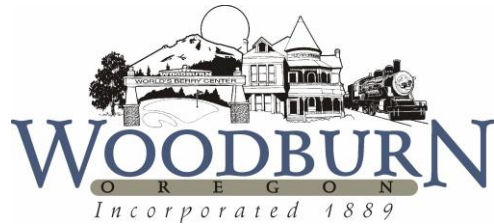


City of Woodburn
Recreation and Park Board Minutes
May 13, 2014 • 5:30 p.m.



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)	Absent
Position II	Sofie Velasquez (12/14)	Absent
Position III	Joseph Nicoletti, Board Secretary (12/17)	Present
Position IV	Rosetta Wangerin, Board Chair (12/17)	Present
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 April 8, 2014 meeting were unanimously approved (Knauf/ Gregory)

4. **BUSINESS FROM THE AUDIENCE**

None

5. **NEW BUSINESS**

FY 14/15 Budget

Jim provided an update from the budget committee meeting for next year's budget, which takes affect July 1, 2014. The budget for the City of Woodburn is stabilizing with more economic activity in town, which enables the City do things that it hasn't been able to do in the past; such as the library adding back six hours to its schedule, parks maintenance buying a new wide area mower with a 16ft cutting swath, the Aquatic Center exterior painting project, repairing the ventilation system and roof at City Hall, an additional support position in Community Services. The budget will go before the Council at the first Council meeting in June for final approval.

6. **OLD BUSINESS**

Legion Park Rehabilitation Project

Jim provided an update on the status of the Legion Park project. Bids are being advertised to begin construction after the Fiesta Mexicana in August. The City is doing parts of the project internally and some items are in the process of completion, such as the new sign installation and tree removal. The location of the new sign is to be determined and may be placed closer to the

entrance of the park due to utility locates. The logs from the tree removal will be milled to generate the lumber to construct the pavilion. Rosetta mentioned it'd be nice to have a plaque on the pavilion stating that the lumber used to construct the pavilion came from the park itself and Jim will look into plaque options.

Recreation Services Manager Recruitment

The position closed on April 25, the initial screening process for the position was completed and will now be moving into the interview phase. Jim asked if any Board members would be interested in sitting on the interview panel, with the interviews likely taking place in late May or early June.

7. DIVISION REPORTS FROM DEPARTMENT

a. AQUATICS

Financial Update

- April
 - Revenue up 9% from last year (\$1,800)
 - Expenses up 22% (\$8,200) – Partially due to Earn While You Learn Lifeguard Class
- Year to Date
 - Revenue up nearly 11% (over \$19,000)
 - Expenses up over 1% (\$5,800)

Program Update

- New Locker Rental Program
- Aqua Zumba Training & Masterclass May 31
- Monthly Memberships
 - Membership revenue up 31% year to date
 - Monthly memberships account for 58% of our total membership sales
- Easter Egg Hunt - Was most successful so far with over 60 participants
- Inner Tube Water Polo League – Still recruiting teams
- Lifeguard Class – Running one this week with 17+ students
- Customer Service Survey – New and offered at the front desk
- Lifeguard Games

Marketing Update

- Transit Bus Signs up Today
- Swim Lesson Postcard Promotion & Update on 20 Punch Postcard
- Kiosk Updating

b. RECREATION

Youth Sports

- T-ball season kicked off and will be ending this Saturday. Great season (78 participants).
- Flag Football started for the first time, really good season. Made some adjustments to guarantee we had the league and didn't cancel it hoping to improve and grow next year (61 participants).

Active Adult Trips

- Active Adult trip to Salty's on the Columbia is next week, many restaurant trips are this summer Men's League Basketball wraps up this Sunday may 18th with Playoffs

Events

- Easter Egg Hunts – went good, people still came out to find eggs even though it was wet and raining, kids had a lot of fun searching for over 4,000 eggs
- Doggy Treat Hunt – was good again this year
- GREAT Camp is being planned
- Leaders in Training – new program we got from Medford, a program to teach middle school aged kids about leadership and prepare them to be camp counselors in the future at Summer Day Camp
- Summer Day Camp – ran by school district this year
- Summer Kick Off Party June 20th
- 4th of July Event in being planned

Youth Advisory Board

- YAB kids are looking to improve their organization with more opportunities for leadership growth
- Senior Service projects are increasing with nice weather
- Kids are working hard to help out in the community

Adult Sports

- Men's League Basketball wraps up this Sunday may 18th with Playoffs
- Co-Ed Adult Kickball League in July under the lights at Settlemier Park

c. PARKS & FACILITIES

Gevin provided an update on the Ford Leadership project of installing exercise equipment in Centennial Park. There were four stations installed along the walking trail, with community volunteer help, on May 10. On Sunday May 18, there will be a ribbon cutting ceremony to celebrate the completion of the program and the equipment installation.

The Teen Center agreement with the Boys & Girls Club was approved at the Council Meeting on May 12. The one year agreement continues the City and Boys & Girls Club partnership.

The City partnered with Woodburn High School youth to provide landscaping volunteer projects for the youth. The projects range from weeding downtown to spreading bark at Centennial Park.

There will be another archeological dig from July 21-25 at Legion Park. Archaeologist Alison Stenger will be partnering with David Ellingson, a teacher from Woodburn High School, to manage the dig.

Next month will be the annual Park tour on June 10 at 5:30pm. Jim will provide a chart for Board Members to make notes on.

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.