



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	10.06.14 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
--	James Forsyth	X	Jennifer Ortiz, Events and Volunteer Coordinator
--	Lu Vanderburg	X	Craig Sheldon, Public Works Director
--	Marney Jett	X	Joe Gall, City Manager
X	David Sorensen		
X	Eric Evans		

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)
 - Councilor Butterfield has to leave the meeting early tonight, so Council Updates will be moved to the beginning of the meeting.
3. Citizen Comment (Scheirman)
 - Naomi Belov, Sherwood resident, approached the board to say that she looks forward to hearing an update on the dog park project tonight. She stated that she would like more information about funding options and how citizens can get involved.
4. Approval of Minutes (Scheirman)
 - *Reid motioned to approve the September 8, 2014 minutes. Stecher seconded. All in favor; motion passed.*
5. Council Updates (Butterfield)
 - Butterfield shared that there has been a lot of brainstorming on how the new dog park will be funded. He invited City Manager, Joe Gall, to share information on what is being discussed regarding funding options. Gall shared that Switzer has been working with consultants to refine the dog park design in order to get an accurate cost estimate for the project. There are no funds in the budget for the dog park this year, but Gall shared that he would like to see construction begin next spring. He explained that he has heard of communities using crowd funding sites in order to get a

kick-starter for community projects. It gives the community an opportunity to donate toward the project if they would like. Gall stated that he has been talking with a business in New York that has worked with nonprofit organizations and contribution funding. This would be easier with a 501(c)3, but Gall believes it is still doable without one. Gall shared that the City's legal team and auditors are looking into it. He shared that SweetStory raised a large amount through crowd funding in order to move to their new location, showing that people will put money toward something if they really want it to happen. Gall shared that SDCs have been significantly more than anticipated this year, but he would still like to see Woodhaven Park worked on. He mentioned that the skate park topic is starting to come around again as well. He mentioned that State funding is potentially available for the skate park project which could cost around \$500,000-\$600,000. It is a much larger project than the dog park. Scheirman asked if the topic of business SDCs can be discussed. Gall shared that it is being looked into. Butterfield added that the Tonquin area will be coming in. That will be Sherwood's industrial area and could benefit SDCs down the road. Butterfield reminded the board of the importance of thinking about the maintenance costs of any parks they decide to develop. He reminded them to set priorities and stay consistent. He explained that there will be a new City Council with 4 or 5 new members soon. There will be a learning curve and the PRB will have to educate the new council body.

6. Proposed Dog Park Design (Switzer)

- Switzer shared that the designer has completed the dog park project's 'Concept B' design (see record, exhibit A). Some of the changes include a taller fence, an enlarged small dog area, and a true double gate system. Switzer also shared the comments compiled from the Dog Park Open House (see record, exhibit B). Stecher stated that he has never seen a 5 foot fence at a dog park. Evans asked where the 4 foot standard came from. Switzer stated that it was the recommendation from the designer. She shared that many people were concerned about dogs jumping over the fence. Stecher does not think that any dog would scale a 4 foot fence. Dogs that come to the dog park will need to be well behaved, so there shouldn't be any concerns about dogs jumping the fence. Switzer will do some research and figure out the cost difference between a 4 foot and 5 foot fence. She will also do some research to see what other communities are using. Sorensen asked what the cost estimate is for the dog park. Switzer explained that an estimate was received this afternoon at roughly \$100,000, but they still need to think through the prevailing wage, the cost of plants, and the cost of running the water lines. Switzer explained that she just needs to know if the PRB has any other recommendations or changes they would like to make to the concept plan before moving forward. Snyder stated that he received a recommendation from a resident to move the water fountains away from the gates. Evans asked if small dogs would be allowed to go into the large dog area. Stecher shared that the small dog area is a safe haven for them, but if they are comfortable then they can be in the large dog area. Reid asked what constitutes a small dog. Switzer stated that they will have to review all of those types of questions when the policies and procedures are put together. Sorensen asked what other options there are for surface materials instead of chips. Switzer shared that there are different kinds of chips, pea gravel, asphalt, and many others. Switzer and Sheldon will be looking into the options. Stecher mentioned that it is hard to mow right up to a fence. He would like to see a border put in along the fence line in order to make maintenance easier. Scheirman stated that it sounds like more refinement on the design is needed and rules and regulations will need to be developed over the next couple of months. Switzer stated that she will bring the plans back to the PRB as updates are made. Butterfield stated that water and wastewater will be the most difficult part for the construction of the park, but maintenance will be an ongoing expense. Currently there is 1.5 FTE assigned to the maintenance of Snyder Park. That number will have to go up once the dog park is constructed.

