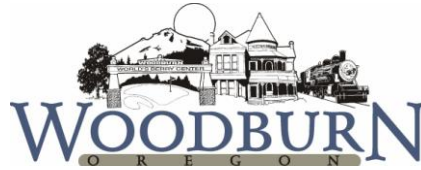


**City of Woodburn**  
**Recreation and Park Board Minutes**  
February 7, 2012 • 6:30 p.m.



**1. CALL TO ORDER**

The meeting and was called to order at 6:30 p.m.

**2. ROLL CALL**

Position I Brent Glogau, Member (12/13)	Present
Position II (Student) Claudia Urias-Guerrero (12/11)	Absent
Position III Joseph Nicoletti, Board Secretary (12/13)	Present
Position IV Rosetta Wangerin, Board Chair (12/13)	Present
Position V Bruce Thomas, Member (12/13)	Absent
Position VI Member (12/12)	Vacant
Position VII Tony Waite (12/12)	Present

**3. APPROVAL OF MINUTES**

**Joseph Nicoletti/Tony Waite** - Motion to accept the December 13, 2011 minutes as written and seconded. The motion passed unanimously.

**Tony Waite/Brent Glogau** - Motion to accept the amended January 10, 2012 workshop minutes with an additional statement on page 4 under Deferred Maintenance – Legion Park.

*Discussion took place regarding the possibility of completely removing the stadium.*  
The motion passed unanimously.

**4. BUSINESS FROM AUDIENCE**

None.

**5. OLD BUSINESS**

**Annual Workshop recap**

Jim stated that this was an opportunity for the Board to review some of the items discussed in the annual workshop. He also suggested that this would be a good time to consider ranking and prioritizing future projects. Rosetta stated that the workshop helped refresh the Board on planning future projects but didn't feel comfortable ranking them without a list. It was decided that a list of key projects would be sent to members, so they could be prepared to rank projects at the next meeting. Jim discussed the upcoming cycle for the State's Local Government Grant Program and his plan to apply for a playground at Legion Park. Applications are due the first week in April. The potential cost of the Legion Park project was discussed. Discussion took place regarding possibility of the Legion Park playground becoming the top project priority and if so, how a formal Board recommendation to adopt the project as a top priority might help in seeking grant funding.

**6. NEW BUSINESS**

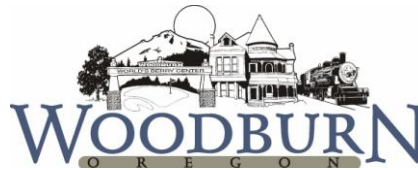
**Annual Elections**

Nominations were opened by Rosetta Wangerin, Chair.

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Joseph Nicoletti nominated Rosetta for continuation as Board Chair. Rosetta stated that she would accept the nomination if she had the continuing support from the Board Secretary.

**Tony Waite/Joseph Nicoletti** – Motion for Rosetta Wangerin to continue her position as Board Chair for another term. The motion passed unanimously.

Tony Waite nominated Joseph to keep his position as Board Secretary. Joseph accepted the nomination.

The Board voted unanimously for Joseph Nicoletti to continue as Board Secretary for another term.

### Meeting time

Jim shared that this agenda item came as a result of Bruce Thomas's desire to move the regular Park Board meeting time up to 5:30pm, beginning March. There was discussion regarding WCAT's ability to continue filming at the earlier time.

**Tony Waite/Joseph Nicoletti** – Motion to move the Recreation and Park Board meeting to 5:30pm. The motion passed unanimously.

### Aquatic Center Financials

Jim presented an Aquatic Center financial summary covering the period of FY 2006-2007 through FY 2011-2012. The FY 2011-2012 numbers are year to date through January 2012. This financial summary came at the request of the Board at the January workshop. Board members had expressed an interest in receiving more detailed information on the sources of Aquatic Center revenues and expenditures. The summary also highlighted the degree to which expenditures and the resulting General Fund Subsidy had increased over the years. The summary included year to date financials and a year-end estimate. Kristin reported that revenues seemed to be on the increase, and that January 2012 revenues were up \$5,700 from the prior year.

