



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, March 2, 2026, 7:00pm

Sherwood City Hall, Community Room

**22560 SW Pine Street
Sherwood, OR 97140**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ADJUSTMENTS TO AGENDA**
4. **APPROVAL OF FEBRUARY MEETING MINUTES**
5. **CITIZEN COMMENTS**
6. **NEW BUSINESS**
 - A. **YMCA Update (Jennier Lawrence, YMCA Executive Director)**
 - B. **Follow-up discussion on Trails (Darren Caniparoli, Operations Supervisor)**
 - C. **Identifying small projects/priorities from the Parks Master Plan project (David Scheirman, Chair)**
 - D. **Tree Removal Request (Darren Caniparoli, Operations Supervisor)**
7. **PARK MAINTENANCE REPORT (Darren Caniparoli, Operations Supervisor)**
8. **STAFF UPDATES (Kristen Switzer, Assistant City Manager)**
9. **COUNCIL LIAISON ANNOUNCEMENTS (Doug Scott, City Councilor)**
10. **OTHER**
11. **ADJOURN**

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to steffenst@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email steffenst@sherwoodoregon.gov or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

If you require ADA accommodations for this public meeting, please contact steffenst@sherwoodoregon.gov or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



SHERWOOD PARKS BOARD MEETING MINUTES
22560 SW Pine St., Sherwood, OR
February 2, 2026

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
2. **BOARD PRESENT:** David Scheirman, Jim Craig, Steve Munsterman, Jim Booker, Joshua Gaylord, Tara Khodadadian, City Councilor Doug Scott

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Darren Caniparoli

3. **ADJUSTMENTS TO AGENDA:** Add YMCA Update under New Business

4. **APPROVAL OF DECEMBER MEETING MINUTES:**

Correction was reported by Munsterman to add the work "pathways" to the third sentence before "Oregon Trail Park".

MOTION: FROM CRAIG TO APPROVE THE DECEMBER MEETING MINUTES WITH CORRECTION. SECONDED BY GAYLORD. MOTION PASSES.

5. **CITIZEN COMMENTS:** None

6. **NEW BUSINESS**

A. YMCA Update (Jennifer Lawrence)

Lawrence shared Exhibit A and gave the following highlights:

- February is Heart Health Month
- They are partnering with Sherwood High School to allow students to get field work hours in early learning at the YMCA
- Sherwood High School swim team practices are wrapping up
- They are working on an after school enrichment for elementary-aged students that would be one day per week
- Registration for summer camps is opening next week

- Trainers are getting trained on MOSSA which is a high-rep weight training workout

B. Murdock Park Update (Caniparoli)

- January 8 meeting with planning – no land use will be required
- January 14 project start up meeting
- January 28 construction documentation meeting
- Public outreach meeting will be mid-February
- Lango Hansen will give a presentation at March meeting to update on the project
- Booker asked who the wetlands delineation was done by. Caniparoli answered that it was done by Lango Hansen's subcontractor

C. Tree Removal Request (Caniparoli)

Caniparoli shared Exhibit B

MOTION: FROM MUNSTERMAN TO APPROVE THE TREE REMOVAL REQUEST. SECONDED BY GAYLORD. MOTION PASSES.

7. PARKS MAINTENANCE REPORT (Caniparoli)

- Parks held up well during the storm in December. There was a power outage that affected the underground controls for the water feature at Snyder Park. This caused a flood in the vault that the controls are housed. The City is working with the insurance company, and the feature is expected to be up and running in time to be turned on Memorial Day Weekend. The City is also taking measures to ensure that this doesn't happen again.
- Holiday decorations have been removed except for the street tree lights in Old Town which will come down February 16.
- Munsterman asked about the issues with the water feature at Snyder Park being right next to the sand pit and the trouble that causes. Caniparoli answered that the budget doesn't allow for any changes to correct those issues at this time.
- Booker asked about staffing. Caniparoli answered that he expects to be fully staffed by the end of February and have seasonals starting by the end of March.

