



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	05.06.13 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
X	Lynn Snyder	X	Kristen Switzer, Community Services Director
X	Michael Damann	X	Jennifer Ortiz, Events and Volunteer Coordinator
X	Lu Vanderburg	X	Craig Christensen, Engineering Associate II
X	Marney Jett	--	Michelle Miller, Associate Planner
	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)
 - Moya Mauro, of 17636 Sw Brookman Rd., and Amber Gardner, of 21550 SW Lebeau Rd., approached the PRB to discuss the idea of constructing a dog park in Sherwood. They have started a Facebook page for the project and have found that there is strong community interest. A few residents have stated that they would even be willing to put money toward the project. Mauro handed out a summary of recommendations based on information gathered from their Facebook page (See Exhibit A). This summary also included potential locations for a dog park in Sherwood. Scheirman stated that the largest hurdle is the cost. Gardner said that she cannot speak for specific parties, but there are a few residents that are willing to make generous contributions. Vanderburg stated that he would love to have a dog park in Sherwood. He recommended that Gardner and Mauro encourage more citizens to get involved. Damann recommended that they look at current City owned property for potential locations since a land acquisition would be too costly. Butterfield recommended that they go and gather as many citizens as they can and come back with a specific plan. Switzer shared that the PRB has discussed the possibility of a

dog park in the past, but there were only about 20 citizens that showed interest at that time. The more interest there is, the higher it will get on their priority list. Switzer also reminded them that the cost of a shelter is more than people usually think. She also reminded them that the location would need to have access to water. Gardner and Mauro thanked the board. They will start gathering citizens together to support this project.

4. Approval of minutes (Scheirman)

- *Reid motioned to approve the April 1, 2013 minutes. Jett seconded. All in favor, motion passed.*

5. Tree Removal - Villa Road Retaining Wall Repair (Christensen)

- Christensen handed out information regarding proposed tree removals (See Exhibit B). He shared that a retaining wall has fallen and needs repair. In order to create an access road and repair the retaining wall, a total of 27 trees will need to be removed. The City will replant 18 trees once the project is complete. Christensen also shared that property owners surrounding the project have been notified. Vanderburg asked Christensen when they plan to start this project. Christensen stated that they hope to begin mid-July. Vanderburg also asked if they plan to remove all of the debris following the tree removal. Christensen said that they are working with an environmentalist who will determine how much debris is left. Sometimes they leave some debris for the habitat to continue to thrive. *Reid motioned to approve the tree removal. Jett seconded. All in favor, motion passed.*

6. Tree Removal- Storm Water Quality Facility Maintenance (Switzer)

- Switzer handed out information regarding proposed tree removals in various locations around the city (See Exhibit C). These locations have not been maintained regularly and do not meet the maintenance guidelines that Clean Water Services requires. *Reid motioned to approve the tree removals. Damann seconded. All in favor, motion passed.*

7. Park Board Priority List (Scheirman)

- Switzer handed out copies of the PRB Priority List (See Exhibit D). She asked the board if they would like to make any changes to the current list. She mentioned that Phase II of the design for Woodhaven Park is in the budget this year. Scheirman would like to see Woodhaven Park stay at the top of the priority list. He would like to see a trail, basketball courts, benches, and maybe a shelter installed there. Stecher asked if items should stay on the list even if they are already funded. Switzer stated that the items should remain on the list until they are completed, but she will add a column to show the status of each item. The board agreed to add *Dog Park* to the bottom of the list. Jett mentioned that the Ridges project should be added to the list also. Scheirman recommended that the board not prioritize the list so that they have the ability to move things around later, if they want to. Switzer mentioned that Sheldon will be working on a Refurbishment Plan this year. This will help the board identify when things will need to be replaced. Vanderburg asked if there is a way to find out what the largest age demographic is in Sherwood. Butterfield will ask the School District if they have access to that information. Switzer will draft a new Priority List and bring it to the next PRB meeting.

8. Reports & Updates

a. Cedar Creek Trail project Update (Miller)

- Switzer shared that Miller is attending a regional training this week. The project is in a holding pattern with ODOT and the attorneys are still reviewing information.

b. Community Center Update (Switzer)

- Switzer shared that they are working on a design for the new Community Center. They are trying to stick to the original plan as much as possible. They have a very tight budget of \$4 million. Switzer shared a rendering of the new floor plan (See Exhibit E). She explained that 70% of the building will be public use and the other 30% will be retail. The retail space is 3000 square feet, but it can be divided into three separate areas. Reid asked if there has been any interest shown in the retail space yet. Switzer said that there had been interest shown prior to the demolition. Switzer explained that the plan is to have the income from the space rental offset some of the operating expenses. The new floor plan includes two classroom spaces and retractable seating. There will be no raised stage. This will allow for mixed use. Vanderburg asked about the amenities. Switzer explained that they are working with theater consultants and are setting sound and lighting as priorities at this point. Jett asked if the building will end up competing with any local businesses. Switzer shared that Bella Via is the only venue that would possibly compete. Switzer expects outdoor renderings of the building to be complete in the near future.