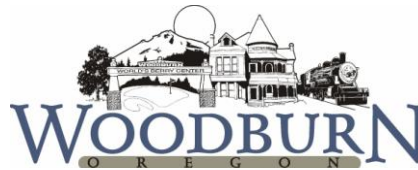
Discussion took place regarding the recent change back to rolling three month memberships from the seasonal passes that have been in effect since February 2011. Jim shared that changes resulting from the Turnaround Project have been hard for some Aquatic Center members, and that we are trying to regain the participation of the individuals who have left. Rosetta replied that on the flipside, she has heard nothing but positive feedback regarding the changes and updates that have been made.

Discussion then took place regarding the increased attendance numbers reported for the current fiscal year. Jim explained that the automated door counter system was installed in June 2011, causing more accurate (and increased) attendance figures to be recorded. Since this system counts everyone entering the building, whether they are participating in an aquatic program, registering for programs, performing facility maintenance, etc., the numbers can't be compared to the old system, in which cashiers kept a hand written tally. This new methodology provides a better means of

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tracking and now gives us a consistent baseline from which to more accurately track changes in future usage patterns.

Jim discussed the fact that utilities costs began decreasing in 2009-2010 when the new HVAC system was installed and have continued a steady decline since that time. The detailed utilities cost information confirms that the installation of the variable frequency drive on the swimming pool pump and the underwater LED lights have attributed to continued decreases in energy costs. Jim explained that the primary motivation for replacing the old HVAC system was the goal of eliminating poor indoor air quality which was contributing to the deterioration of the facility. But, the efficiency of the system results in decreased energy consumption, as well.

Kristin pointed out that one of the main objectives of the Turnaround project was to reduce the general fund subsidy. Even though we may not hit our 50% cost recovery target this year, since both our expenditures and revenues are down,. We will likely require a smaller subsidy than budgeted.

The Board was provided a July – December 2011 monthly department statistic spreadsheet comparing two years of expenses, revenue and program attendance. This spreadsheet will be updated monthly and will be included with the Board agenda packet.

### **Legion Park**

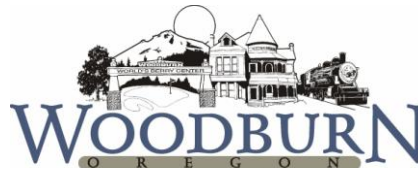
Following the annual workshop in January, Jim began reviewing the Legion Park Master Plan concept plans that were developed, beginning in 2003. All of the plan variations include a significant playground at the Park. We may not have the ability to fully develop the playground as envisioned and will likely need to phase it in over time. The 2009 Parks & Recreation Master Plan recommends a \$500,000 *Destination Playground*, in Woodburn, but does not specify the location. Legion Park might be a suitable location for such a structure; however a project of that magnitude is beyond our capability right now. Jim showed the Board the Wyffels Park playground concept, and indicated that he thought a similar, archeologically themed structure would suit Legion Park very well, since it is appearing more and more like the Wyffels project might not happen.

Jim updated the Board regarding the Settlemier Park boundary issue with the National Park Service that postponed the playground replacement project at Wyffels Park. Although he continues to work with them on this issue hoping to resolve it in the future, he would like to move forward and put a project together for Legion Park. Jim shared that grant applications score better if your project addresses needs identified in the Oregon State Comprehensive Outdoor Recreation Plan (SCORP), which places a strong emphasis on projects that create nature play opportunities. At a March Council meeting, Jim will present a resolution authorizing the City to apply for grant funds in support of the project. The challenge of this project, is trying to predict how Legion

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Park will develop and expand in the future and making sure current plans will be consistent with any future development. He stated that eventually, the locker room and stadium structures will be torn down, and the pavilion replaced.

