



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES APPROVED

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	01.07.13 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
--	David Bonfiglio, Vice Chair		
X	Brian Stecher	City Staff	
--	Thad Overturf	X	Kristen Switzer, Community Services Director
X	Lu Vanderburg	X	Jennifer Ortiz, Events and Volunteer Coordinator
--	Marney Jett	X	Michelle Miller, Associate Planner
X	Lynn Snyder		
X	Mary Reid		
--	Michael Damann		

MEETING NOTES

1. **Call to Order/Roll Call (Scheirman)**
 - The meeting was officially called to order at 7:03 pm.
2. **Adjustments to the agenda (Scheirman)**
 - No adjustments were made to the agenda.
3. **Citizen comment (Scheirman)**
 - No citizen comment.
4. **Approval of minutes (Scheirman)**
 - *Reid motioned to approve the December 3, 2012 minutes. Stecher seconded. All in favor, motion passed.*
5. **Cedar Creek Trail project update (Miller)**
 - Miller passed out a memorandum that summarized the recent progress with the Cedar Creek Trail Project and outlined the next action items (See Exhibit A). Miller shared that there is now a dedicated website for the project, www.cedarcreektrail.org. She also shared that the kickoff had a good turnout; around 30 people showed up. Invitations were sent out to all property owners who live adjacent to the proposed trail. At the kickoff, Miller was able to answer questions and tell people about the opportunity to be part of the Local Trail Advisory Committee; eight applications for the committee have been received so far. Miller

also shared that she has applied for two grants to help support the project, the TE-OBPAC grant and the STIP grant. One will help to provide sidewalks between SW Meinecke and SW Sherwood Blvd./Edy Rd. The other grant will fund the undercrossing at 99W. Miller will need one member from the PRB to be on the selection team for the grant process. Stecher stated that he would be interested in being a part of the selection team. Miller asked the PRB to visit the website listed in the memorandum and complete the survey at their convenience. She also encouraged the board to tell their friends and neighbors to take the survey as well.

- Miller reminded the board that the Town Center Plan Open House will be held January 17 at 5:30 pm. That project includes many aspects from the Cedar Creek Trail project.

6. Review and recommend Cedar Creek Trail Local Trail Advisory Committee (Switzer)

- Switzer handed out copies of the applications that have been received so far from people interested in being a part of the Local Trail Advisory Committee. The hand-out also included a map with the locations of each applicant's residence marked (See Exhibit B). Switzer explained that the new committee should include representatives from each of the major neighborhoods impacted by the Cedar Creek Trail Project; there are still some areas that need more representation. Miller said that she would like to see a representative from the Miller's Landing neighborhood, an HOA representative to address the school, trail, and park issues, and also a representative from Trailblazer Place. Miller thinks it would be a good idea to have a school district representative included as well. Miller has talked with the district's Superintendent, Heather Cordie; they plan to designate a representative for the committee. Miller would also like to see a bicycle advocate and maybe a senior user as well. A 10-15 member committee would be ideal. Switzer asked the PRB if they can think of any other areas that they would like to see more representation. Vanderburg would like to see a representative from the Woodhaven area near the high school. Woodhaven has existing trails that will eventually hook up to the Cedar Creek trails and many of these residents are current trail user. They would have good insight and recommendations. Miller also pointed out that the Oregon Trail neighborhood has 3 applicants. The board decided to accept two applicants and have the third serve as an alternate. The board also decided to have a group interview/meet and greet at the next PRB meeting with all applicants.

7. Lighting Project update (Switzer)

- Switzer updated the PRB on the lighting project. At the last PRB meeting, the group discussed the next step in moving forward on the lighting project. The resolution was brought before Council in December, and passed. The City is now moving forward with getting bids. The cap for the project has been set at \$400,000, and quotes should start to come in this week. The City will coordinate with the school district to complete this project in conjunction with the field drainage project. Negotiations are currently underway. Stecher stated that he wants to make sure that the City does not light a field that is not usable due to the drainage issues. The City is planning on installing lights at the Edy Ridge campus and at the Sherwood Middle School/Hopkins campus. Junior baseball is also putting together a proposal to partner with the City to try to install lights at all of their fields. Butterfield told the board that engineered drawings and a proposal will be brought before the board to get their approval before any plans are finalized.

