



Home of the Tualatin River National Wildlife Refuge

# Parks & Recreation Board MEETING NOTES APPROVED

|                |                                   |
|----------------|-----------------------------------|
| MEETING TITLE  | Sherwood Parks & Recreation Board |
| DATE & TIME    | 04.07.14 7:00 PM                  |
| LOCATION       | Sherwood City Hall—Community Room |
| FACILITATOR    | David Scheirman                   |
| NOTES TAKEN BY | Jennifer Ortiz                    |

## ATTENDEES

|                                     |                        |                        |  |
|-------------------------------------|------------------------|------------------------|--|
| <b>Parks &amp; Recreation Board</b> |                        | <b>Council Liaison</b> |  |
| X                                   | David Scheirman, Chair | X                      | Bill Butterfield, City Councilor                 |
| --                                  | Mary Reid, Vice Chair  |                        |  |
| --                                  | Brian Stecher          |                        | <b>City Staff</b>                                |
| X                                   | Lynn Snyder            | X                      | Kristen Switzer, Community Services Director     |
| --                                  | Michael Damann         | X                      | Jennifer Ortiz, Events and Volunteer Coordinator |
| X                                   | Lu Vanderburg          |                        |  |
| X                                   | Marney Jett            |                        |  |
| X                                   | James Forsyth          |                        |  |
|                                     | 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)
  - Tess Kees, Sherwood resident, approached the board as a representative of a group of residents that have been working for several years to create a memorial for the late Chief of Police, Stan Stanislawski. She explained that the group has been working on organizing a formal dedication without realizing that the Parks and Recreation Board would also need to be included in the process. Stan Stanislawski served as Sherwood’s Police Chief from 1965-1981. She explained that the group has worked hard on organizing the dedication ceremony that they would like to hold on May 3rd, just prior to National Police Week, at Veterans Park. She handed out information for the board members to review (see record, exhibit A). Kees stated that she has approached the board tonight to see if it is possible to get the PRB’s support to facilitate this project. The long term goal is to get a park bench and plaque installed at Veterans Park in remembrance of Stanislawski. The Historical Society will also be doing a showcase of police memorabilia that week in honor of National Police Week. She noted that they would like to honor Stanislawski this year and potentially honor the late Police Chief, Eugene Hatcher, next year. Both men served out of the

Morback House and she believes it would be fitting to have a historical marker there in remembrance of them. Butterfield asked where they were planning on putting the bench. Kees stated that they are still working on an exact location, but they were hoping to be able to put it by the rhododendron bushes near the stairs of the Morback House. They have contractors that would be willing to pour concrete if needed. Switzer asked if they would be willing to put the bench on the porch of the Morback House, or even put the plaque on the house itself, since there is a strong tie to the building. Kees stated that they would prefer the location near the rhododendron bushes. She explained that the plaque is being created by a professional company. It is on a heavy duty pedestal. They would prefer it to be out in the open. Kees also explained that the park bench may not be ready to put in place by May 3rd, but they would like to have the approval to install the plaque on that day. Scheirman stated that the City does have a policy in place for a Citizen of Note Recognition Program but it has never been utilized. One thing that the PRB needs to keep in mind is that other citizens may now approach the board with similar requests and it is important to follow the policies outlined in order to avoid issues from other parties down the road. Scheirman asked Switzer if this is something that the PRB can even facilitate at this point. City Manager, Joe Gall, was present. Butterfield asked Gall if the approval can go through the PRB. Gall explained that the overview that has been presented on this project tonight is actually a culmination of many years of work. Gall noted that the only concern that he sees would be the precedent that would be set. Going forward, it may be hard to say no to others. The policy being referred to tonight is an old policy. It has not been looked at for many years. He stated that the PRB has the green light to move forward with this project. The concern would be how to prevent our parks from becoming a memorial garden for all loved ones in the City. Gall also noted that the PRB can always approve this project and then come back and review and make changes to the policy at a later date. Vanderburg asked if the plaque and bench can be moved in the future if, for some reason, it becomes a maintenance issue. Switzer noted that the policy states that the City can relocate the item, if needed. Switzer asked how large the plaque is. Kees said it is 12X15 and will be on a bronze post. ***Scheirman entertained a motion to accept an application for this project, contingent on making sure that all necessary conditions are met through the City. Jett moved to approve the motion, Snyder seconded. All in favor; motion passed.***

- Steve Miller, from DR Horton Homes, approached the PRB to discuss the Cedar Creek Trail. He explained that there is a current proposal that his company is considering. They are working with a uniquely shaped piece of property near the roundabout on the north side of Meinecke Parkway (see record, exhibit B). He explained that they are working on trying to get that piece of property turned into a park for the City. This piece would be incorporated into the Cedar Creek Trail Concept. The space would include a trail that would connect to Ladyfern Park and the Ridges campus. He explained that he just wanted to have the opportunity to give an overview. He shared that Miller will have more information to share on this as well.

