



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	11.02.15 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Kristen Switzer
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board

- X David Scheirman, Chair
- X Mary Reid, Vice Chair
- Eric Evans
- X Marney Jett
- James Forsyth
- X David Sorensen
- X John Clifford
- X Brian Amer
- X Eric Kneifel

Council Liaison

- X Jennifer Kuiper, City Councilor

City Staff

- X Kristen Switzer, Community Services Director
- X Kelsey Beilstein, Administrative Assistant II
- X Michelle Miller, Senior Planner
- X Craig Sheldon, Public Works Director

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)
 - None.
4. Approval of Minutes (Scheirman)
 - *Reid motioned to approve the October 5, 2015 minutes with Jett's changes to her Sherwood West Concept Plan Committee Report. Seconded by Clifford. All in favor; motion passed.*
5. Cedar Creek Trail Update (Miller)
 - Miller presented a Power Point Presentation to the Board (see Exhibit A).
 - Dave Simmons from CH2M reported that they are having some issues with getting an easement from the Railroad for the trail. They are working on some new angles and hoping that they can come to an agreement.

- It was requested to get electronic copies of the all the maps (Exhibit B). Miller will get them on the website.
- It was asked if there are going to be any interruptive signs along the trail. Miller reports that they have applied for 2 additional grants to help with signs, but the federal grant for the trail will only cover federal approved signs. The additional grants would give us much more appealing signs that could include Ice Age and cultural information.
- It was purposed that the board reaches out to the Eagle Scouts and Girl Scouts for a project opportunity; similar to the one that was completed at Stella Olsen.
- It was asked, when we will have a definite answer from the Railroad, regarding the easement, and if they say no, what is the next step? Dave stated that there should be a defiant answer within the month. If they say no, then the path will have to be reconfigured.

6. Dog Park (Switzer)

- Switzer reported that the Dog Park is set to open November 14th at 11:00AM. There will be 8 to 10 vendors, a costume contest and a peanut butter eating contest.

7. Tree Removal (Sheldon)

- Sheldon presented a Power Point Presentation to the Board (see Exhibit C).
- Sheldon reports that Snyder Park trees will be planted to replace ones that have died. The planting has been put off while the Dog Park was constructed and, in anticipation of the rainy season.
- It was stated that it appears that the birch trees have a beetle problem.
- It was asked if all of the trees will be replaced with the same tree species. Sheldon confirmed that they will be.
- *Reid motioned to approve the requested tree removals. Seconded by Jett. All in favor; motion passed.*

8. Potential Maintenance Projects 2016/2017 (Sheldon)

- Sheldon presented a Power Point Presentation to the Board (see Exhibit D).
- It was asked if all the park shelters are rentable. Sheldon answered that they are. There will also be one more going in at Woodhaven.
- It was asked if the Dog Park is irrigated and if there is a plan for another reservoir. Sheldon answered that the Dog Park is irrigated and there are plans for another reservoir in 20 years.
- It was asked how much of an investment it takes to install restrooms in parks. Sheldon answered that the Stella Olsen restrooms cost us approximately \$230,000 and estimates that the "Portland Loo" around \$125,000.
- It was asked who is requesting the restrooms. Sheldon answered that the park users request restrooms, but the neighborhoods complain when porta potties are put in.
- It was asked if there was a space that the sand box at Snyder could be moved if the board wanted to fix the Snyder fountain. Sheldon answered that there is not a great location. If the board is ok with the fountain sprayers not working then the sandbox should stay where it is.
- The board discussed putting up consistent park signage at all parks.
- The board asked Sheldon to come back to them with what his top 5 projects would be for 2016/17.

9. Reports

- Parks Maintenance Update (Sheldon)
 - Sheldon presented a Power Point Presentation to the Board (see second half of Exhibit D).
 - It was asked if the City will get any revenue from the park recycling program going in. Sheldon answered no, it will go to Pride for the collection costs.
 - Sheldon is asked to give an update on the brick replacement in Cannery Square. He reports that there will continue to be problems with them until they are all replaced. Contractors were the ones to put them in, but we signed off on the plans so we cannot collect anything from them.

