



Minutes

TUALATIN PARK ADVISORY COMMITTEE

December 16, 2025

Virtual Meeting

Members Present:	Emma Gray, John Makepeace, Adam Peterson, Cosi Slider, Beth Dittman
Members Absent:	Taylor Sarman (excused), Carl Hosticka (excused)
Staff Present:	Dustin Schull, Parks & Recreation Director Rich Mueller, Parks Planning & Development Manager Kira Hein, Project Manager Bella DePhillipo, Office Coordinator
Public:	None

A. Call to Order

1. Roll Call: Emma Gray called the meeting to order at 6:03 PM.

B. Approval of Minutes

1. November 11, 2025: Emma Gray entertained a motion to approve the minutes from the committee meeting on November 11, 2025. John Makepeace motioned, Cosi Slider seconded, and the minutes passed with unanimous approval.

C. Communication & Comments

1. Chair: None.
2. Staff: Rich Mueller shared a link to a survey about the Boards & Commissions meeting from last week and encouraged members to fill it out. He also informed the committee members that couldn't attend the meeting that they can either pick up their gifts at City Offices or request that they be held at the Juanita Pohl Center for later pickup.
3. Public: None.

D. Old Business

1. Project Update: Kira Hein shared updates on ongoing Parks projects.
 - a. Parks & Trails Bond
 - i. Riverfront Park: Kira shared photos of the shelter that Timber Tectonics created as a design proposal for the future Riverfront Park. She added that the owner's representative RFP is out now with a deadline of this Friday, and that hopefully a consultant will be on board by the end of January.
 - ii. Nyberg Creek: Kira informed the committee that the trail path behind Orchard Hills has been paved and that split-rail fencing has been completed for about half of the trail. She added that the second phase of the project for the trail area behind Rolling Hills will be completed in the spring.

- b. Park Utility Fee
 - i. TCP Playground: Kira shared that the design for the new Tualatin Community Park playground has been approved by City Council, and that the equipment is being delivered next week for installation in April 2026.
- c. ARPA (American Rescue Plan Act)
 - i. Kira informed the committee that Las Casitas Park is open to the public as of last Wednesday, and that a ribbon cutting is being planned for the spring.

2. Committee Goals

- a. 2025 Goals: Emma Gray noted that no goals have changed since the last committee meeting. She added that some of the unfinished goals from this year were carried over from the year before, and that she and Beth Dittman will keep that in mind for next year's goals.

3. Utility Fee Projects

- a. Utility Fee Prioritized Assets: Rich Mueller shared a presentation that outlined the Utility Fee process from the beginning for new members.
- b. Utility Fee Project Recommendation: Rich Mueller explained the scoring criteria that is applied to all utility fee projects, and then explained how they were applied to each of the recommended 2026 projects: Atfalati Park restrooms, TCP skate park, and Brown's Ferry barn.
- c. Committee Project Review & Discussion
 - i. Emma Gray asked if there would be any benefit to fixing multiple restrooms at a time, and Dustin Schull responded that the prices would be fixed either way. He also added that it would be best not to fix multiple restrooms in one year, so that they don't all come due for maintenance again at the same time.
 - ii. John Makepeace asked for clarification on whether scores are calculated out of four or five. Rich Mueller replied that the old scoring system for asset condition was out of five, and that the new asset sequencing system is out of four. Emma Gray clarified that the new system was the one developed by committee members at the time.
 - iii. Beth Dittman asked if the money set aside for the skate park is for the whole project or just for the planning phase, and Dustin replied that the price is for the whole project.
 - iv. Emma Gray entertained a vote to approve the staff recommendations. Adam Peterson motioned, Beth Dittman seconded, and the vote passed with unanimous approval.

- 4. Core Area Reinvestment Area Update: Beth Dittman shared a project timeline with the committee, and announced that the project has moved into phase two. She added that at this point in the process, the CORA committee is watching students present their findings from their fall coursework.

E. New Business

- 1. Tree City USA
 - a. Tree Board: Rich Mueller reminded the committee that TPARK is also the City's Tree Board, and as such they approve the application for Tree City every year.
 - b. Recognition Standards: Rich Mueller went over the standards for being recognized as a Tree City, and shared that Tualatin has been one for almost 30 years.

- c. Annual Application: Rich Mueller shared the annual application completed by Parks Maintenance, and informed the committee that the whole application is in the packet for further review. He added that the maintenance plan for 2026 is also in the packet, which provides more insight into what goes into the daily process of qualifying.
 - i. Emma Gray added that members of TPARK go to City Council every year with the Arbor Month proclamation, and opened the invitation for any current members to consider doing so.
 - ii. Emma Gray entertained a motion to vote to recommend submission of the Tree City application. John Makepeace motioned, Adam Peterson seconded, and the motion passed with unanimous approval.
- 2. Annual Parks System Development Charges Report: Kira Hein shared that the SDC Park System report was taken to City Council. She showed the report to the committee, and spoke in further depth about what projects the funds were used on. These projects were Basalt Creek, the addition to the Greenway Trail under highway 99, and a transfer to the general fund for parks projects. She added that there is currently six million in the account set aside for the future Basalt Creek Park.
- 3. Annual Committee Report: Bella DePhillipo shared a brief summary of the 2024 TPARK annual report and explained briefly what will be in the 2025 report. She added that a photo of the committee will have to be taken at a meeting in the near future.
- 4. Committee Member
 - a. Term Expiration: Rich Mueller informed the committee that John Makepeace, Carl Hosticka, Beth Dittman, and Cosi Slider all have terms that will be expiring at the end of February 2026.
 - b. Reapply Deadline January 16, 2026: Rich Mueller informed members with expiring terms that they will have to reapply by January 16, and that they will have to be re-interviewed by City Council before being reappointed.
 - i. Emma Gray reminded members that independent of all member terms they have the option to re-elect the committee chair and vice chair every year. Rich Mueller added that the election can be held in January or February. Emma opened up a discussion on when to hold the election, and Dustin Schull suggested February. All committee members agreed, and Emma asked Rich to add the election to the February meeting agenda.
- 5. Updates
 - a. Programs: Bella DePhillipo shared that the Light Parades went well. Dustin Schull shared that the City received a community development block grant to update ADA accessibility at the Juanita Pohl Center, which will be used to add automatic doors and refurbish the ADA restroom. He added that programming at the JPC is growing steadily.
 - b. Projects: No updates.
 - c. Operations: Dustin Schull shared that 16 benches at the Lake of the Commons will be replaced, and that three new sets of bleachers will be put in at Ibach Park by the Parks Maintenance team.
 - i. Emma Gray asked if the new bleachers will increase the seating capacity, and Dustin said it will be doubled.
 - d. Volunteers: No updates.

F. Upcoming Dates & Calendar Review

Emma Gray pointed the committee members to the calendar that is included in the packet.

G. Committee Member Communications

Emma Gray put the Volgistics link in the chat and thanked everyone for all the hours they devoted to the committee this year.

H. Adjournment

Emma Gray adjourned the meeting at 7:08 PM.

