



Home of the Tualatin River National Wildlife Refuge

# Parks & Recreation Board MEETING NOTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	09.09.13 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		<b>City Staff</b>
X	Lynn Snyder	X	Kristen Switzer, Community Services Director
X	Michael Damann	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Lu Vanderburg	X	Craig Sheldon, Public Works Director
X	Marney Jett		
	VACANT		
	VACANT		

## MEETING NOTES

1. Call to Order/Roll Call (Scheirman)
  - The meeting was officially called to order at 7:01 pm.
2. Adjustments to the agenda (Scheirman)
  - None
3. Citizen comment (Scheirman)
  - None
4. Approval of minutes (Scheirman)
  - *Stecher motioned to approve the August 5, 2013 minutes. Vanderburg seconded. All in favor; motion passed.*
5. Park Renovation & Refurbishment Plan (Sheldon)
  - Sheldon shared that he has returned tonight to follow up on the Park Renovation & Refurbishment Plan that he left with the PRB at the last meeting. He asked if the PRB has had time to review the document. He also offered to answer any questions that they may have. He shared that the next step is to bring some solid numbers before the Budget Committee. He noted that depreciation is already figured in. Snyder commented that he didn't see an inflation rate included in the document. Sheldon stated that typically 4% is used to calculate inflation, but they didn't want to just throw out a number when it is still an

unknown. Scheirman noted that the document seems to be a living, moving document that will be updated as things progress. Butterfield asked Sheldon if his plan is to get half of the amount needed now and half later, or a little each year. Sheldon said that the senior leadership team will have to take a look at that. Another idea would be an operating levy. Sheldon shared that the park user fee idea has never gone over very well. Some agencies add a fee to their utility bills for parks. Sheldon stated that something will have to happen. This document will help to get the ball moving instead of just talking about it. He also noted that this document only shows what is needed to catch up, not to get ahead. He stated that if we do not keep up with things, they will continue to back up and eventually it will be impossible to catch up. He noted that his team is currently working on a facilities document as well. This parks document is just one piece of a large puzzle that comes out of the general fund. Butterfield shared that the way the City of Sherwood is structured, many departments are forced to compete for general fund money each budget year. Stecher commended Sheldon and his team on the generation of the document. *Stecher motioned to adopt the Park Renovation & Refurbishment Plan as a living document. Snyder seconded. All in favor; motion passed.*

#### 6. Murdock Park Playground Replacement (Sheldon)

- Sheldon shared that a community meeting was held on August 29. Around 30 people showed up to weigh in on the playground options. Option #1 got the most votes. Sheldon expects the state bid to come in just over \$100,000. *Stecher motioned to recommend option 1 to Council for installation. Damann seconded. All in favor; motion passed.*

#### 7. Reports & Updates

##### a. Park Maintenance Update (Sheldon)

- Sheldon mentioned that there have been a few issues with Langer Park recently. He will be working with the HOA on removal of some bricks on the walkway and maintenance of their play structure. He also shared that crews have been busy doing striping on the fields. He also mentioned that the money has not been received yet in order to move forward with the lighting project. It looks as though the project will be pushed out a month or so.

##### b. Cedar Creek Trail Project Update (Switzer)

- Switzer shared that the City is still in a holding pattern. They are waiting on the IGA from ODOT. After it is received, they will be sending out RFPs.

##### c. Community Center Update (Switzer)

- Switzer shared that weekly meetings are being held for the Community Center. They will be looking at the final floor plan and details with the URA board soon. After that, they will be able to move forward with building permits. The hope is to go out for bids before winter. Switzer shared that nothing has changed with the floor plan. Butterfield has been looking at the redundancies in the electrical system to try to get the cost down. Switzer mentioned that they are looking into possibly bringing on a company to manage the grant process for the building. A Request for Qualifications will be sent out soon. With the right representation, they could potentially bring in around \$400,000 or more in grants for this building.

##### d. Recreation Monthly Report (Switzer)

- August Recreation Report
  - Fall sports are in full swing. Youth soccer, football and cheer are all practicing.

- Youth volleyball will start practicing the second week of September.
- Youth football numbers are down this year. They have two less teams than last year.
- Soccer's numbers are about the same as last year.
- Youth soccer will hold their Jamboree on September 7 at Hopkins and SMS.
- Youth football starts their league games September 7 as well.
- Lights will be on at SMS and Snyder Park until 9:15 and 8:15 each night.

<b>Monthly Report August 2013</b>					
<b><u>August-13</u></b>	<b><u>Aug-13</u></b>	<b>-</b>	<b><u>YTD</u></b>		<b><u>Aug-12</u></b>
-					Est.
<b><u>Usage</u></b>		People		People	People
-	<b><u>Count</u></b>	<b><u>Served*</u></b>	<b><u>Count</u></b>	<b><u>Served*</u></b>	<b><u>Served</u></b>
Leagues	3	273	3	546	315
Rentals	47	564	61	872	266
Other (Classes)					
[1] Day Use	2	4	3	9	11
<b>Total Usage</b>		<b>841</b>		<b>1427</b>	<b>592</b>
<b><u>Income</u></b>	<b><u>Aug-13</u></b>	<b><u>YTD</u></b>			
Rentals	\$2,810	\$3,830			
League fees (indoor)	\$5,770	\$7,922	-	-	
Card fees (indoor)	\$170	\$180			
Day Use	\$20	\$35			
Advertising					
Snacks	\$93	\$158			
Classes					
<b>Total</b>	<b>\$8,863</b>	<b>\$12,125</b>			
<b>FY 12 13</b>	<b>-</b>	<b>-</b>			
<b><u>Income</u></b>	<b><u>Aug-12</u></b>	<b><u>YTD</u></b>			
Rentals	\$1,100	\$4,520			
League fees (indoor)	\$1,870	\$5,846			
Card fees (indoor)	\$30	\$140			
Day Use	\$48	\$124			
Advertising					
Snacks	\$129	\$223			
Classes					
<b>Total</b>	<b>\$3,177</b>	<b>\$10,853</b>			
**Estimated number of people served based on fact that all rentals have a varying number of people. Each team also will carry a different # of people on their roster.					

**8. Council updates (Butterfield)**

- Butterfield shared that the budget process will begin soon. This year's budget will be tough.

**9. Other**

- Switzer mentioned that they interviewed two candidates for the vacancies on the board. They have decided to hold off on filling those positions for now.
- Sheldon mentioned that there is a tree at Veterans Park that is becoming hazardous. 50% of the tree is dead. He would like approval to remove the tree and replant. Vanderburg asked Sheldon if there is a way to be proactive and keep our trees healthy. Sheldon shared that the budget does not have any money set aside for prevention of disease in trees. *Scheirman motioned to approve the tree removal. Damann seconded. All in favor; motion passed.*

**10. Next meeting/adjourn**

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

Adjourned at 7:50 pm