



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	11.07.2011 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Scheirman
NOTES TAKEN BY	Denise Berkshire

ATTENDEES

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

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

- City Staff**
- X Kristen Switzer, Community Services Director
 - X Denise Berkshire, Event & Volunteer Coordinator
 - X Bob Galati, City Engineer
 - X Jonathan Ingram, Engineer Associate
 - X Craig Sheldon, Public Works Director

MEETING NOTES

1. **Call to Order/Roll Call (Scheirman)**
 - The meeting was officially called to order at 7:03 pm.
2. **Adjustments to the Agenda (Scheirman)**
 - No adjustments were made to the agenda.
3. **Citizen Comment (Scheirman)**
 - No citizens were present.
4. **Approval of Minutes (Scheirman)**
 - *Mary Reid motioned to approve the October 2011 minutes. Brian Stetcher seconded. All in favor; motion passed.*
5. **Brookman Area Sanitary Sewer Extension Project – Phase 1 (Galati & Ingram)**
 - Galati shared the *Brookman Area Sanitary Sewer Extension Phase 1 – Removal of Trees Project Update and Future Planning* with the PRB (see record).
 - Galati reviewed the type, size and number of trees to be removed and mitigation planting. He explained there may be additional trees that might have to be removed depending on tree health and safety.
6. **Park Maintenance Update (Sheldon)**
 - Sheldon explained to the PRB the upcoming Park Infrastructure Maintenance (see record). He noted costs are estimates and may shift depending on specific selections, time of

replacement etc. Over the next ten years it is estimated that \$1.5 - \$2 million in maintenance repairs are required.

- Sheldon share the top three projects priorities are:
 1. Snyder Park soccer field turf replacement
 2. Snyder Park baseball home plate and pitcher's mound turf replacement
 3. Murdock Park playground replacement
- The PRB discussed the importance of maintaining existing assets for risk management and to avoid injuries and/or closure. The board also discussed considering SDC funding designation (i.e. capital improvements vs. existing maintenance) when deciding how to allocate project funding. The board requested a combined list showing park infrastructure maintenance, capital improvements and SDCs funding designation.

7. Review Amenity List for Woodhaven Park – Phase 2 (Scheirman/Switzer)

- The PRB reviewed the amenity lists for Woodhaven Park. Jett shared with the group that she researched the feasibility of adding a trail and a creek crossing with Clean Water Services. It is feasible and Clean Water Services is also willing to have a planning review meeting to discuss options. The cost for such a meeting ranges from \$75 - \$1500 depending on the complexity of the project.

The PRB decided on the following items for the Woodhaven Park Amenity List*:

1. Trail with a creek crossing to connect Woodhaven and increase use throughout the park
2. Butterfly garden with native species
3. Picnic shelter
4. Picnic tables in shelter
5. Additional play opportunities (i.e. structures, nature play etc.)
6. Sitting areas/benches along the trail
7. Signage
8. Open space, multi-use play area
9. Bike rack
10. Parking with security lighting
11. Garbage cans and animal waste receptacles
12. Sport court
13. Drinking fountain

**This list is not in order of priority*

The board removed restrooms, berms, and community garden from the amenity list.

8. SWOT Meeting Preparation (Scheirman)

- The annual SWOT meeting with City Council will be held on December 12, 2011 at 6 pm. Board members are asked to please RSVP by December 16th. All of the boards and commissions will be attending.
- The PRB reviewed the 2011 PRB SWOT List and determined the top three items they would like to work on in 2012 include:
 1. Maintaining the City's Park Infrastructure
 2. Cedar Creek/Tonquin Trail
 3. Woodhaven Park

9. Reports

Recreation Monthly Report (Switzer)

Active Rec happenings during the month of September 2011

- Youth football played 16 home games at Sherwood High School during the month.

- Youth Soccer played approximately 100 recreational games at various locations during the month, they also had 13 classic games at home during that same time.
- Youth Volley ball held matches at archer Glen Laurel Ridge and Sherwood Middle school during the month.
- Youth Cheer has been practicing at Edy Ridge this year and cheering at all of the home football games.
- Greater Portland Soccer District has been renting the Snyder Park Soccer field for a least one game on Sundays.

