



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES

APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	01.05.15 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	David Scheirman
NOTES TAKEN BY	Jennifer Ortiz

ATTENDEES

Parks & Recreation Board

- X David Scheirman, Chair
- X Mary Reid, Vice Chair
- X Brian Stecher
- Lynn Snyder
- X James Forsyth
- Lu Vanderburg
- X Marney Jett
- X David Sorensen
- X Eric Evans

Council Liaison

City Staff

- X Kristen Switzer, Community Services Director
- X Craig Sheldon, Public Works Director
- X Jennifer Ortiz, Department/Program Coordinator

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)
 - Emily, Sherwood resident, came to the PRB meeting to ask about the plans for Woodhaven Park. She heard that the original plan included a splash park. Switzer explained that a few of the original elements included in the plan for Woodhaven Park have been met in other areas around the community. The new design will include a half basketball court, trail, canopy, and possibly a butterfly garden. A community open house will be held once a new plan is put together.
4. Approval of Minutes (Scheirman)
 - *Reid motioned to approve the November 3, 2014 minutes. Jett seconded. All in favor; motion passed.*
5. Signage for Playgrounds (Sheldon)
 - Sheldon shared that the Risk Management Park Sign Project has been budgeted this year. He would like to get signs installed in all City parks soon. He shared a PowerPoint with the PRB, which included a sample of what the signs would look like (see record; exhibit A). He explained that each sign will cost about \$500. Each park will have one sign, except for Snyder Park, which will have three signs. It will take around 6-8 weeks to get the signs made and installed. He explained that

these signs are separate from the current park rules and regulations signs. Sorensen asked if the \$500 price quote includes the pole that holds the sign. Sheldon answered, yes. Stecher mentioned that some of the parks do not even have name signs. This is confusing for people who are trying to find the park and may not be from Sherwood. He stated that it would be nice to have the name signs done too. Sheldon explained that the money budgeted is only for the playground signs. At one time, Council was looking at styles for park name signs and they could not agree on one they liked. Sheldon will look into name signs as a future project. **Reid moved to approve Sheldon to move forward on the Risk Management Park Sign Project. Evans seconded. All in favor; motion passed.**

6. Dog Park Update (Switzer)

- Switzer shared that they have gotten a rough cost estimate back for the Dog Park Project. She explained that she would like to see where the project falls on the PRBs goal list before they take it to Council with a recommendation. The outgoing mayor had recommended that the general contingency fund be used for the project. We are looking at a cost of around \$140,000, not including a structure. The PRB will be receiving some SDC money in 2015, and Switzer would like to know what the PRB would like to focus on. Scheirman would love to see general fund money used for the Dog Park Project. The PRB members agreed. They would like to have Switzer encourage Council to cover the cost of the Dog Park.

7. Woodhaven Park - Phase 2 Design Update (Switzer)

- Switzer shared that a contractor has been chosen for the Woodhaven Park – Phase 2 Design Project. It will go before Council for approval on January 20. Sheldon mentioned that the play structure at Woodhaven Park will need to be replaced within the next 4 or 5 years. If the playground area is expanded, SDCs could possibly be use for the replacement.

8. Goals for 2015 (Switzer)

- Switzer shared a 2015 goal sheet with the PRB (see record; exhibit B). Scheirman explained that this list was originally derived from the 2006 Parks Master Plan and it has been a working document ever since. Switzer explained that there are funds in the budget to renew the Master Plan. They will be discussing the process soon. Switzer asked what the board would like to see finished first. She explained that the PRB will see about \$750,000 - \$800,000 in SDC in 2015. She would like the PRB to choose a project to focus on once money starts to come in. The PRB members all agreed that Woodhaven Park is the number one priority, but it is also the most expensive. Stecher would like to move forward with the dog park first, if Council does not approve the use of general contingency funds. Switzer explained that she doesn't need a decision tonight, but she wants the PRB to start thinking about it.

9. Reports

a. Park Maintenance (Sheldon)

- Sheldon shared that his guys have been busy. The observation deck will be replaced at Murdock Park soon. The high school 'S' on the field was put in for the third time and it is finally correct. Snyder Park's baseball field turf is being damaged by metal cleats, so there is discussion about how to prevent further damage. Reid asked if there is signage that can be put up that says, no metal cleats. Sheldon said yes, it is a topic of discussion. Sheldon shared that Stella Olsen Park's old play structure will be removed by next week. Installation is scheduled to begin the third week in January. The contract between the City and the HOA for Langer Park will be up in August. The play structure at that park will need to be replaced within 5 years. Sheldon also added that Public Works held a successful tree planting event recently.

b. Recreation Monthly Report (Switzer)

- **November Report**
Sports Fields and Gyms
 - Youth soccer finished up their season in November with 25 rec games on the grass fields around town, in addition to approximately 10 classic games at Snyder Park.

