



Home of the Tualatin River National Wildlife Refuge

# Parks & Recreation Board MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	11.03.14 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	--	Bill Butterfield, City Councilor
--	Mary Reid, Vice Chair		
X	Brian Stecher		<b>City Staff</b>
X	Lynn Snyder	X	Kristen Switzer, Community Services Director
X	James Forsyth	X	Jennifer Ortiz, Department/Program Coordinator
X	Lu Vanderburg		
X	Marney Jett		
X	David Sorensen		
--	Eric Evans		

## MEETING NOTES

- Call to Order/Roll Call (Scheirman)
  - The meeting was officially called to order at 7:00 pm.
- Adjustments to the Agenda (Scheirman)
  - None
- Citizen Comment (Scheirman)
  - None
- Approval of Minutes (Scheirman)
  - Stecher motioned to approve the October 6, 2014 minutes. Sorensen seconded. All in favor; motion passed.*
- Proposed Dog Park Design (Switzer)
  - Switzer shared that she received the cost estimates for 4 foot and 5 foot fencing for the dog park. A few citizens requested 5 foot fencing. Stecher stated that he has never seen 5 foot fencing at a dog park. He believes that it would be a waste of money to install the taller fencing. Switzer shared that it is a \$1200 difference between the two options. The PRB members would be okay spending the extra \$1200 for the height in order to meet the requests of the citizens. Switzer stated that a decision does not need to be made tonight. These details can be revisited during the land use process, but it is something to think about. The next step is for the PRB to make a recommendation to Council to amendment Snyder Park's Master Plan to include a dog park. **Forsyth moved to**

**recommend that Council amend Snyder Park's Master Plan to include a dog park. Vanderberg seconded. All in favor; motion passed.**

**6. Annual Board & Commission Report (Scheirman)**

- Scheirman shared that he will be out of town and will not be able to present the PRB's goals and accomplishments at this year's Boards and Commissions Appreciation Dinner on December 2. Stecher volunteered to present the information. Switzer handed out an updated draft of the PRB's goals and accomplishments (see record, Exhibit A). Switzer reminded the members that the regular PRB meeting in December has been cancelled due to the Annual Boards and Commission Appreciation Dinner taking place on December 2.

**7. Stella Olsen Park Play Structure Update (Switzer)**

- Switzer shared that the contract for the new Stella Olsen Park playground structure went before Council and was approved. The final cost will be around \$175,000. Equipment will be ordered soon, with installation scheduled to begin in February or March. Sorensen stated that he thought the cost was going to be below \$170,000, since City staff will be doing some of the work. Switzer explained that there is probably a contingency included. She will check with Sheldon to see. Vanderburg asked what the life expectancy is. Switzer explained that the structure should last 15-20 years. The Public Works Department inspects all playground structures weekly and performs regular maintenance, which helps to prolong the life of the equipment.

**8. Woodhaven Park – Phase 2 Design Update (Switzer/Scheirman)**

- Switzer shared that the RFQ for Woodhaven Park has closed. 5 firms responded. The top 3 firms will be interviewed on November 18. After the interviews, the PRB can make a recommendation to Council. Scheirman and Switzer will be involved in the interview process. Switzer mentioned that there are really no front runners among the group. The top 3 firms were scored and came in within a point and a half of each other.

**9. Reports**

**a. Park Maintenance Update (Switzer)**

- No update.

**b. October Recreation Monthly Report (Switzer)**

**Sports Fields and Gyms**

- Youth baseball and softball both finished up "fall ball" the first part of the month.
- Youth cheer is done practicing in the gym at Edy Ridge. They still have a couple of playoff games to cheer at.
- Youth volleyball is over at LRMS.
- Youth soccer played 20 classic games at Snyder Park, 40 Kindergarten and 1st grade games at Hopkins, 32 2nd grade games at Hopkins, and 80 games for 3rd grade through high school at locations all over town. That's a total of 172 soccer games in the month of October.
- Youth football played 22 games at the high school on Saturdays during the month of October.
- Our grass fields are in pretty bad shape after all of the practices and games.
- GPSD rented 20 hours at Snyder Park on Sundays in October for adult games.

**Field House**

- Adult leagues are slow.
- Rentals are picking up nicely.
- We had the playoff bound girls high school team in for a practice.
- Our first youth session is slated to start on November 15th.

<b>Monthly Report October 2014</b>					
<b>October-14</b>	<b>Oct-14</b>	<b>-</b>	<b>YTD</b>		<b>Oct-13</b>
<b>Usage</b>		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	2	210	6	936	1231
Rentals	80	1200	201	2931	2340
Other (Classes)					
[1] Day Use	9	62	10	64	42
<b>Total Usage</b>		<b>1472</b>		<b>3931</b>	<b>3613</b>
<b>Income</b>	<b>Oct-14</b>	<b>YTD</b>			
Rentals	\$4,690	\$12,920			
League fees (indoor)	\$2,717	\$12,954	-	-	
Card fees (indoor)	\$160	\$390			
Day Use	\$231	\$237			
Advertising					
Snacks	\$219	\$424			
Classes					
<b>Total</b>	<b>\$8,017</b>	<b>\$26,925</b>			
<b>FY 13 14</b>	-	-			
<b>Income</b>	<b>Oct-13</b>	<b>YTD</b>			
Rentals	\$3,903	\$8,820			
League fees (indoor)	\$7,705	\$19,397			
Card fees (indoor)	\$180	\$430			
Day Use	\$157	\$216			
Advertising					
Snacks	\$200	\$498			
Classes					
<b>Total</b>	<b>\$12,145</b>	<b>\$29,361</b>			

10. Council Updates (Butterfield)

- No update.

11. Other

- None.

12. Next meeting/adjourn

- Next meeting will be held on Monday, January 5, 2015 at 7:00 pm at City Hall.

Adjourned at 7:20 pm