#### 4. Approval of minutes (Scheirman)

- *Jett motioned to approve the March 3, 2014 minutes. Vanderburg seconded. All in favor; motion passed.*

#### 5. Dog Park Site Discussion/Recommendation (Switzer/Scheirman)

- Switzer shared that some members of the PRB visited the potential dog park locations before the meeting tonight. She handed out comparison maps that showed the potential size of each location. In addition, a map of Tualatin's dog park was included for a size comparison (see record, exhibit C). The group visited the Police Department location,

Pioneer Park, and Snyder Park. The group decided not to visit Murdock Park. Switzer stated that she would like to hear feedback from the PRB regarding their thoughts on each of the locations. Jett stated that Snyder Park stood out as the best location to her. There are already people using the space for their dogs. Forsyth likes Snyder Park as well. He thought that Pioneer Park was intriguing, but it would take a lot of work to thin out the trees. Vanderburg would like to explore how much more area below the water tank at Snyder Park could be utilized for a dog park. He mentioned that he saw 10-15 dogs being walked just during the short time they were there looking at the site. Jett added that the Police Department location has many downfalls. It is not currently being used as a park, there are no restrooms, there is not enough parking, and it would need to be closed to the public during the police dog trainings. Snyder added that the Police Department location would be the most cost effective choice because it is already flat and fenced. He agrees that it is not the most convenient though. It would not be as accessible by foot and does not have a community dog park feel. He added that Snyder Park would have an expense associated with the fencing, but would still be cheaper than Pioneer Park which would require fencing and the cost associated with the clearing of trees. Vanderburg added that a resident approached them while they were looking at Pioneer Park. She has lived in that neighborhood for 16 years and would not like to see the trees removed. Vanderburg asked Switzer if they could look into the possibility of using more space at Snyder Park. Switzer will look into it. Scheirman mentioned that the idea had been raised to sell the lots near Snyder Park. He asked Butterfield where Council sits on that subject. Butterfield shared that his opinion would be to sell the four lots and put the money into the parks fund. Vanderburg mentioned that some of the homes that border the park are three stories tall. If the lots are sold, the new homes could potentially block the view for park users. He asked if there is a way to add a stipulation so that builders cannot build three story homes there. A stipulation like that might lower the value of the lots though. ***Snyder motioned to recommend the .85 acres at Snyder Park as the top site to be pursued for a dog park. Jett seconded. All in favor; motion passed.***

#### 6. Cedar Creek Trail (Miller)

- Miller gave a brief update on the Cedar Creek Trail Project. Jett asked if the LTAC members will be used for both phases of the project. Miller answered, yes. Both phases will be progressing simultaneously. Miller shared that she is planning on holding a kick-off for the LTAC sometime in May. Vanderburg asked if Miller is still planning for an underpass at Hwy 99W, in order to connect phase one and phase two. Miller stated that an undercrossing would be ideal, but it would take the whole grant funding amount just to do that. The goal is to get as much trail built as possible first, so the proposal includes an at-grade crossing, with the idea of pursuing an undercrossing, or overcrossing, at a later time.
- Miller also wanted to add to the earlier discussion regarding the DR Horton PUD. She shared that one of the City's requirements is that 15% of the area be dedicated to open space. She shared that City code requires the PRB to consider land that is donated to the public. The Planning Commission will be meeting at the end of May to discuss this project. She would like to receive a recommendation to forward to the Planning Commission at the next PRB meeting. She shared that the Cedar Creek Trail will be 10-12 feet wide, but this portion of the trail would not be that wide because it would be a feeder trail. Jett asked if the plan includes a bridge since there is a creek that it crosses. Miller said that the plan does not include a bridge, and it may be that the trail would not be able to be used year round. Miller shared that this portion is already part of the trail Master Plan. Vanderburg asked if they are planning on building single family residences, or connected units. Miller explained that there will be some townhomes in addition to single family residences.