- Youth football finished up their season with 6 playoff games at the high school. The 5th/6th gray team and the JV red team both came away with the championship title.
 - Youth basketball practices and some classic games are well under way. There are 79 teams ages 3rd grade to high school, playing rec games in the gyms at available schools.
 - GPSD rented 12 hours of time at Snyder Park in the month of November.
- Field House
- We started our first youth session on November 15, with 5 youth leagues and 34 new teams. We also have 3 adult leagues going, for a total of 8 leagues.
 - Rentals have picked up with the bad weather and the start of the youth session.
 - My temps are working the weekends to help cover all the extra time.

Monthly Report November 2014					
November-14	Nov-14		YTD		Nov-13
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	8	741	14	1677	871
Rentals	96	1440	297	4371	1780
Other (Classes)					
[1] Day Use	9	84	19	148	69
Total Usage		2265		6196	2720
Income	Nov-14	YTD			
Rentals	\$5,633	\$18,553			
League fees (indoor)	\$17,105	\$30,059	-	-	
Card fees (indoor)	\$1,430	\$1,820			
Day Use	\$311	\$548			
Advertising					
Snacks	\$693	\$1,117			
Classes					
Total	\$25,172	\$52,097			
FY 13 14					
Income	Nov-13	YTD			
Rentals	\$4,995	\$13,815			
League fees (indoor)	\$17,070	\$36,467			
Card fees (indoor)	\$1,781	\$2,211			
Day Use	\$237	\$453			
Advertising					
Snacks	\$647	\$1,145			
Classes					
Total	\$24,730	\$54,091			
*Estimated number of people served based on all rentals. Each team will carry a different # of people on their roster.					

- **December Report**
 - Sports Fields and Gyms
 - A few west side youth teams rented Snyder Park during the month of December.
 - Youth basketball started on December 6th with their Jamboree.

- The two week long Jamboree included 19 classic games, and another 58 recreational games, at SMS.
- Youth basketball also held their boys classic tournament the weekend of December 19-21. The tournament included 102 games, with teams from all over the Portland metro area.

Field House

- 8 leagues are still playing, five youth and three adult.
- December was a big month for rentals. There were 116 during the month.
- Baseball signed up to use the space for four hours every Sunday, through February, filling the Sunday schedule.

Monthly Report December 2014					
December-15	Dec-15	-	YTD		Nov-13
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	8	741	14	2418	871
Rentals	116	1740	413	6111	1380
Other (Classes)					
[1] Day Use	9	86	28	234	50
Total Usage		2567		8763	2301
Income	Dec-15	YTD			
Rentals	\$7,295	\$25,848			
League fees (indoor)	\$5,995	\$36,054	-	-	
Card fees (indoor)	\$329	\$2,149			
Day Use	\$218	\$766			
Advertising					
Snacks	\$988	\$2,105			
Classes					
Total	\$14,825	\$66,922			
FY 13 14	-	-			
Income	Dec-13	YTD			
Rentals	\$5,033	\$18,848			
League fees (indoor)	\$9,849	\$46,316			
Card fees (indoor)	\$378	\$2,589			
Day Use	\$134	\$587			
Advertising					
Snacks	\$1,270	\$2,415			
Classes					
Total	\$16,664	\$70,755			
*Estimated number of people served based on all rentals. Each team will carry a different # of people on their roster.					

10. Council Update (Switzer)

- Switzer shared that there will be a half day retreat on Saturday, and a new Council liaison will be assigned to the PRB at that time. Scheirman would like to go on record to thank Councilor Butterfield for his service on the PRB, and as a Council liaison.

11. Other

- Switzer reminded the PRB that it is the beginning of a new year, which means that the board will need to nominate members for the Chair and Vice Chair seats. **Reid recommended Scheirman for Chair. Jett seconded. All in favor; motion passed. Stecher nominated Reid for Vice Chair. Sorensen seconded. All in favor; motion passed.**
- Switzer shared that both Jett and Snyder's terms are up. Snyder will not be reapplying, but Jett will. This will leave one vacancy. An ad was put out for the vacancy in the Archer and it was posted on the City's website. Interviews will be held soon.
- Switzer explained that the Sherwood West Pre-concept Plan Committee would like a representative from each City board or commission to volunteer to be on this new committee. There are 400 applicants interested in the 14 available spots, 6 of which will be at large. Switzer does not know how often the meetings will be held, but she knows that they will not begin for another couple of months. Jett expressed an interest in being the PRBs representative on the committee. Switzer told the PRB members to email her if they decide that they are interested.

12. Next meeting/adjourn

- Next meeting will be held on Monday, February 2, 2015 at 7:00 pm at City Hall.

Adjourned at 7:44 pm