



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	2.01.16 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Kristen Switzer
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board

- X David Scheirman, Chair
- X Mary Reid, Vice Chair
- Eric Evans
- X Marney Jett
- X David Sorensen
- X John Clifford
- X Brian Amer
- X Eric Kneifel
- VACANT

Council Liaison

- X Jennifer Kuiper, City Councilor

City Staff

- X Kristen Switzer, Community Services Director
- X Kelsey Beilstein, Administrative Assistant II
- X Michelle Miller, Senior Planner

MEETING NOTES

1. Call to Order/Roll Call (Scheirman)
 - The meeting was officially called to order at 7:00 pm.
2. Adjustments to the Agenda (Scheirman)
 - None
3. Citizen Comment (Scheirman)
 - None
4. Approval of Minutes (Scheirman)
 - **Reid motioned to approve the December 7, 2015 and January 4, 2016 minutes. Seconded by Jett. All in favor; motion passed.**
5. Cedar Creek Trail Update (Miller)
 - Miller and Dave Simmons from CH2M presented a Power Point Presentation (see Exhibit A) and Cedar Creek Trail Pedestrian Bridget Types memo (see Exhibit B) to the Board.
 - It was asked if there will be 2 bike lanes on the trail. Miller stated that there will be 1 bike lane.

- It was asked if the city would need to build a retaining wall even if the trail was not being put in. Miller stated that regardless of the trail going in, the city would need to address the storm ditch in some way.
- It was asked where the Tonquin Trail will be coming in. Miller stated that it will come through Tonquin and then take a left at Oregon Street.
- It was asked if utility lines will be effected during construction. Miller stated that it will be determined in the next phase of the project.
- It was asked if the Railroad has decided whether they are going to rebuild the trestle that recently was lost in a fire. Counselor Kuiper stated that the Railroad has not been responding to inquiries regarding the trestle.
- It was stated that there has been a pre-application submitted for a hotel to be built at the intersection where the trail crosses Highway 99W. It was asked how this might affect the trail. Miller stated that the hotel company is aware of the trail and know that the trail will be going in at the intersection.
- It was asked if there will be a flashing crosswalk installed at the 99W intersection. Miller stated that there will not because it is a lighted intersection.
- It was asked if flashers can be built into the pavement at the crosswalk. Miller stated, that if an example can be found on an ODOT road then it can be submitted.
- It was asked how it is decided how high to make the pedestrian bridge. Simmons stated that they looked at the 100 year flood plain and ended up making the bridge quite a bit higher because the trail is climbing to get to Alexander Lane.
- It was asked if the composite material would be slippery when it gets wet. Miller stated that it would not with a normal amount of maintenance.
- It was asked what bridge material is currently being used around the city. Miller stated that wood is being used and Craig says he is happy with it over the past 17 years.
- It was asked what the maintenance would be for each material. Simmons stated that they are currently gathering that information, but he thinks that steel would last longer.
- It was asked what the grade of the bridge is. Simmons stated that it is 5%.
- It was asked if the bridge has a curve and if so, does that favor either material? Simmons stated that it does have a curve, but it happens after where the material will be placed.
- It was asked if gripper would be laid down if wood was chosen. Simmons stated that it would.
 - ***Clifford motioned to approve timber as the material used on the Cedar Creek Trail pedestrian bridges. Seconded by Reid. All in favor; motion passed.***
- It was asked what the longevity of pours pavement is. Simmons stated that it is very good when there is no heavy loads moving over it.
- It was asked if the signage on the Cedar Creek Trail will look the same as the Rock Creek Trail. Miller stated that it will, but it must also comply with ODOT requirements.
- It was asked how many bike repair stations there will be on the trail. Miller stated that there will be three.

- **Reid motioned to approve a letter of support from the board for signage grant. Seconded by Jett. All in favor; motion passed.**

- Discussion about composite surfaces for boardwalks. Miller and CH2M will bring more info about materials to the next meeting.
- It was asked if there will be any areas on the trail for people to gather. Simmons stated that they are looking at some; one is by the Senior Center.
- It was asked if there will be benches along the trail. Simmons confirmed that there will be.

6. Reports

- Parks Maintenance Update (Switzer for Sheldon)
None; there will be more in the next month as it continues to warm up.
- Recreation Monthly Report (Switzer for Gilgan)
 - **Fields and Gyms**
 - Youth soccer is practicing five days a week at Snyder Park. They held 10 games at Snyder Park on the weekends during the month of January.
 - Youth basketball continues to get through their season. They played 135 recreational games in EDY, LRMS and SMS during the month. They also played 63 Classic Game at SMS.
 - Youth basketball also held their girls tournament on January 23rd and 24th they had a record 52 teams from all over the Portland metro area. They played 104 games at the SMS and Ridges campuses.
 - **Field House**
 - We started our second youth session at the end of the month with 23 teams.
 - Pre-school; is still going strong with 163 kids in January.
 - We lost a big rental on Sundays as some of the youth leagues are out of money. I did pick up an out of town league to fill in two thirds of that time.

Sherwood Field House Monthly Report January 2016

January-16	Jan-16	YTD			Jan-15
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	7	564	17	2859	630
Rentals	106	1484	426	6574	1500
Other (Classes)					
[1] Day Use	15	163	64	734	111
Total Usage		2211		10167	2241
Income FY 15 16	Jan-16	YTD			
Rentals	\$6,978	\$29,075			
League fees (indoor)	\$7,951	\$46,904			
Card fees (indoor)	\$103	\$2,116			
Day Use	\$430	\$1,685			
Advertising					
Snacks	\$900	\$2,791			
Classes					
Total	\$16,362	\$82,571			
FY 14 15					
Income	Jan-15	YTD			
Rentals	\$6,225	\$32,073			
League fees (indoor)	\$6,997	\$43,051			
Card fees (indoor)	\$357	\$2,506			
Day Use	\$326	\$1,092			
Advertising					
Snacks	\$950	\$3,055			
Classes					
Total	\$14,855	\$81,777			

*Estimated number of people served.

7. Council Update (Kuiper)

- Kuiper reported the following:
 - City Council had a planning session to look at what the Council's goals will be in the upcoming year. The following were discussed:
 - Creating a clear schedule for boards and commissions appointments.
 - Reviewing city assets and how to best utilize them.
 - Recycling in city parks.
 - Updating the comprehensive plan
 - Installing a loo at Cannery Square.
 - The community preparedness program.
 - Doing a cost benefit study for a recreation facility.
 - Skate park
 - A second dog park on the north side of 99W.

8. Other

- None

9. Next meeting/adjourn

- Next meeting will be held on March 7, 2016.

10. Adjourned at 8:15 pm