7. Stella Olsen Play Structure Selection (Sheldon)

- Sheldon explained that votes were accepted from the public on the PRB's top three choices of play structures for Stella Olsen Park. Option C was the top vote getter, but people did not realize that the canopies and rubber surface material would not be included. They received around 20 phone calls from people who wanted to change their vote once they realized that was the case. People want covers. The picture shows Option C with covers, but it would cost an additional \$70,000. Evans asked what the life expectancy of the canopies is. Sheldon answered, 10-15 yrs. Sheldon shared

that the runner up was Option D. This option provides canopies, in addition to the capability of being ADA accessible down the road. Snyder mentioned that Option D seems to have more activities too. Sheldon shared a PowerPoint describing the differences between each play structure (see record, exhibit C). **Reid moved that the PRB recommend Option D to Council as the choice for the new Stella Olsen play structure. Snyder seconded. All in favor; motion passed.**

8. Tree Removal at Water Quality Facility (Sheldon)

- Sheldon shared that two water quality facilities will be repaired this year. Both locations have seedlings that were not maintained, causing damage to the facilities. Sheldon shared a PowerPoint outlining the location and condition of each facility (see record, exhibit C). **Stecher, moved to approve the tree removals. Evans seconded. All in favor; motion passed.**

9. Reports

a. Park Maintenance Update (Sheldon)

- Sheldon shared an update of recent park maintenance projects (see record, exhibit C).

b. September Recreation Monthly Report (Switzer)

Sports Fields and Gyms

- Youth Football played 19 youth games at the high school during the month of September.
- Greater Portland Soccer District rented 6 hours of field time at Snyder Park for games in September.
- Northwest United Women’s Soccer also rented 6 hours at Snyder Park for games in September.
- Youth Volleyball is practicing at LRMS 6 hours per week.
- Youth Cheer is practicing at Edy Ridge on Mondays and Wednesdays, and cheering at the youth football games on Saturdays.
- Youth soccer held their Jamboree on Sept 6th at almost all locations. They played 54 K through 2nd grade games at the Hopkins field during September. They played 26 Classic games at Snyder Park. Rec games also played more than 50 games during the month.
- All of the basketball tryouts and evaluations are now scheduled for the upcoming season.

Field House

- Adult leagues continue to be slow.
- Rentals are starting to pick up.
- We are trying to make a push for our first youth session.
- We spent some advertising money to boost our Facebook page.

Monthly Report September 2014					
<u>September-14</u>	<u>Sep-14</u>	-	<u>YTD</u>		<u>Sep-13</u>
-					
<u>Usage</u>		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	2	210	6	726	294
Rentals	24	360	121	1731	1122
Other (Classes)					
[1] Day Use			1	2	24
Total Usage		570		2459	1440

<u>Income</u>	<u>Sep-14</u>	<u>YTD</u>			
Rentals	\$1,850	\$8,230			
League fees (indoor)	\$4,450	\$10,237	-	-	
Card fees (indoor)	\$150	\$230			
Day Use		\$6			
Advertising					
Snacks	\$45	\$205			
Classes					
Total	\$6,495	\$18,908			
FY 13 14	-	-			
<u>Income</u>	<u>Sep-12</u>	<u>YTD</u>			
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			
*Estimated number of people served based on all rentals. Each team will carry a different # of people on their roster.					

10. Other

- Switzer shared that an RFP is out for Woodhaven Park. It is due next Monday, so there will be some decisions to make at the next PRB meeting. She also shared that the Community Center is still on track to be done in December, with an aim of starting programs in February. A Center Manager will be hired soon.
- Switzer shared that the Annual Boards and Commissions Dinner will be held on Dec 2nd this year, which is one day after the scheduled December PRB meeting date. The PRB will need to decide whether or not to hold a December PRB meeting this year. The board can discuss it at the next meeting. Scheirman shared that he will be out of town the first week in December, so there will need to be a volunteer to present the PRB goals and accomplishments at the annual dinner.

11. Next meeting/adjourn

- Next meeting will be held on Monday, November 3, 2014 at 7:00 pm at City Hall.

Adjourned at 8:13 pm