8. Reports & Updates

- Park Maintenance Update (Switzer)
 - Switzer handed out information regarding a proposed tree removal (See Exhibit C). The tree is a 55 foot tall red alder located in Woodhaven. It is dead and has been

declared hazardous. Vanderburg mentioned that the last tree the board approved to be removed was removed effectively, but the area was left a mess by the contractors. Switzer will notify the Public Works Department of this. *Reid moved to approve the tree removal, Snyder seconded. All in favor, motion passed.*

- **Recreation Monthly Report – December 2012 (Switzer)**

- Sherwood basketball held their Jamboree on December 1st. They also held 72 league games in December at various schools.
- Sherwood basketball also held their boys youth tournament the weekend of December 14-16. This brought teams to town from all over the greater Portland area, including McMinnville, Newberg, Yamhill, Clackamas, and as far away as Seaside. This tournament was in addition to 120 other games played.
- There has not been anything going on outside due to the cold weather.
- Getting lots of spring and summer requests and have been scheduling those on the school district calendar.

Monthly Report December 2012					
<u>December-12</u>	<u>Dec-12</u>	-	<u>YTD</u>		<u>Dec-11</u>
-					Est.
<u>Usage</u>		People		People	People
-	<u>Count</u>	<u>Served*</u>	<u>Count</u>	<u>Served*</u>	<u>Served</u>
Leagues	9	689	15	2596	793
Rentals	147	3381	409	8600	2496
Other (Classes)					5
[1] Day Use	9	54	37	221	55
Total Usage		4124		11417	3349
<u>Income</u>	<u>Dec-12</u>	<u>YTD</u>			
Rentals	\$8,733	\$24,357			
League fees (indoor)	\$4,477	\$32,796	-	-	
Card fees (indoor)	\$210	\$2,066			
Day Use	\$223	\$888			
Advertising					
Snacks	\$1,084	\$2,186			
Classes					
Total	\$14,727	\$62,293			
FY 11-12					
<u>Income</u>	<u>Dec-11</u>	<u>YTD</u>			
Rentals	\$5,508	\$22,283			

League fees (indoor)	\$7,690	\$34,850			
Card fees (indoor)	\$729	\$2,071			
Day Use	\$110	\$517			
Merchandise					
Snacks	\$606	\$1,944			
Classes		\$175			
Total	\$14,643	\$61,840			
**Estimated number of people served based on fact that all rentals have a varying number of people. Each team also will carry a different # of people on their roster.					

- **Tonquin Trail Update (Stecher)**

- Stecher shared that the master plan for the Tonquin Trail has been released. It is online and there is an open comment period. Miller will be looking into getting the PRB copies of the guide since the board will be referring to it regularly. The board thanked Stecher for his involvement in the steering committee. Stecher noted that the steering committee has not disbanded yet. The committee will meet to discuss uniform signage for the project.

- **Town Center Plan (Reid)**

- No update.

11. Council updates (Butterfield)

- Butterfield shared that the new mayor, Bill Middleton, will be sworn in on January 15 at 7:00 pm. Also, the old cannery building will be torn down. A failed truss was discovered and the building is considered dangerous. The new Community Center will be a whole new building. Butterfield also shared that the PRB may have a new council liaison soon.

12. Other

- Scheirman formally thanked Butterfield for his service to the PRB in case he is not assigned as the PRB liaison moving forward. Scheirman also wanted to get a motion from the board for a formal *Thank You* to Mayor Mays for his many dedicated years of service. *Reid motioned that the PRB extend a Thank You to Mayor Mays and wish him the best for the future. Lynn seconded. All in favor, motioned passed.*

8. Next meeting/adjourn

- The next meeting will be held Monday, February 4, 2012 at 7:00 pm at City Hall.

Adjourned at 8:03 pm