



Parks & Recreation Board MEETING NOTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	5.02.16 7:00 PM
LOCATION	Sherwood City Hall—Community Room
FACILITATOR	Kristen Switzer
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board	Council Liaison
X David Scheirman, Chair	X Jennifer Kuiper, City Councilor
- Mary Reid, Vice Chair	
- Eric Evans	
- Marney Jett	
X David Sorensen	X Kristen Switzer, Community Services Director
- John Clifford	X Kelsey Beilstein, Administrative Assistant II
X Brian Amer	
X Eric Kneifel	
VACANT	

MEETING NOTES

1. Call to Order/Roll Call (Scheirman)
 - The meeting was officially called to order at 7:00 pm.
2. Adjustments to the Agenda (Scheirman)
 - None
3. Citizen Comment (Scheirman)
 - None
4. Approval of Minutes (Scheirman)
 - **Reid motioned to approve the March 2016 minutes. Seconded by Kneifel. All in favor; motion passed.**
5. Community Gardens (Steffens)
 - Steffens presented a Power Point Presentation (see Exhibit A)
 - It was asked if there will be storage for gardeners. Steffens stated that there will not be in phase one, but that it is a possibility for phase two.
 - It was asked what the plot lease term in. Steffens stated that for 2016 it will be May-November, but in futures year it will be March-November.

- It was asked how many plots have been reserved. Steffens answered that there as been 7 applications turned in for all different plot sizes.
- It was asked how much revenue will be brought in from the community garden. Steffens stated that the numbers are changing every day and that will depend on water usage.
- It was asked where water will be located for gardeners. Steffens stated that there will be multiple locations; never more than one plot away.
- It was asked if there will be a fence built around the garden. Steffens explained that there will be a 5-6' fence around the property with 3 entrances that will not be locked.
- It was asked if gardeners will be required to clean their plots at the end of the season. Steffens confirmed that they will.

6. Public Works/Maintenance Projects 2016/17 (Switzer for Sheldon)

- 2016/17 projects, if proposed budget gets approved, are as follows:
 - Infill football field at High School
 - Infill baseball field and soccer fields at Snyder Park
 - Replace turf base cut outs at Snyder Park
 - Repairs to various trails throughout City
 - Repairs to gravel pathway at Stella Olsen Park
 - Purchase and install restroom at Cannery Square
 - Complete second phase of Community Garden project *
 - Park Signage project *
 - Complete design and construction documents for Skate Park.
 - Identify location and design second dog park.

* Will be applying for CEPA Grants for these projects.

7. Woodhaven Park- Phase II (Switzer)

- Switzer informed the board that the project is now out to bid, the pre bid meeting will be on May 6th, bid opening on May 20th and go to council on June 7th.
- It was asked if the sand pit toys will remain at the park during construction. Switzer confirmed that they will remain at the park.
- It was asked if the tree next to the sandpit will be taken down during construction. Switzer explained that an arborist report will be done, but it will likely need to come down due to the tree being at the end of its life span. It was suggested that the board look at investing some money in a mature tree to replace it.

8. Cedar Creek Trail Update (Switzer for Miller)

- The City received Metro's Nature in the Neighborhood Trail Grant for \$68,045 for the signage for the trail. Including the Washington County Visitor Association Grant, that is nearly \$100,000 for additional Trail amenities! Metro Council is set to award the grant on March 31.

9. Reports

- Parks Maintenance Update (Switzer for Sheldon)
None at this time
- Recreation Monthly Report (Switzer for Gilgan)
 - **Fields and Gyms (March)**
 - Youth soccer played 9 games at Snyder Park during the month of March.
 - GPSD rented 18 hours of time at Snyder Park on Sundays during the month of March.
 - Youth Baseball, Softball and lacrosse have all tried to start practice. The weathers has not been very cooperative.
 - Spring basketball teams are spread out in some of the gyms and some clinics going on at SMS.
 - **Field House (March)**
 - 159 preschoolers in the month of March that was an average of over 11 per day.
 - Sherwood youth soccer will start their indoor program in April renting the field on Friday nights and Saturdays for just over eight weeks.
 - Three adult leagues are running.
 - Rentals are starting to slow way down since due to the start of nice weather.

