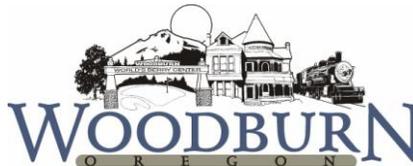


City of Woodburn Recreation and Park Board Minutes

April 9, 2013 • 5:30 p.m.



1. CALL TO ORDER

The meeting and was called to order at 5:30 p.m.

2. ROLL CALL

Position I Brent Glogau, Member (12/13)	Absent
Position II (Student) Sofie Velasquez (12/13)	Absent
Position III Joseph Nicoletti, Board Secretary (12/13)	Absent
Position IV Rosetta Wangerin, Board Chair (12/13)	Absent
Position V Bruce Thomas, Member (12/13)	Present
Position VI Ardis Knauf (12/16)	Present
Position VII Gevin Gregory (12/16)	Absent

3. APPROVAL OF MINUTES

The minutes were held over to the May meeting due to the lack of a quorum.

4. BUSINESS FROM AUDIENCE

None

5. NEW BUSINESS

Grounds/ Landscape Maintenance Standards

Dan Brown, Public Works Director, made a presentation to the Board about the benchmarking project they recently completed, which defines the staffing resources necessary to provide various levels of service. He also informed the Board that the City's current budgetary limitations resulted in the decision to explore the potential cost savings of contracting out parks and grounds maintenance services. An RFP is currently being advertised and will close on May 9, 2013. A similar RFP related to contracting out custodial services will be advertised, as well. The decision on whether or not to contract out these services will ultimately be made by the City Council.

6. OLD BUSINESS

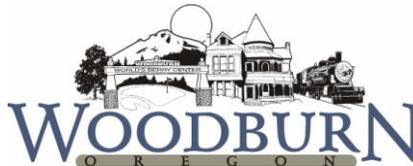
Community Center/ Aquatic Center Expansion

Jim informed the Board that the community center workgroup met during the prior week. Unfortunately, the meeting centered around information that Jim had recently received from the City Administrator regarding continued concerns with the City's budget and feedback that he had received from Council about the project's lack of financial viability, currently. Bruce expressed his desire to bring the project up from time to time to make sure that when the time is right, we will be prepared to advance the project.

City of Woodburn

Recreation and Park Board Minutes

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Legion Park Pavilion/ Restroom Project

Jim discussed the Legion Park Pavilion/ Restroom project that he and Stu are putting together for the Local Government Grant Program. Applications are due April 12. The project proposal includes a new pavilion/ restroom building, landscaping and turf improvements, a walking path, irrigation in the vicinity of the pavilion, fence removal and field lighting upgrades. We should hear whether our application is successful in early summer. If funding is awarded, construction will begin immediately following the Fiesta in August 2014.

7. DIVISION REPORTS

Aquatics – Kristin Wierenga

Finance Review

- Kristin provided a 3rd Quarter finance & attendance update
- March = 45% cost recovery rate
- YTD = 44% cost recovery

Upcoming Events

- Easter Egg Hunt March 30th – photos & promo video
- Swim Instructor Training – April 27 & 28
- All summer events/programs in registration system (summer programs on website very soon)

Party Rentals/Group Reservations

- We've seen an increase in party rentals from last year. February rentals doubled and March more than doubled from last year
- To encourage groups to let us know they are coming, we now offer price incentives for parties that reserve the party room and groups that call in advance

Marketing

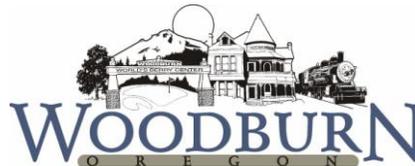
- March promo was successful - sold many swim suits, increased class enrollment (25+), but thought we'd receive many more referral cards
- Summer program should be in hand soon

Other:

- New brand name, competitive swim suits in stock
- Evaluated our swim suit prices and made some adjustments (generally lower) with the new suits now in stock
- Porch lights being upgraded likely this week; received almost 1/3 the cost in Energy Trust incentives and will save energy costs year round
- This year, on average, over 400 people take our fitness classes each month. Approximately 30% of the attendance is dry land and 70% is water.

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Recreation – Stu Spence

Youth Sports - T-Ball and Coach Pitch begin this Saturday. 135 kids participated last year; 101 this year. Kidz Love soccer clinics will also begin this Saturday with 16 participants.

Community Ed Classes One Kids in the Kitchen Cooking Class left on April 23rd.

WSN Sponsors Last year we launched Woodburn Summer Nights, a program that combined the 4th of July event, Music in the Park, and Movies in the Park. Update on this year's total sponsorships - over \$10,000 in-kind and cash.

Egg Hunt - On March 28th, Woodburn Recreation & Parks held their annual Easter Egg Hunt at Legion Park. Over 600 kids and their families were in attendance to search for over 6,000 candy and toy stuffed eggs. Kids were separated into three age groups and assigned to three different parts of the park. A special thanks to the Youth Advisory Board and the Boys & Girls Club for helping hide the eggs and volunteer at the event.

Dog Treat Hunt - On March 29th, Woodburn Recreation & Parks held the first ever Doggy Easter Treat Hunt. Over 50 dogs and their owners came to Centennial Park's Dog Park for the event. Not only were there treats to find, but a costume contest as well. There were dogs dressed in bunny ears, as a chicken, as a princess, and more. Special thanks to Mayor Figley, Councilor Cox, and Loraine Jennings for judging the contest. Also, thank you to the Youth Advisory Board for all their help with set up and clean up.

YAB - The Youth Advisory Board has begun a new fundraiser called 'Senior Service' targeting senior citizens in need of odd jobs being done around the house. Appointments can be made by calling Esme Rios, AmeriCorps volunteer at 503-982-5239. Donations are accepted for the YAB Scholarship Fund.

Out & About - The Summer Activities Guide is currently printing and should be available by early next week. The guide is mailed to all 97071 zip codes and is also available at City buildings.

Parks and Facilities – Jim Row

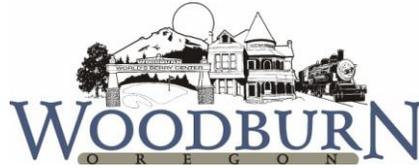
Jim briefly discussed the status of the Legion Park Playground Project, which is scheduled for installation on May 21.

8. FUTURE BOARD BUSINESS

9. BOARD COMMENTS

City of Woodburn
Recreation and Park Board Minutes

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10. ADJOURNMENT

The meeting adjourned at 6:38 PM

Joseph Nicoletti, Board Secretary
Date _____

Jim Row, Community Services Director
Date _____