- Recreation Monthly Report (Switzer for Gilgan)
 - Fields and Gyms
 - Youth Soccer (K through 2nd grade) played 96 games at Hopkins during the month. Grades 3rd through H/S also had 70 games throughout Sherwood. A total of 28 games were held on the weekends at Snyder Park.
 - Youth Football played 19 games at the H/S in October. The 3rd /4th grade teams finished up their year. Two out of three teams finished 7 and 1 and two of the three won their medal games. It looks like three of the older teams will be in the playoffs. Sherwood was picked to host two of the championship games on November 21st.
 - Greater Portland Soccer District rented 12 hours at Snyder Park during the month.
 - Fall Baseball ended this month and they were able to play seven out of the nine weeks.
 - Youth Cheer finished this month.
 - Youth Volleyball is done this month.
 - Youth Basketball evaluations continue and practice will start soon.

 - Field House
 - Youth league registration is slow.
 - Sundays are booked through February.
 - Over 100 kids participated in preschool play this month.
 - Baby Boot Camp went well and will continue in November.
 - Rentals are picking up.
 - Temporary on call staff has started to fill in where needed.

Sherwood Field House Monthly Report October 2015

October-15	Oct-15	YTD		Oct-14
Usage		People		People
	Count	Served*	Count	Served*
Leagues	3	312	3	975
Rentals	68	1020	157	2756
Other (Classes)				
[1] Day Use	12	106	28	287
Total Usage		1438		4018
Income	Oct-15	YTD		
Rentals	\$3,972	\$11,432		
League fees (indoor)	\$8,394	\$16,966		
Card fees (indoor)	\$150	\$280		
Day Use	\$307	\$824		
Advertising				
Snacks	\$165	\$337		
Classes				
Total	\$12,988	\$29,839		
FY 14 15				
Income	Oct-14	YTD		
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				
Total	\$8,017	\$26,925		

*Estimated number of people served

- Sherwood West Concept Plan Committee Report (Jett)
 - Jett reported that there was an open house on October 22nd. The online survey closed on October 31st. The next meeting will be held on November 19th.
 - Jett has noticed that citizens are having a hard time keeping Sherwood West and Brookman separate from each other.

10. SWOT Meeting/Report (Switzer)

- Switzer announced that The Annual Boards & Commissions Dinner will be on December 15th. At the dinner each board will present their report to Council.
- Switzer presented a draft report. The board reviewed the document and came up with the following items.
 - Accomplishments
 1. Cedar Creek Trail Design
 2. Constructed and opened Dog Park at Snyder Park
 3. New play structure installed at Stella Olsen Park
 4. Completed phase 2 design for Woodhaven Park
 5. Installed playground risk signs at all parks that have play structures
 6. Installed new turf at the Field House
 7. Completed Murdock Park Observation Deck
 - Goals
 1. Complete Woodhaven Phase II updates
 2. Update Parks Master Plan
 3. Revisit SDC Methodology to include Commercial Park SDCs
 4. Install Park Signage
 5. Install permanent restroom or “loo” at Cannery Square
 6. Identify funding for park and trail maintenance needs
 7. Identify future park land
 8. Set aside funds for future acquisition of park land
 9. Revisit Skate Park

11. Council Update (Kuiper)

- Kuiper reported the following:
 - Monuments will likely come out after a plan comes together.
 - The Groundbreaking Ceremony for 124th Avenue Extension & Willamette Water Supply Pipeline projects is scheduled for Nov 12th. Kuiper mentioned that with the development happening this could be an opportunity to collect SDCs from industrial construction if we had that in place.
 - Safety signage is going in by Walmart, regarding turning left onto Langer Parkway.
 - Trimet is working on a new route that will go between Tualatin and Sherwood.
 - Council is talking about signage regulations on small political signs.
 - Council voted down making any changes to the chicken ordinance and conditional use permit.
 - Citizens University is moving forward to educate voters and citizens.

12. Other

- None

13. Next meeting/adjourn

- Next meeting will be held on December 7, 2015.

Adjourned at 9:32 pm

DRAFT