



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	06.03.13 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Scheirman
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Parks & Recreation Board		Council Liaison	
X	David Scheirman, Chair	X	Bill Butterfield, City Councilor
--	Mary Reid, Vice Chair		
X	Brian Stecher		City Staff
X	Lynn Snyder	X	Kristen Switzer, Community Services Director
X	Michael Damann	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Lu Vanderburg	X	Joseph Gall, City Manager
X	Marney Jett		
	VACANT		
	VACANT		

MEETING NOTES

1. Call to Order/Roll Call (Scheirman)
 - The meeting was officially called to order at 7:06 pm.
2. Adjustments to the agenda (Scheirman)
 - None
3. Citizen comment (Scheirman)
 - None
4. Approval of minutes (Scheirman)
 - *Stecher motioned to approve the May 6, 2013 minutes. Snyder seconded. All in favor, motion passed.*
5. Field Lighting Project (Gall)
 - The City Manager, Joe Gall, shared that Council approved the Field Lighting Project for the Ridges and SMS back in December. Gall would like to see the project completed before fall sports begin. The project is estimated to cost \$300,000. The 53 unit condos next to the Public Works building are anticipated to be completed in September. The company will have to pay \$298,000 in park SDCs before a Certificate of Occupancy is issued. Their second building with 48 units will be ready for occupancy in December. This will bring in another \$270,000 in SDCs. There are also a couple of other projects on the

horizon that will be bringing in SDCs in 2014 as well. Gall shared that he just wanted to give the PRB an update so that they know how the money is being spent. The Field Lighting Project cannot be completed until the SDCs are received in September, but there is a planning process that needs to take place as well. That could take 6 weeks or more to complete, so they will be starting that process soon. This project will go hand-in-hand with the school district's drainage project. The school district is planning on fixing the two baseball fields at the Ridges. Stecher noted that we should make sure that we do not light fields that have drainage issues. Gall assured Stecher that they will only be lighting usable space. Butterfield shared that the sports organizations are trying to plan for the upcoming season's costs and have been inquiring about fees that may be implemented due to these projects. This is still a topic of discussion. Stecher stated that he would like to see a line item added to the budget for maintenance expenses. Switzer shared that Sheldon will be at the PRB meeting in August to share his Replacement Plan. Lighting will be covered in that report. Butterfield noted that they have had lights on some of the fields around town for 11 or 12 years and they just had their first bulb go out. The lights are pretty low maintenance.

6. Park Board Priority List (Scheirman/Switzer)

- Switzer handed out a revised PRB Priority List (see exhibit A). She shared that Woodhaven Park Phase II is in this year's budget. They have \$130,000 allotted. Switzer mentioned that she talked with the City of Tualatin about the cost of their dog park in order to get an estimate to include in this report for Sherwood's dog park. Stecher mentioned that a great way to mitigate the Walmart issue would be to have them do something for the City. Maybe they could fund a dog park or a skate park. Gall stated that they looked into it and Walmart cannot put any money toward capital. They will donate for events or supplies for programs. They want to be involved in the community for sure. Scheirman asked if there are commercial SDCs. Gall said that he just looked into the SDCs and, in comparison to other cities, we do not charge as much. Council will be looking into this. *Scheirman motioned to recommend that Council review the methodology of Commercial SDCs. Stecher seconded. All in favor; motion passed.*

7. Reports & Updates

a. Community Center Update (Switzer)

- Switzer shared that the cost estimates for the Community Center Project came in \$700,000 over budget. The board sat down and made some substantial cuts, but they still need to cut a couple hundred thousand somewhere. She mentioned that they might have to cut the upstairs classroom, but they will only do that as a last resort. The URA will be meeting to discuss it. Overall, the project is moving forward nicely. They still hope to begin construction this calendar year.

b. Park Maintenance Update (Switzer)

- No update.

c. Recreation Monthly Report (Switzer)

- No report.

8. Council updates (Butterfield)

- Butterfield shared that Wednesday night is the School Board meeting. He will let them know that the PRB is in support of the Lighting Project.

9. Other

- Switzer mentioned that the next PRB meeting falls on July 1. The August meeting is important since Craig Sheldon will be presenting his report to the PRB. With the July meeting falling during the week of the 4th of July, many people may be on vacation. She asked the board if the July meeting should be cancelled. *Scheirman motioned to cancel the July meeting. Jett seconded. All in favor, motion passed.*

10. Next meeting/adjourn

- The next meeting will be held Monday, August 5, 2013 at 7:00 pm at City Hall.

Adjourned at 7:56 pm