



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	10.01.12 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Scheirman
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

- Parks & Recreation Board**
- X David Scheirman, Chair
 - David Bonfiglio, Vice Chair
 - X Brian Stecher
 - X Thad Overturf
 - X Lu Vanderburg
 - Marney Jett
 - Lynn Snyder
 - X Mary Reid
 - X Michael Damann

- Council Liaison**
- X Bill Butterfield, City Councilor

- City Staff**
- X Kristen Switzer, Community Services Director
 - X Jennifer Ortiz, Events and Volunteer Coordinator

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)

- No adjustments were made to the agenda.

3. Citizen comment (Scheirman)

- No citizen comments.

4. Approval of minutes (Scheirman)

- *Reid motioned to approve the September 10, 2012 minutes. Scheirman seconded. All in favor; motion passed.*

5. Introduction of new member – Michael Damann (Scheirman)

- Scheirman introduced the new board member, Michael Damann. Damann has just moved to Sherwood from Idaho. He enjoys the hometown feel Sherwood has to offer. He believes it will be a great place to raise his family. He has a background in agronomics and sports turfs. He is looking forward to being involved in the community.

6. Cedar Creek Trail Project – update and next steps (Miller)

- Miller presented a recap on the trail visit last month. She also presented a PowerPoint to the board which outlined next steps. Vanderburg mentioned that he did not know that the undercrossing was being planned for the Glen Eagle location. He thought that it was going to be located near Meinecke Pkwy. Miller explained that they are trying to use some of the money from the trail for the undercrossing. The Glen Eagle location fits the best at this point, but if the grant is received they can look further into different locations. Damann asked if sidewalks, specifically from Meinecke to Sunset, are part of the plan. Michelle stated that sidewalks for that stretch are not included in this project. The sidewalks in that area will be added when developers build in the future. Miller also shared that they have taken a step back on Phase 2, north of Hwy 99, in order to utilize a planning phase. It will take longer, but Phase 1 and 2 will be built at the same time.
- A kickoff for Phase 1 is planned for Dec. 5, 2012. A separate kickoff will take place for Phase 2. The Local Stakeholder Advisory Groups listed will be invited to attend and provide input. The PRB has decided to attend the kickoff in lieu of the PRB meeting in December. It is not required for the PRB members to attend, but it would be nice to be there to provide feedback and be involved. Michelle will be sending notices by mail. She will also post the information in the Archer and on the City's website.
- Miller provided an update on the OBPAC Grant. They started with 120 applications and are now down to 60. Sherwood is still in the running. The application for the STIP Grant is due in December. Cedar Creek is a significant water corridor. It also connects multiple communities, which makes this project favorable. (See Record; Exhibit A).

7. Reports

- **Park Maintenance Update (Switzer)**
 - Switzer shared a report from an arborist recommending the removal of a tree. City employee, Lynn Johnson, is requesting approval from the PRB to remove the tree. Vanderburg asked if they plan to replant after the tree is removed. Switzer stated that they are required to replant. *Reid moved to approve the removal. Overturf seconded. All in favor; motion approved.* (See Record; Exhibit B)
- **Recreation Monthly Report – September 2012 (Switzer)**
 - Youth football played 21 games at the high school during September.
 - The youth cheerleaders attended all 21 of the youth football games.
 - Youth soccer held 20 classic games at Snyder Park during September. They also held 139 recreational games at various schools.
 - Youth volleyball practiced and played seven games at various schools.
 - The Greater Portland Soccer District played 13 adult games at Snyder Park on Sundays during September.
 - Youth softball and baseball have continued with fall ball on Sundays at Hopkins, Snyder Park, and the high school.

Monthly Report September 2012					
September-12	Sep-12		YTD		Sep-11
					Est.
Usage		People		People	People
	Count	Served*	Count	Served*	Served
Leagues	3	294	6	924	700
Rentals	51	1122	135	2298	2850
Other (Classes)					4
[1] Day Use	5	24	10	52	26
Total Usage		1440		3274	3580
Income	Sep-12	YTD			
Rentals	\$3,140	\$7,660			
League fees (indoor)	\$7,170	\$13,016			
Card fees (indoor)	\$60	\$200			
Day Use	\$103	\$227			
Advertising					
Snacks	\$88	\$311			
Classes					
Total	\$10,561	\$21,414			
FY 11-12					
	Sep-11	YTD			
Rentals	\$1,380	\$6,545			
League fees (indoor)	\$1,395	\$8,300			
Card fees (indoor)	\$80	\$270			
Day Use	\$19	\$49			
Merchandise					
Snacks	\$208	\$520			
Classes	\$280	\$280			
Total Income	\$3,362	\$15,964			
**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.					

- **Tonquin Trail Update (Stecher)**

- Stecher shared that the master plan is complete. The last day to comment on the plan is today, Oct. 1, 2012. The overall steering committee is almost done with their plans for interconnecting the regional trails.

- **Town Center Plan (Reid)**

- Reid shared that they had their second meeting for the Town Center Plan. An open house is scheduled for Oct. 3, at 6 pm. It will show the existing status and the study area. It will also show a vision of what the community thinks a town center should look like. It is a 500 acre study area consisting of mixed uses.

8. Council update (Butterfield)

- Butterfield shared that Capstone has been cut from the Community Center project. It is now a City project. He also shared that there have been many complaints with the turf field at Snyder Park. Craig Sheldon is collecting quotes for a replacement. There will be temporary fixes done in the meantime. The field is 12 years old.

9. Other

- None

10. Next meeting/adjourn

- The next meeting will be held Monday, November 5, 2012 at 7:00 pm at City Hall.

Adjourned at 7:58 pm