



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board MEETING NOTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	11.07.16 7:00 PM
LOCATION	Sherwood City Hall
FACILITATOR	Kristen Switzer
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board		Council Liaison	
X	Eric Kneifel, Chair	-	Jennifer Kuiper, City Councilor
-	John Clifford		
X	Sarah Hagan	City Staff	
X	Mike Jackson	X	Kristen Switzer, Community Services Director
X	Adam Best	X	Kelsey Beilstein, Administrative Assistant II
X	Mike Bowcut	X	Craig Sheldon, Public Works Director
X	Dave Sorensen		
-	Brian Amer		
X	Marney Jett		

MEETING NOTES

1. Call to Order/Roll Call (Kneifel)
 - The meeting was officially called to order at 7:02 pm.
2. Adjustments to the Agenda (Kneifel)
 - None
3. Citizen Comment (Kneifel)
 - None
4. Approval of Minutes (Kneifel)
 - **Bowcut moved to approve the October 2016 minutes. Seconded by Jett. All in favor; motion passed.**
5. Park Signage (Johnson)

Johnson presented a prototype sign and photo options to the board. Johnson informed the Board that the signs will be 3' x 6', wood, with each park's address and cost \$4,000-\$4,500.

 - It was asked what the life expectancy was for the signs. Johnson explained that it will be approximately 6-7 years with no maintenance before they would need to be re-painted.

- It was asked how the signs were budgeted. Switzer explained that phase one is being funded by the Community Enhancement Grant that was awarded. Phase one will include 2 signs at Snyder Park, 1 at Langer Park and 1 at Stella Olsen Park.
- It was asked if the park signs will match the Cedar Creek Trail signage. Switzer explained that the Cedar Creek Trail signage will have to be consistent with the Ice Age Tonquin Trail and/or meet the requirements set forth by the grant, but there could be some similarities with the trail head signage.
- It was asked if there is going to be any reflective quality to the signs. Johnson confirmed that there would not be any reflective quality at this time, but that is something that could be looked at for future phases.
- It was asked if the proposed signs could easily be fixed if they are vandalized. Johnson explained that they would be able to be repaired by Public Works staff.
- *The present Board Members gave their recommendation to go with the colors on the prototype.*

6. Restroom at Cannery Square (Johnson)

Johnson presented the Board with a picture of the loo and color options. Johnson also explained that the Portland loo costs approximately \$130,000, while Sherwood has decided to go through another company that will cost approximately \$30-\$40,000 less.

- It was asked how big the loo will be. Johnson was not sure on the exact square footage, but confirmed that it will be ADA accessible.
- It was asked if the loo is being funded by grant money. Johnson explained that the loo is not being funded by grant money; it will be funded through the General Fund.
- It was asked if the City will still be placing a porta potty at Cannery in the summer months. Switzer explained that porta potties will most likely only be brought in for special events.
- It was asked how much a traditional park restroom costs. Switzer explained that the one at Stella Olsen cost approximately \$240,000.
- It was asked what neighboring cities do for restrooms at their water features. Switzer confirmed that most neighboring cities have permanent restrooms at their water features.
- It was asked if the loo will have electricity or if it will need to run off a generator. Johnson explains that electricity is already in place and the loo will easily be hooked up.
- It was suggested that there be no changing table placed in the loo to encourage speediness.
- *The present Board Members gave their recommendation to place a hand washing station outside, have the door be made from aluminum and to match the colors with surrounding structures.*

7. Annual Board & Commission Report (Kneifel)

- Switzer announced that The Annual Boards & Commissions Dinner will be on December 6th. At the dinner each board will present their report to Council.
- Switzer presented 2015's report. The board reviewed the document and came up with the following items for 2016's report.
 - Accomplishments

1. Woodhaven Park Phase II
2. Community Garden
3. Cedar Creek Trail design- 30 % complete
4. Addition of ADA ramp at Stella Olsen playground
5. Recycle Program in the Park
- Goals
 1. Install permanent restroom at Cannery Square
 2. Install Park Signage (Snyder, Langer and Stella Olsen)
 3. Revisit Skate Park Feasibility
 4. Continue work on Cedar Creek Trail
 5. Update Parks Master Plan
 6. Revisit SDC Methodology to include Commercial/Industrial Park SDCs
 7. Set aside funds for future acquisition of park land

8. Updates & Reports (Switzer)

- Woodhaven Park Construction
 - Switzer reported that construction is moving along and the foundation for the restroom and shelter will be poured later in the week.
- Pickle Ball Follow Up
 - Switzer reported that the pickle ball introduction event at Snyder Park went well with a good attendance.
 - Jackson read a summary of the event where it was reported that 25-30 memberships were sold for \$20 each. If people do not want to pay for a membership, they will be able to pay \$2 to show up and play.
 - Switzer clarified that the city is not currently set up to allow people and/or businesses to accept fees to play on its courts.
 - Switzer reported that staff is looking at doing a trial run of designating a few hours a week to pickle ball at the Snyder courts.
- Parks Maintenance Update
 - None at this time
- Recreation Monthly Report
 - None at this time

9. Council Update (Kuiper)

- Kuiper was not present to give an update.
- Switzer reported that Council only has one meeting in November.

10. Other

- None

11. Next meeting/adjourn

- Tuesday, December 6, 2016 at 6:00pm- Board & Commission Dinner with Council
- Monday, January 9, 2017 at 7:00pm- Regular Meeting

12. Adjourned at 8:30 pm