**7. Reports & Updates**

a. Park Maintenance Update (Switzer)

- o Switzer does not have any updates. She mentioned that the new Murdock Park play structure is currently under construction. She asked the board if they have any opinion on whether or not they would like to hold a grand opening. The board agreed that the new play structure is a big deal and they would like to hold a grand opening.

b. Community Center Update (Switzer)

- o Switzer shared that construction is under way. The project is moving forward and on track.

c. Recreation Monthly Report (Switzer)

- o Youth basketball practiced through the second week in March.
- o There are about 6 or 7 youth basketball teams that will continue to play through the end of May.
- o Baseball, softball, and lacrosse have completed their tryouts/evaluations and have started to practice as weather allows.
- o Youth soccer continues to play games at Snyder Park. They played 16 games during the month of March.
- o Now that spring break is over, both youth track clubs will begin practicing at SMS.
- o Greater Portland Soccer District's Men's Soccer Leagues began playing games at Snyder Park on Sundays.

**Field House**

- o Field House Youth Leagues are done for the season.
- o Sherwood Youth Soccer Club will start renting the facility for an indoor spring league.
- o Outdoor soccer teams have been renting the facility for practice, due to rain.

| <b>Monthly Report March 2014</b> |                      |                   |                   |                |                      |
|----------------------------------|----------------------|-------------------|-------------------|----------------|----------------------|
|                                  |                      |                   |                   |                |                      |
| <b><u>March-14</u></b>           | <b><u>Mar-14</u></b> | <b>-</b>          | <b><u>YTD</u></b> |                | <b><u>Mar-13</u></b> |
| -                                |                      |                   |                   |                | Est.                 |
| <b><u>Usage</u></b>              |                      | People            |                   | People         | People               |
| -                                | <u>Count</u>         | <u>Served*</u>    | <u>Count</u>      | <u>Served*</u> | <u>Served*</u>       |
| Leagues                          | 8                    | 644               | 23                | 5300           | 700                  |
| Rentals                          | 101                  | 1515              | 579               | 9820           | 2100                 |
| Other (Classes)                  |                      |                   |                   |                |                      |
| [1] Day Use                      | 8                    | 92                | 57                | 464            | 63                   |
| <b>Total Usage</b>               |                      | <b>2251</b>       |                   | <b>15584</b>   | <b>2863</b>          |
|                                  |                      |                   |                   |                |                      |
| <b><u>Income</u></b>             | <b><u>Mar-14</u></b> | <b><u>YTD</u></b> |                   |                |                      |
| Rentals                          | \$5,843              | \$37,216          |                   |                |                      |
| League fees (indoor)             | \$4,854              | \$68,635          | -                 | -              |                      |
| Card fees (indoor)               | \$347                | \$3,399           |                   |                |                      |
| Day Use                          | \$190                | \$1,427           |                   |                |                      |
| Advertising                      | \$1,500              | \$1,500           |                   |                |                      |

|  |                      |                   |  |  |  |
|--|----------------------|-------------------|--|--|--|
| Snacks   | \$562                | \$4,216           |  |  |  |
| Classes  |                      |                   |  |  |  |
| <b>Total</b>   | <b>\$13,295</b>      | <b>\$116,393</b>  |  |  |  |
|  |                      |                   |  |  |  |
| <b>FY 12 13</b>  | -                    | -                 |  |  |  |
| <b><u>Income</u></b>   | <b><u>Mar-13</u></b> | <b><u>YTD</u></b> |  |  |  |
| 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  |                      |                   |  |  |  |
| <b>Total</b>   | <b>\$9,424</b>       | <b>\$103,054</b>  |  |  |  |
|  |                      |                   |  |  |  |
| *Estimated number of people served based on all rentals. Each team will carry a different # of people on their roster. |                      |                   |  |  |  |

**8. Council updates (Butterfield)**

- Butterfield referred to Gall for an update on the Field Lighting Project. Gall shared that open houses were held for both project locations and no one showed up for either one. Public Works found that the wrong dates were listed on the notices, so they reheld the meetings and four people showed up. Three people were interested in general project details and one person was in opposition to the lights at Edy Ridge. The City now has the money, so the lighting is funded. The goal is to be under construction this summer.

**9. Other**

- Switzer shared that she received two emails from residents that she promised to forward on to the board (see record, exhibit D). One was from a resident that wanted to express support for a dog park. The other email was from a resident that wanted to express some concerns regarding future use of the green space at Woodhaven Park.

**10. Next meeting/adjourn**

- The next meeting will be held Monday, May 5, 2014 at 7:00 pm at City Hall.

Adjourned at 8:04 pm