



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	01.03.2011 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Scheirman
NOTES TAKEN BY	Denise Berkshire

ATTENDEES

Parks & Recreation Board		Council Liaison	
X	David Scheirman, Chair	X	Robyn Folsom, City Councilor
X	David Bonfiglio, Vice Chair		
X	Brian Stecher	City Staff	
X	Thad Overturf	X	Kristen Switzer, Community Services Director
	Frank Funk	X	Denise Berkshire, Event & Volunteer Coordinator
X	Marney Jett	X	Zoe Monahan, Assistant Planner
X	Lynn Snyder		
X	Mary Reid		
	VACANT		

MEETING NOTES

1. **Call to Order (Scheirman)**
 - The meeting was officially called to order at 7:02 pm.
2. **Roll Call (Scheirman)**
3. **Adjustments to the Agenda (Schierman)**
 - No adjustments were made to the agenda.
4. **Citizen Comments (Schierman)**
 - Neil Shannon of 23997 SW Red Fern Drive referenced an email that he had sent in regards to the Skate Park. He shared that it is his understanding that the City Council will not be funding the Skate Park at this time. He expressed that he was pleased to hear that the Parks Board will be reviewing the Skate Park progress and looking at future SDCs for funding. He also commented that he is excited to hear about possible positive developments with the YMCA Grant.
5. **Approval of Minutes (Scheirman)**
 - *Mary Reid motioned to approve the November 2010 minutes. Brian Stecher seconded. All in favor; motion passed.*
6. **Street Tree Code Update (Zoe Monahan, Assistant Planner)**
 - Zoe Monahan shared the Street Tree Code Update Memorandum (see record). As requested by the Parks Board, the proposed language relieves the board of the need to review street tree removal requests. There is now a three Tier review process depending

on the size of the tree. Also, the Planning staff and Commission are proposing to move the language addressing *Trees on Public Property* from the Development Code (Chapter 16) into Chapter 12 which addresses *Streets, Sidewalks and Public Places*. This will reduce confusion and continue to allow the PRB still be involved with review tree removal in City parks. The language explaining emergency trees will remain.

7. Restrooms at Stella Olsen Park Update (Switzer)

- A few applications have been received resulting in an increase in SDCs. It appears that the restrooms can be funded without using general funds.
- Kristen passed out the restroom schematics (see record), and explained the location, floor plan and material details.
- The actual cost for the prefabricated building is \$165,670 which includes the additional stalls, porch, two drinking fountains, porcelain fixtures, natural vent lighting, and motion and thermal censored LED lighting. This does not include the site preparation which may cost up to \$65,000 (total cost can be covered by new SDCs and the \$160K of Metro funding).
- The appearance/design was important and matches the stage area as well as fits with the neighborhood including Woodhaven Church. The stones will not be painted, but will be two colors with rough stone on the bottom and smooth stone above.
- The family restroom will include a changing table, a low urinal for children, and a standard toilet.
- Robyn publically thanked Kristen for her diligent work on this project.
- Mary Ried motioned to recommend to City Council to move forward with the proposed plan. Brian Stetcher added an amendment to the recommendation to include that City Council funds this project with the Metro funding and available SDCs. Lynn Snyder seconded the amended recommendation. All in favor; motion unanimously passed.
- Kristen also reminded the board that a partially covered bike rack is also a required part of the restroom project which was part of a previously approved condition of the Stella Olsen Parking Lot.

8. Updates & Reports

Public Works Monthly Report (Switzer)

- Nothing to report at this time.

Recreation Monthly Report (Switzer)

Active Rec happenings during the month of November 2010

- Youth basketball is in full swing with 48 Rec teams 3rd to 8th grade 17 classic or competitive teams and 7 Rec High school teams for a total of 72 youth basketball teams.
- They held their Jamboree on December 4th
- They played 55 Rec games and approximately 17 Classic games in the Sherwood gyms in the month of December.

Field House

Monthly Report December 10

<u>December-10</u>	<u>Dec-11</u>		YTD	
<u>Usage</u>	<u>Count</u>	Est. People <u>Served</u>	<u>Count</u>	Est. People <u>Served</u>
Leagues	7	964	18	3404
Rentals	81	2106	332	10170
Other (Classes)	1	6	2	24
[1] Day Use	8	117	36	261
Total Usage		3193		13859

FY 10-11

<u>Income</u>	<u>Dec-10</u>	<u>YTD</u>
Rentals	\$5,329.00	\$25,346.00
League fees (indoor)	\$3,356.00	\$38,677.00
Card fees (indoor)	\$239.00	\$2,269.00
Day Use	\$231.00	\$512.00
Merchandise		
Snacks	\$712.25	\$2,433.75
Classes	\$210.00	\$1,085.00
Total Income	\$10,077.25	\$70,322.75

FY 09-10

<u>Income</u>	<u>Dec-09</u>	<u>YTD</u>
Rentals	\$3,525.00	\$14,189.50
League fees (indoor)	\$1,640.00	\$40,122.00
Card fees (indoor)	\$519.00	\$3,233.07
Day Use	\$101.00	\$282.00
Merchandise		
Snacks	\$571.00	\$1,599.00
Classes	\$280.00	\$420.00
Rental collected by Finance Dept		
Total Income	\$6,636.00	\$59,845.57

Tonquin Trail Update (Stecher)

- Brain explained there are still challenges with the two routes from the YMCA to Sherwood and that is why 124th Street was being looked at. There are other options that are being considered, that would not include 124th street and therefore not include funding from Washington County.
- He shared that Metro will be presenting an update City Council. He recommended that the PRB attend that meeting since they have been involved in the planning process.

Cultural Arts/Community Center Steering Committee Update (Stecher)

- The RFP for the Business Plan is out and a contractor should be selected by the end of the month.

Council Update (Folsom)

- At the last month's City Council meeting they discussed an audit. Council tabled the resolution for the audit and accepted some policies for the budget process. City Council would like to work toward a larger contingency in the budget and have been holding additional budget meetings which have been successful.
- Robyn publically thanked the Citizen Budget Committee members for their time and work with the additional meetings.
- She shared that this year's budget will have a higher contingency than last year.
- The next City Council meetings will focus on goal setting and budgets.

Other Business (Switzer)

- Kristen shared with the board that Nick White resigned and she will be working on filling that vacancy.
- She will also be reviewing each board members term and contacting those folks with term expirations approaching.

Adjourned at 7:48.

Next Meeting Date: The next meeting will be held on Monday, February 7, 2010, 7:00 pm at City Hall.