It was suggested that we should look into the HGTV show, “Carter Can”, which recently featured a new series of building playgrounds for a children. Jim stated that he is also looking at KaBOOM! programs again, but felt their parameters might be too restrictive for our particular project. The Board requested copies of the Legion Park Master concept plans prior to the next meeting.

### 7. DIVISION REPORTS

#### Aquatics – Kristin Graybeal

Finances – Kristin discussed the status of the Aquatic Center’s budget, now that we have reached mid-year.

Training – Kristin is now implementing a group swim instructor training with will bring all swim instruction on the same consistent level.

Movie Night – On February 24, the Aquatic Center will be showing *Finding Nemo* for the Friday night movie.

Healthy Food Options - Kristin is working with Marion County to help promote a Healthy Food Option program which will be taught in English and Spanish.

E&A Instructor training – Kristin and two staff took the course and passed.

Groupon Promotion – Kristin used Groupon to promote aquatic programs in January. The goal was to get the word out and bring new money to the center. She was happy to report that 140 memberships and/ or punch cards were sold through the promotion.

#### Recreation – Stu Spence

Youth Sports – Youth basketball is going well with 258 kids playing this year.

Adult Sports – Men’s basketball has 18 teams. Stu will be starting an outdoor league at Centennial Park this summer.

Daddy Daughter Dinner Dance – Stu reported that 31 couples are currently signed up. This event will be held on February 11<sup>th</sup> at Well Springs and includes photos, dinner and dancing.

YAB – the youth group helped moved the Chamber of Commerce to their new location last weekend.

Active Adult – A trip to Timberline Lodge with lunch on Valentine’s Day currently has 50 participants registered. A charter bus was needed to accommodate everyone.

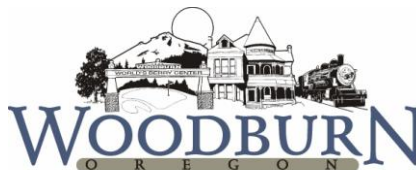
Boys & Girls Club – Funding will be decreased to 75% of current levels for the 2012/13 school years, further decreasing to 50% of current levels in 2013/14, and will sunset in the spring of 2014. At a recent Boys & Girls Club Unit Board meeting, the creation of an “umbrella organization” was proposed. In other words, several organizations, including, but not limited to the City, School District, Boys & Girls Club and YMCA would coordinate efforts to sustain current programs.

1785 Locomotive Park –The History of the Locomotive presentation on February 4<sup>th</sup> was well attended. A PowerPoint slideshow and history discussion was presented by

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Frank Scheer, a dedicated volunteer who has worked on the restoration and the engine for over 35 years.

Collaborative Sponsorship Program –Recreation & Parks along with the Library is working together on a comprehensive sponsorship program for our summer events. We hope to increase leverage and sponsorship benefits by offering summer long program sponsorships that would include Music in the Park, Movies in the Park, the Tuesday Downtown Market, and the 4<sup>th</sup> of July Celebration.

### **Parks and Facilities – Jim Row**

#### **Flood Damage**

Jim displayed pictures of Mill Creek Greenway and Centennial Park taken during the January high water event. Jim reported that Centennial Park had to be closed for a couple of days, as a result. The pictures showed that in some locations the water was above the garbage cans along the greenway trail. In the trail stretch between Wilson Street and Hermanson Pond, three of the four wooden bridges floated up and out of place. He is now working on a solution to anchor the wooden bridges in place during future high water events. Although we experienced a 25-year flood event, Jim was happy to report there was minimal damage in the parks.

### **8. FUTURE BOARD BUSINESS**

Project Ranking  
Grant update

### **9. BOARD COMMENTS**

Joseph Nicoletti– Asked if the Healthy Food Option program included the hot dog picnics the department held in the summer.

### **10. ADJOURNMENT**

The meeting was adjourned at 7:58pm

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Joseph Nicoletti, Board Secretary  
Date \_\_\_\_\_

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Paulette Zastoupil, Recording Secretary  
Date \_\_\_\_\_