

City of Woodburn

Recreation and Park Board Minutes

August 12, 2014 • 5:30 p.m.



1. **CALL TO ORDER**

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

2. **ROLL CALL**

Position I	Ricardo Rodriguez, Member (12/14)	Present
Position II	Sofie Velasquez (12/14)	Absent
Position III	Joseph Nicoletti, Board Secretary (12/17)	Present
Position IV	Rosetta Wangerin, Board Chair (12/17)	Absent
Position V	Chris Lassen, Member (12/17)	Present
Position VI	Ardis Knauf (12/16)	Present
Position VII	Gevin Gregory (12/16)	Present

3. **APPROVAL OF MINUTES**

The minutes from the May 13, 2014 meeting were unanimously approved (Gregory/ Lassen)

4. **BUSINESS FROM THE AUDIENCE**

None

5. **NEW BUSINESS**

Aquatics Supervisor Recruitment

Jim and Kristin discussed the recruitment process for the Aquatics Supervisor position. The application period closes on August 15, and so far, the pool looks strong.

Park Tour Discussion

Members discussed the annual Park Tour, which took place on June 10. Jim compiled the comments submitted by Board members and reviewed it with the group.

September Meeting

Jim informed the Board that he and Kristin would be at the annual Oregon Recreation & Park Association conference on September 9, which is the regularly scheduled date for the next Park Board meeting. The group decided to meet on September 16, instead.

Facility Use Agreement

Jim informed the Board that the City and the Woodburn School District have negotiated an update Joint Facility Use Agreement. The last one was

executed in 2003 and was due for an update. The Agreement will go to the City Council for their approval on September 22.

6. **OLD BUSINESS**

Legion Park Rehabilitation Project

Jim provided an update on the status of the Legion Park project. The project was re-bid in early July, due to an error with the low bid from the first round. The City Council awarded a construction contract with Nomarco, Inc, on July 28, and construction is expected to begin any day.

7. **DIVISION REPORTS FROM DEPARTMENT**

a. **AQUATICS**

Financial Update

- Last FY still being finalized. Will provide report on that in Sept.
- July
 - Revenue up 13% from last year (\$4,020)
 - Expenses were down 30% from LY \$22,816 (\$10,000), however, not final.

Program Update

- We had a lifeguard program audit mid July which we passed with flying colors.
- New Locker Rental Program is working out pretty well. Some complaints about policy, but it has been welcomed by most customers.
- Lifeguard Class – 3 students in class last weekend and all 3 passed the course.
- Customer Service Survey – New and offered at the front desk – Most customers have given a 4 or 5 on a 1 to 5 scale on satisfaction. Most common comments are in regards to the cleanliness of the locker rooms (would like them to be cleaner) and about the lifeguards (both positive and negative comments)
- Lifeguard Games – we placed 4th at the competition

Marketing Update

- Transit pass promotion – 72 passes have been redeemed so far. They are valid until the end of August
- Working on fall promotions
 - Swim lesson coupon to be published
 - Working with local schools to promote the Aquatic Center.

b. **RECREATION**

Staff – Recreation Coordinator

- Kyle Buse
- Full time position

Youth Sports

- Tennis lessons – 24 last year, 24 this year
- Tennis camp – 12 last year, 13 this year
- Kidz Love Soccer – 22 last year, 12 this year
- Soccer (fall league) – currently taking sign up's for fall league & recruiting coaches

Active Adult Trips

- Active adult trips winter & spring - 87 last year, 114 this year
- One more summer trip to Stickman Brewery & Skewery this Thursday

Events

- GREAT Camp – 22 last year, 14 this year
- Kiwanis Safety Camp – 29 last year, 13 this year
- Leaders in Training – new program to teach middle school aged kids about leadership and prepare them to be camp counselors in the future at Summer Day Camp -> did not get enough sign up's
- Summer Day Camp & After School Club – ran by school district this year
- Summer Kick Off Party June 20th – Had roughly 75 – 80 in attendance. Partnered with BGC to offer science experience, YAB students for crafts and Schwan's for free ice cream
- 4th of July event – a success with a couple vendors, local Salem band, festive crafts with YAB students, etc.
- Kids in the Kitchen – 9 students this summer
- Woodburn Summer Nights – concerts had great attendance (Abby Road most popular concert) & last Friday movie night had 75 in attendance
- Salsa Canning class canceled due to low sign up's
- Babysitting class new & a success – 12 in 2 classes
- Amazing Race – 35 last year, 28 this year
- End of summer party – this Thursday, Aug. 14, at library from 1-4pm
- 125th Anniversary Celebration – Sept. 7 at 4pm
- Farmer's Market - coming soon in 2015

Youth Advisory Board

- YAB kids are looking to improve their organization with more opportunities for leadership growth (i.e. interview skills, mentoring, etc.)
- Talked about mission, vision & goals last meeting with the idea that the youth will lead and steer the program based off those ideas
- Revamping application and commitment forms for 14-15 school year
- Trying to recruit one member to serve on Park Board

Adult Sports

- Co-Ed adult kickball league – did not get enough sign up's to run this league
- Tennis tournament – 12 last year, 12 this year

Museum

- Will be applying for an assessment grant in October to access the building and collections
- Will be opening on Sundays as well come October from 11am-3pm
- Recruiting volunteers to help with tours, collection management and advisory committee

c. PARKS & FACILITIES

Jim discussed the archeological dig that took place at Legion Park from July 21-25. Archaeologist Alison Stenger partnered with David Ellingson, a teacher from Woodburn High School, to manage the dig. A similar dig is taking place at the High School this week.

8. FUTURE BOARD BUSINESS

None.

9. BOARD COMMENTS

Chris is excited for all of the summer programs, with his granddaughter in Summer Day Camp. Joseph is looking forward to watching the changes at Centennial Park. Rosetta mentioned the importance of the Board taking part in the interview process for the Recreation Services Manager position.

10. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.