c. Park Maintenance Update (Switzer)

- No update.

d. Recreation Monthly Report (Switzer)

- March Recreation Report
 - Youth soccer played 10 games at Snyder Park during the month of March.
 - Greater Portland Soccer District played 3 games at Snyder Park during the month.
 - Most of the younger baseball teams have started to practice. We should have a count of the total number of teams in the near future.
 - Youth softball has started practice at the high school. They have 18 teams.
 - There are six or seven teams renting gym space for spring basketball.
 - Lacrosse will start playing games April 6th.
 - Youth track is holding practice at SMS and will be hosting a track meet April 20th. If the weather is good, we could see 400 kids and their families in Sherwood that Saturday.
 - The weekend of May 4th and 5th will be a busy weekend. We will have a baseball tournament consisting of 24-30 teams, a softball tournament consisting of 12 teams, a lacrosse tournament consisting of 12-16 teams, and the Presbyterian Church will be holding the Running Water 5K Run/Walk.

Monthly Report March 2013					
<u>March-13</u>	<u>Mar-13</u>	<u>-</u>	<u>YTD</u>		<u>Mar-12</u>
<u>-</u>					
<u>Usage</u>		People		People	People
<u>-</u>	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	8	700	23	4654	882

Rentals	84	2100	701	15982	1932
Other (Classes)					
[1] Day Use	11	63	71	428	157
Total Usage		2863		21064	2971
<u>Income</u>	<u>Mar-13</u>	<u>YTD</u>			
Rentals	\$5,423	\$42,397			
League fees (indoor)	\$2,892	\$51,578	-	-	
Card fees (indoor)	\$294	\$3,288			
Day Use	\$174	\$1,482			
Advertising					
Snacks	\$641	\$4,309			
Classes					
Total	\$9,424	\$103,054			
FY 11 12	-	-			
<u>Income</u>	<u>Mar-12</u>	<u>YTD</u>			
Rentals	\$4,900	\$37,233			
League fees (indoor)	\$7,259	\$67,254			
Card fees (indoor)	\$600	\$3,820			
Day Use	\$331	\$1,270			
Merchandise					
Snacks	\$910	\$4,828			
Classes		\$175			
Total	\$14,000	\$114,580			
**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.					

- April Recreation Report
 - Things are starting to ramp up for the spring /summer.
 - Youth baseball held approximately 20 games in the month of April.
 - The Youth Soccer Club finished up their winter / spring season with three State Cup games at Snyder Park.
 - The Youth Softball Club played 26 recreational games at the high school during the month.
 - Greater Portland Soccer District played 9 games at Snyder Park on Sundays in April.
 - The Youth Lacrosse Club played 40 games at Snyder Park and the high school during the month.
 - Sherwood Youth Track held their Ice Breaker Invite on April 20th, with over 600 kids in attendance.

Monthly Report April 2013					
April-13	Apr-13	-	YTD		Apr-12
-					
Usage		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	3	294	26	4948	585
Rentals	51	1224	752	17206	1825
Other (Classes)					
[1] Day Use	8	21	79	449	110
Total Usage		1539		22603	2520
Income	Apr-13	YTD			
Rentals	\$3,215	\$45,612			
League fees (indoor)	\$7,665	\$59,243	-	-	
Card fees (indoor)	\$150	\$3,438			
Day Use	\$99	\$1,581			
Advertising					
Snacks	\$512	\$4,821			
Classes					
Total	\$11,641	\$114,695			
FY 11 12	-	-			
Income	Apr-12	YTD			
Rentals	\$4,145	\$41,378			
League fees (indoor)	\$5,275	\$72,529			
Card fees (indoor)	\$540	\$4,360			
Day Use	\$213	\$1,483			
Merchandise					
Snacks	\$604	\$4,828			
Classes		\$175			
Total	\$10,777	\$124,753			
**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.					

9. Council updates (Butterfield)

- Butterfield shared that the budget passed as proposed. The budget included \$50,000 to set aside for future turf replacement. The plan is to set aside \$50,000 each year for that purpose. It will cost more than that to maintain the turf though. Jett asked if SDCs can be used for turf replacement. Butterfield explained that SDCs can only be used for growth, not maintenance.

- Butterfield also shared that he received a call from a concerned citizen. The citizen witnessed someone spraying poison within 5 feet of children at a local park. Public Works has been notified. Butterfield asked the board to contact him if they see any similar instances.

10. Other

- Reid encouraged the board members to attend the upcoming Town Center Meeting. The meeting will be held in the Community Room on May 14th.

11. Next meeting/adjourn

- The next meeting will be held Monday, June 3, 2013 at 7:00 pm at City Hall.

Adjourned at 8:35 pm