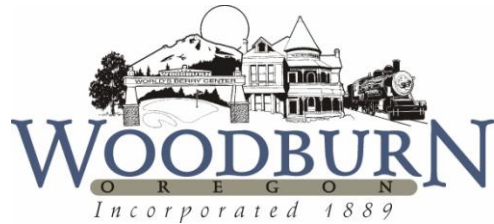


City of Woodburn

Recreation and Park Board Minutes

October 8, 2013 • 5:30 p.m.



1. **CALL TO ORDER**

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

2. **ROLL CALL**

Position I	Vacant, Member (12/14)	
Position II	Sofie Velasquez, Student Member (12/16)	Present
Position III	Joseph Nicoletti, Board Secretary (12/13)	Present
Position IV	Rosetta Wangerin, Board Chair (12/13)	Absent
Position V	Bruce Thomas, Member (12/13)	Present
Position VI	Ardis Knauf, Member (12/16)	Present
Position VII	Gevin Gregory, Member (12/16)	Present

3. **APPROVAL OF MINUTES**

The minutes from the August 13, 2013 meeting were unanimously approved (Thomas/Gregory)

4. **BUSINESS FROM THE AUDIENCE**

None

5. **NEW BUSINESS**

Aquatic Center First Quarter Financial Review

1st Quarter Revenue Comparison

	2012	2013	Difference
July	\$25,014	\$31,425	\$6,411
August	\$27,342	\$24,143	(\$3,199)
September	\$13,816	\$15,566	\$1,750
Total	\$66,172	\$71,134	\$4,962

1st Quarter Expense Comparison*

	2012	2013	Difference
July	\$36,714	\$23,695	(\$13,019)
August	\$43,849	\$57,945	\$14,096
September	\$42,308	\$26,951	(\$15,357)
Total	\$122,871	\$108,591	(\$14,280)

*Payroll is calculated differently in FY 13/14.

6. OLD BUSINESS

Legion Park Rehabilitation Project Update

Stu updated the board on the progress of the Legion Park project including tree assessment and removal, lighting improvements, and fence removal. Bruce commented that he would like to keep the goal of installing an artificial turf field at Legion Park for future development. Gevin commented that he refereed soccer games at Legion Park recently and there were drainage and turf issues on the field.

7. DIVISION REPORTS FROM DEPARTMENT

a. AQUATICS

Financial Update

First Quarter Finances

- Cost Recovery – 66%
- Payroll is calculated differently – hard to compare expenses accurately
- Revenue:
 - Memberships are up over \$4,500 (monthly memberships)
 - Swim Lessons are up almost \$2,500 (awesome!)

First Quarter Attendance Review

	2012	2013	Difference
July	16,848	17,061	213
August	17,033	15,509	(1,524)
September	8,696	7,459	(1,237)
Total	42,577	40,029	(2,548)

Program Update

- Swimming lessons are going well, slowest season typically but Sept. is busier this year than last
- 4th Grade lessons starting this month with Lincoln Elementary
- Working on fun and new programs to kick off the New Year
- Staffing is our biggest challenge currently
 - Hiring lifeguards, water fitness instructors, swim instructors
 - Lifeguard Training this week. Swim instructor training next week

Marketing Update

- Spooky Splash this year is October 26th from 5-7pm. Wooden Shoe sponsors the event.
- Running a Groupon promotion soon for swimming lessons
- Flyer drops all over town for different programming

b. RECREATION

Adult Sports 9 teams playing in the Men's Fall Basketball League that started last Sunday.

Youth Sports	294 kids playing youth soccer this fall. 19 less than last year.
Community Ed	Our photography instructor relocated so I'm in the process of recruiting a new one. Kids in the Kitchen Cooking kicks off with "Monster Munch" October 22. The next class will have a holiday theme in early December.
After School	The City is in the process of formalizing our agreement with the Woodburn School District with regards to the operation of the After School Club program.
B&G Club	The Woodburn Boys & Girls Club recently received funding to complete a project titled, "Design for Impact." The project involves upgrades to the Teen Center building as well as other program components. The City is currently working through the process building upgrades with the Club
YAB	The Youth Advisory Board just hosted a recruitment party with over 30 youth in attendance. They continue with their Senior Service projects doing work around the house for older adults around Woodburn. They also plan to attend the ILead Summit in early November.
Staffing	Recreation & Parks has added two staff to the division. Introducing Taylor Cope, our new Recreation Coordinator and Kyle Buse, our new Recreation Specialist – sports. Taylor will help coordinate the Youth Advisory Board and Community Education classes and Kyle will help coordinate all youth and adult sports.
Downtown Trick or Treat	This year's event is scheduled for October 31 st from 3:30 – 5pm. There will be lots of games and activities in the Plaza, then a list of businesses for kids to hit up for candy afterwards.

c. PARKS & FACILITIES
None.

8. FUTURE BOARD BUSINESS

The board indicated a desire to continue to have Legion Park updates remain on the agenda throughout the project.

9. BOARD COMMENTS

- Bruce suggested that an aesthetically appealing entrance be designed for Legion Park including pavers and electrical hookups that could be used for park events.

- Sofie reported on Youth Advisory Board activities including the recruitment party, senior service projects, and what YAB does at their meetings.
- Ardis expressed her thank you to Gevin and the group that adopted Cowan Park over the summer.

10. **ADJOURNMENT**

The meeting was adjourned at 6:08 p.m.