Respectfully Submitted
 October 4, 2011
 Lance Gilgan

Field House Monthly Report September 2011

<u>September-11</u>	<u>Sep-11</u>		YTD	
<u>Usage</u>	<u>Count</u>	Est. People <u>Served</u>	<u>Count</u>	Est. People <u>Served</u>
Leagues	3	350	3	700
Rentals	21	525	111	2850
Other (Classes)	1	4	1	4
[1] Day Use	4	10	15	26
Total Usage		889		3580

FY 11-12	<u>Sep-11</u>	<u>YTD</u>
<u>Income</u>		
Rentals	\$1,380.00	\$6,545.00
League fees (indoor)	\$1,395.00	\$8,300.00
Card fees (indoor)	\$80.00	\$270.00
Day Use	\$19.00	\$49.00
Merchandise		
Snacks	\$208.25	\$520.00
Classes	\$280.00	\$280.00
Total Income	\$3,362.25	\$15,964.00

FY 10-11	<u>Sep-10</u>	<u>YTD</u>
<u>Income</u>		
Rentals	\$1,255.00	\$8,445.00

League fees (indoor)	\$8,523.00	\$16,936.00
Card fees (indoor)	\$180.00	\$660.00
Day Use	\$37.00	\$59.00
Merchandise		
Snacks	\$288.25	\$676.75
Classes	\$560.00	\$840.00
Total Income	\$10,843.25	\$27,616.75

Active Rec happenings during the month of October 2011

- Youth football played 26 games at the high school during the month.
- Youth football had six teams make the playoffs 3 5/6 teams 1 J.V. team and 2 Varsity teams. Those teams will continue to practice the first couple weeks of November.
- Youth Soccer played approximately 100 games at the various schools during the month they also played 18 classic games at Snyder Park. They have 4 teams playing in the OPL Directors cup and those teams will play until November 13th.
- Youth Volleyball played matches at SMS, LRMS and Archer Glen during the month and will finish up on November 3rd with a makeup game.
- Youth cheer finished up with their practices during the last week of October and are done.
- Greater Portland Soccer District played 8 games at Snyder Park during the month.
- Youth basketball will have all of their tryouts and evaluations done by the time you read this.

Respectfully
Lance Gilgan
November 3, 2011

- The October Field House Report has a new *People Served* column to compare trends from year to year.

Field House					
Monthly Report October 2011					
October-11	Oct-11	YTD	Oct-10		
Usage		People		People	People
	Count	Served*	Count	Served*	Served*
Leagues	4	378	7	700	430
Rentals	87	2175	285	5025	2240
Other (Classes)					12
[1] Day Use	12	75	27	101	16
Total Usage		2628		5826	2698
Income	Oct-11	YTD			
Rentals	\$5,225	\$11,770			
League fees (indoor)	\$7,890	\$16,190	-	-	

Card fees (indoor)	\$280	\$550		
Day Use	\$145	\$194		
Merchandise				
Snacks	\$259	\$779		
Classes				
Total	\$13,799	\$29,483		
FY 10 11				
Income	Oct-10	YTD		
Rentals	\$4,449	\$12,894		
League fees (indoor)	\$2,280	\$19,216		
Card fees (indoor)	\$90	\$750		
Day Use	\$32	\$91		
Merchandise				
Snacks	\$329	\$1,006		
Classes		\$840		
Total	\$7,179	\$34,796		

*Estimated number of people served based on all rentals have a different # of people. Along with each team will carry a different # of people on their roster.

Tonquin Trail Update (Stecher)

- Metro presented the Tonquin Trail alignment to Sherwood City Council at a work session. Another project meeting is schedule in December to report the status of the presentations to all of the municipalities.

10. Council update (Butterfield)

- Butterfield shared that City Council are looking at creative ways to find funding for athletic field maintenance. Athletic clubs have expressed an interest in assisting/donating to help repair City of Sherwood fields.
- Discussions have begun to address the flooding issues on the Edy Ridge field.

11. Other

- Nothing at this time.

12. Next Meeting/Adjourn

- **Next meeting date:** The next meeting will be held on Monday, December 5, 2011 at 7:00 pm at City Hall. PRB members are invited to attend the annual City Council SWOT meeting on Monday, December 12, 2011 at 6:00 pm. There will be no PRB meeting in January 2012.
- **Adjourned at 8:53 pm**