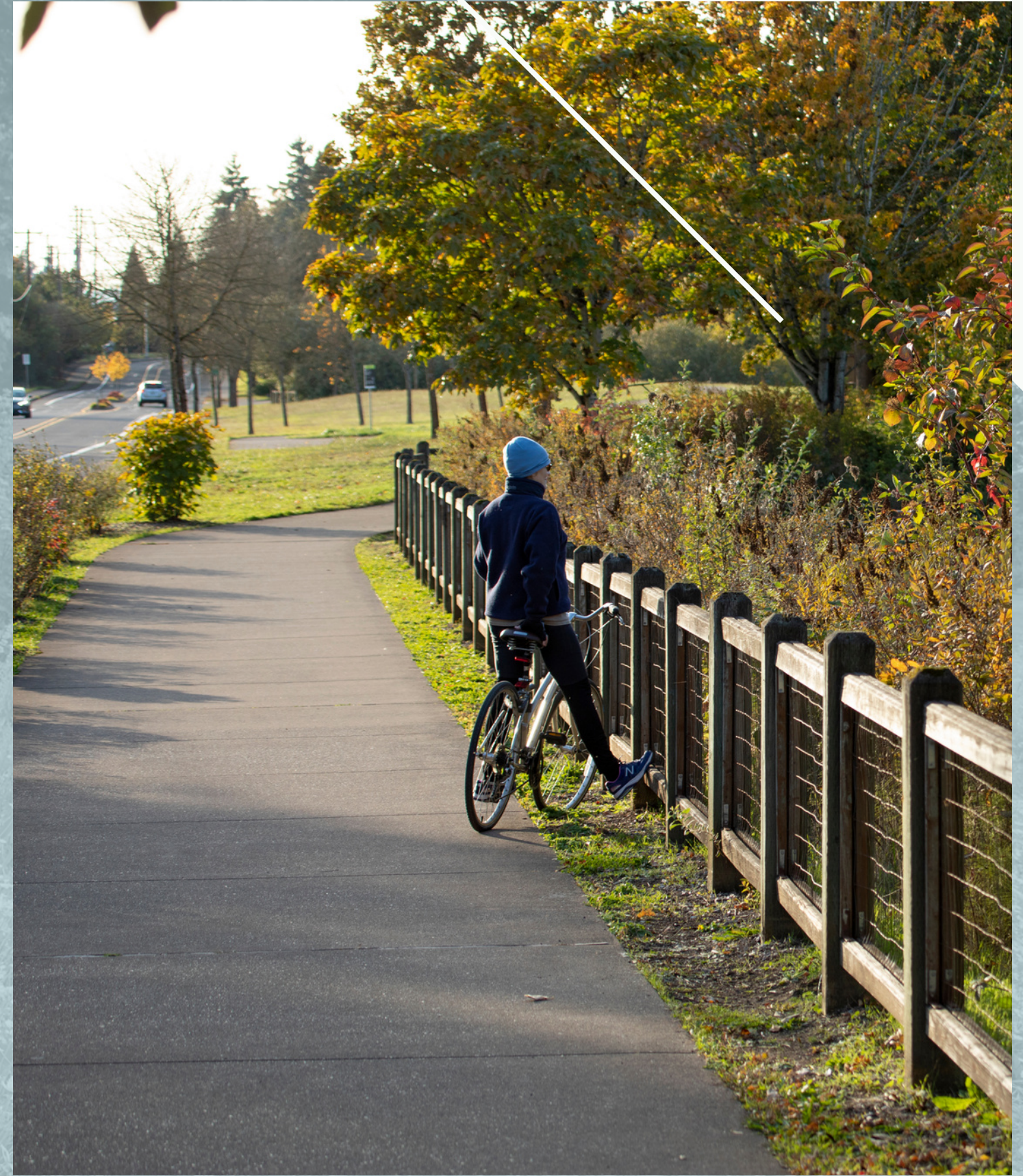
**11** Activities Attended

**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

City of  
**TUALATIN**  
PARKS & RECREATION

### 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

# Put Down Roots in Tualatin HUG A STREET LITTER BLITZ November 23, 2024



- **32** enthusiastic volunteers from the Tualatin community spent a sunny morning scouring the City for trash.
- 500 lbs of trash was recovered in 2 hours. We found a basketball, car parts, dog toys and lots of plastic and metal.
- Thank you to the Tualatin Rotary and the amazing community members of Tualatin!!



**CITY**of  
**TUALATIN**

# DECEMBER 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Holiday Lights Parade	7 Holiday Lights Parade
8 Holiday Lights Parade	9 7:00 pm – City Council Meeting	10 6:00 – TPARK Meeting	11	12	13	14
15	16	17	18	19	20	21
22	23 7:00 pm – City Council Meeting	24	25 Holiday	26	27	28
29	30	31	1 Holiday	2	3	4

# JANUARY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 7:00 pm – City Council Meeting	14 6:00 – TPARK Meeting	15	16	17	18
19	20	21	22	23	24	25
26	27 7:00 pm – City Council Meeting	28	29	30	31	