



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	11.04.13 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
X	Mary Reid, Vice Chair		
X	Brian Stecher		City Staff
--	Lynn Snyder	X	Kristen Switzer, Community Services Director
X	Michael Damann	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Lu Vanderburg	X	Michelle Miller, Senior Planner
--	Marney Jett	X	Jason Waters, Civil Engineer
	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)
 - Neil Shannon, of 23997 SW Red Fern Dr., approached the board to discuss the Brookman Road Annexation. He would like the board to take a look at the original concept plan for the Brookman area. With a few projects on the horizon, the board should see some SDCs coming in. SDCs can be used for property purchases, but not for replacement. So when looking at adding assets, we also need to be looking at the maintenance cost of those assets, which usually comes from the general fund. Stecher shared that the Budget Committee just received the Park Renovation Plan that Public Works put together. The committee thought it was a great document. Scheirman added that sometimes builders will donate unbuildable land in lieu of breaks in their building project fees. This might be something to pursue if the annexation is approved. Damann asked if SDCs can be held and accumulated in order to purchase land in the future. He also asked if land purchased with SDCs would need to be developed right away. Scheirman answered by saying yes, SDCs can be held and accumulated for future purchases, and the land would not need to

be developed within any specific time frame. There is no SDC money to work with yet, but the first amount will come in as soon as the Cannery Row Apartments are finished.

4. Approval of minutes (Scheirman)

- *Reid motioned to approve the September 9, 2013 minutes. Stecher seconded. All in favor; motion passed.*

5. Cedar Creek Trail (Miller/Waters)

- Miller handed out a document outlining updates to the Cedar Creek Trail Project (See Exhibit A). She shared that Council will be reviewing the ODOT and Washington County IGAs at their meeting on November 5. Once the agreements are signed and forwarded, the consultant selection process can begin. Butterfield asked what the City's financial contributions will be. Miller stated that Project #1 is estimated to cost \$5.2 million. The City will be required to match 10.27%, which equals out to be just around \$550,000. Butterfield asked where that money would come from. She stated that the bulk will come from transportation SDCs and the remainder would come from city street funds. Damann asked where the maintenance costs would be coming from. Miller explained that the City will be responsible for all maintenance costs. Council will be looking at options. The plan is to use the most efficient building materials in order to cut down on maintenance expenses.

6. Murdock Park Playground Replacement Update (Switzer)

- Switzer shared that Renee Brouse approached the City to see if there would be any interest in applying for a grant from the Rotary Club. Brouse assisted with the writing of the grant for the Murdock Park Playground Replacement Project and was awarded a grant in the amount of \$52,000! This will cover \$50,000 toward the purchase of the playground equipment and \$2,000 toward site work. Also, the state bid came in \$6,700 below the projected cost, lowering the City's contributions even more.

7. Selection of representative for Charter Review Committee (Scheirman)

- Switzer shared that Council will be reviewing the City's charter in order to make possible revisions. These revisions will then be put on a ballot for citizens to vote on. As part of this process, a Charter Review Committee will be formed. Each of the City's six boards and commissions will be required to have a representative on this new committee. The committee will meet a couple of times a month for the next several months. Stecher has shown an interest in being the representative for the PRB. Switzer asked the board if there was anyone else interested. *Reid motioned to recommend Stecher for the new Charter Review Committee, Damann seconded. All in favor; motion passed.*

8. Annual Report for Boards & Commissions Appreciation Dinner (Scheirman)

- Switzer handed out a draft list of the PRB's 2013 accomplishments and 2014 goals. Each board and commission has been asked to present this information at the Annual Report for Boards and Commissions Appreciation Dinner (see exhibit B). This information helps Council to prioritize goals city-wide. Switzer asked the board if there were any items that they would like to add or delete from the list. The board decided to add the following accomplishments to the list:
 - Installed sprinkler system at Sherwood High School
 - Coordinated with Eagle Scouts on two projects at Stella Olsen Park
 - Created a Facility Maintenance IGA with the Sherwood School District
 - Completed preliminary work for the Cedar Creek Trail

- Switzer pointed out that she left the 2014 goals the same as last year since the board has made progress on some of these projects, but has not finished them. The board decided to add the following goal to the list for 2014:
 - Determine possible land acquisitions for a skate park and dog park

9. Reports & Updates

a. Park Maintenance Update (Switzer)

- No update.

b. Community Center Update (Switzer)

- Switzer shared that they have been through the land use process and will be going out to bid on December 12. The cost estimate came in slightly over budget, but no major cuts were made. The estimators usually project on the high side, so things should even out.

c. Recreation Monthly Report (Switzer)

○ October Recreation Report

- In October, there were 22 youth football games at the high school. They had 5 teams make the playoffs.
- Youth soccer held 21 classic games at Snyder Park.
- They held 66 games at Hopkins for K through 2nd grade.
- They also held 88 games for 3rd through high school at various locations.
- Volleyball has finished up for the season.
- Sideline cheer is done practicing. They just have a couple playoff games left.
- Youth baseball and softball finished up their fall leagues with about 30 games each during the first two weeks of October.
- I am in the middle of the practice schedule for the basketball recreation teams. I will be adding all of this to the districts school dude calendar.
- I am also putting together the letters for basketball coaches regarding gym care and days that the schools will be closed or not available.
- I will be sending out Facility Use Invoice Requests for all fall sports during the first couple weeks of November.

○ Field House:

- We are trying a new method of advertising. We have a digital ad on Oregonlive.com as well as a print ad.
- Our night time rentals are picking up with the cold weather.
- It looks like we will be starting our women league back up on Thursday nights.
- After the interview process, I asked HR to extend offers to two part-time temporary seasonal employees for the winter season.
- Youth league sign-ups are very slow for the first session.
- Have finished painting new lacrosse lines in the Field House for the next couple of lacrosse sessions.

Monthly Report October 2013					
October-13	Oct-13	-	YTD		Oct-12
					Est.
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	4	364	8	1231	294
Rentals	59	1180	133	2340	1035
Other (Classes)					
[1] Day Use	6	27	11	42	49
Total Usage		1571		3613	1378
Income	Oct-13	YTD			
Rentals	\$3,903	\$8,820			
League fees (indoor)	\$7,705	\$19,397	-	-	
Card fees (indoor)	\$180	\$430			
Day Use	\$157	\$216			
Advertising					
Snacks	\$200	\$498			
Classes					
Total	\$12,145	\$29,361			
FY 12 13	-	-			
Income	Oct-12	YTD			
Rentals	\$2,949	\$10,609			
League fees (indoor)	\$500	\$13,516			
Card fees (indoor)	\$80	\$280			
Day Use	\$211	\$438			
Advertising					
Snacks	\$121.75	\$433			
Classes					
Total	\$3,862	\$25,276			
**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.					

10. Council updates (Butterfield)

- Butterfield shared that he is also the liaison for the school board. He keeps an eye on the IGAs. The school district says that they love the city helping with the outdoor maintenance of their facilities. City staff has been doing a great job with maintaining the school grounds.

11. Other

- Switzer mentioned that the Annual Boards and Commissions Appreciation Dinner is scheduled for the day after our next scheduled meeting. Switzer asked the board if they would still like to meet in December, or count the Annual Report and Appreciation Dinner

as the monthly meeting. *Reid moved to skip the December 2013 meeting, Stecher seconded. All in favor; motion passed.*

12. Next meeting/adjourn

- The next meeting will be held Monday, January 6, 2013 at 7:00 pm at City Hall.

Adjourned at 7:50 pm