Sherwood Field House Monthly Report March 2016					
March-16	Mar-16	-	YTD		Mar-15
-					
Usage		People		People	People
	Count	Served*	Count	Served*	Served*
Leagues	7	564	20	3987	611
Rentals	103	1442	640	9570	1548
Other (Classes)					
[1] Day Use	14	159	88	1015	61
Total Usage		2165		14572	2220
Income FY 15 16	Mar-16	YTD			
Rentals	\$7,906	\$45,351			
League fees (indoor)	\$5,020	\$64,144	-	-	
Card fees (indoor)	\$50	\$2,561			
Day Use	\$421	\$2,898			
Advertising					
Snacks	\$745	\$4,572			
Classes					
Total	\$14,142	\$119,526			
FY 14 15	-	-			
Income	Mar-15	YTD			
Rentals	\$6,175	\$46,509			
League fees (indoor)	\$8,279	\$61,485			
Card fees (indoor)	\$191	\$3,040			
Day Use	\$137	\$1,532			
Advertising					
Snacks	\$780	\$4,715			
Classes					
Total	\$15,562	\$117,281			

*Estimated number of people served.

- **Fields and Gyms (April)**
 - Youth Soccer played 11 games at Snyder Park during the month of April.
 - Greater Portland Soccer District rented 12 hours at Snyder Park for games during the month of April.
 - Youth baseball held the National tournament April 30th & May 1st playing 55 games and had 20 teams from out of town. The older kids also played 13 league games in town during the month.
 - Youth lacrosse held the “Sherwood Shoot Out” on the same dates as baseball held their tournament. They Played 46 games at the high school and Snyder Park. They had teams in town from Hood River and Bellevue and all over the Portland Metro area. They also played 34 league games during the month.
 - Youth softball play games in between rain storms during the month I did not get a number at the time of this report.
 - Spring basketball and volleyball are in the gyms. Basketball coaches are requesting summer gym time.
- **Field House (April)**
 - Per-school was down this month due to good weather.
 - With the better weather private rentals are slowing way down.
 - Sherwood Youth soccer continues to use the facility for their indoor program.
 - We will try to start a women’s open play on Tuesday nights in May.

Sherwood Field House Monthly Report April 2016					
April-16	Apr-16	-	YTD		Apr-15
Usage		People		People	People
	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served*</u>
Leagues	3	360	23	4347	392
Rentals	84	1260	724	10830	1504
Other (Classes)					
[1] Day Use	8	62	96	1077	92
Total Usage		1682		16254	1988
Income FY 15 16	Mar-16	YTD			
Rentals	\$5,273	\$50,644			
League fees (indoor)	\$4,546	\$68,690	-	-	
Card fees (indoor)	\$40	\$3,066			
Day Use	\$168	\$3,066			
Advertising					
Snacks	\$392	\$4,963			
Classes					
Total	\$10,419	\$130,429			
FY 14 15	-	-			
Income	Apr-15	YTD			
Rentals	\$2,800	\$49,309			
League fees (indoor)	\$6,329	\$67,814			
Card fees (indoor)	\$350	\$3,390			
Day Use	\$245	\$1,777			
Advertising					
Snacks	\$416	\$5,131			
Classes					
Total	\$10,140	\$127,421			

*Estimated number of people served.

10. Vacancies and Appointments (Switzer)

- Switzer reported that staff is working on a new policy to clarify board and commission member terms.
- Switzer Thanks Scheirman and Reid for their years of service on the Parks and Recreation Board.
- Switzer reported that Evans and Sorensen may choose to renew for another term.

11. Council Update (Kuiper)

- Kuiper reported the following:
 - Budget review will start on May 12th. This year's budget is down 7.8%, and includes feasibility study for Parks and Recreation, but does not address the Police Department Study.
 - Council is reviewing the Noise Ordinance, a new Marijuana Ordinance and zoning for the Tonquin Employment Area.

12. Other

- None

13. Next meeting/adjourn

- Next meeting will be held on June 6, 2016.

14. Adjourned at 8:00 pm