8. STAFF UPDATE (Switzer)

Switzer reported that City Council held their goal setting session on January 24. The meeting that Council held with the Board Chairs helped shape the goal setting session. Trails were one of the things discussed. Switzer will bring the list of goals back to the Parks Board once it is finalized. Switzer shared that the CEP Grant application period is now open through April 15. She suggested that the Board might consider applying for funds for the senior circuit-type exercise equipment at Langer Park. Switzer also let the Board know that Bess Goggins, President & CEO of YMCA Columbia Willamette, will be at the February 3 work session.

9. COUNCIL UPDATE (Scott)

Scott stated that one of the items that came out of the goal setting session was the potential of Council having more joint work sessions Council and Boards as well as Boards getting together for joint work sessions. He shared the suggestion that the Parks Board and the Cultural Arts Commission could collaborate on a wayfinding and historical marker system throughout the city that would include technology to give historic facts, maps, information, and more accessed through a QR code. Scheirman stated that he felt that the Parks Board does have more capacity and would welcome the opportunity to do more with and for Council. All members agreed. Scott also talked about how “budget compression” is a real thing and that Council is looking at ways to generate income including the possibility of a levy which most of our neighboring municipalities have.

10. OTHER

Craig asked if staff had any update on the status of the Regal Cinemas building. Switzer responded that there was nothing to report at this time. Munsterman asked what the connection between an idea from the Board was and getting it to the starting gate. Switzer said that it was typically Board initiated. Scott added that often times outside organizations and/or donors drive board involvement with the Senior Advisory Board. Booker asked what role the Parks Board could play with the TSP, there had been one big trail, Cedar Creek, but no littler projects. Switzer and Scott both agreed that that was because of the budget. The CIP is for large scale projects. Craig asked if the City had ever thought of asking local businesses to sponsor signage. Switzer said that we could certainly look into that. Khodadadian shared that Rotary had sponsored the shelter at Stella Olsen and Murdock Parks. Switzer reminded the Board that the Board is not allowed to use SDCs for maintenance projects. Scott suggested that the Board might put together a package of smaller projects, including maintenance projects, that they could take to Council and/or Craig Sheldon, City Manager. Caniparoli suggested that the Parks Master Plan has really good ideas and would be the best place to look for those types of things. Scheirman suggested to the Board that each member take a look at the Parks Master Plan and come to the March meeting with up to five ideas. All agreed.

11. ADJOURN 8:03pm



Tree Removal - Open Spaces

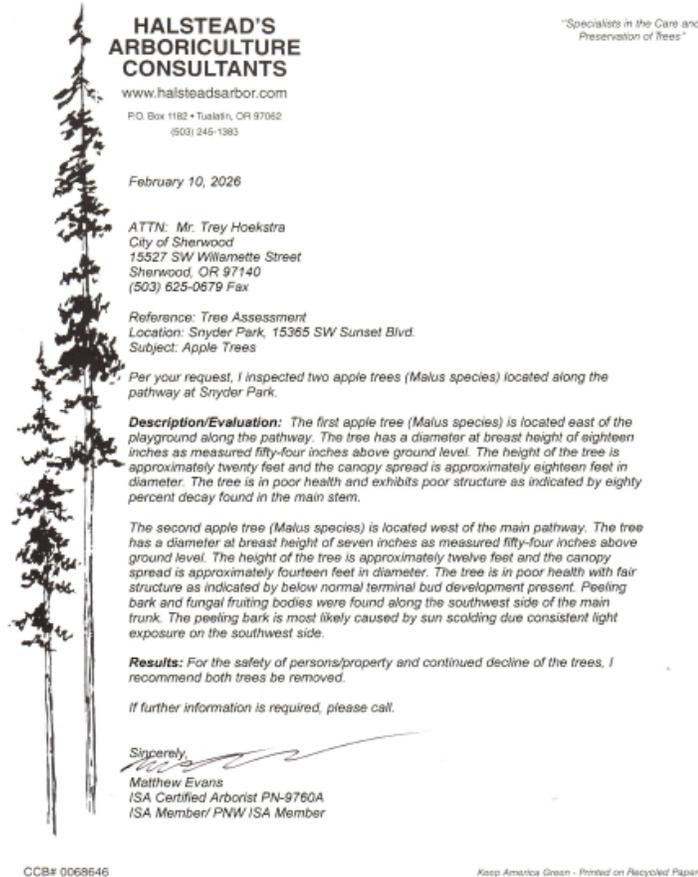
Parks Board

March 2, 2026



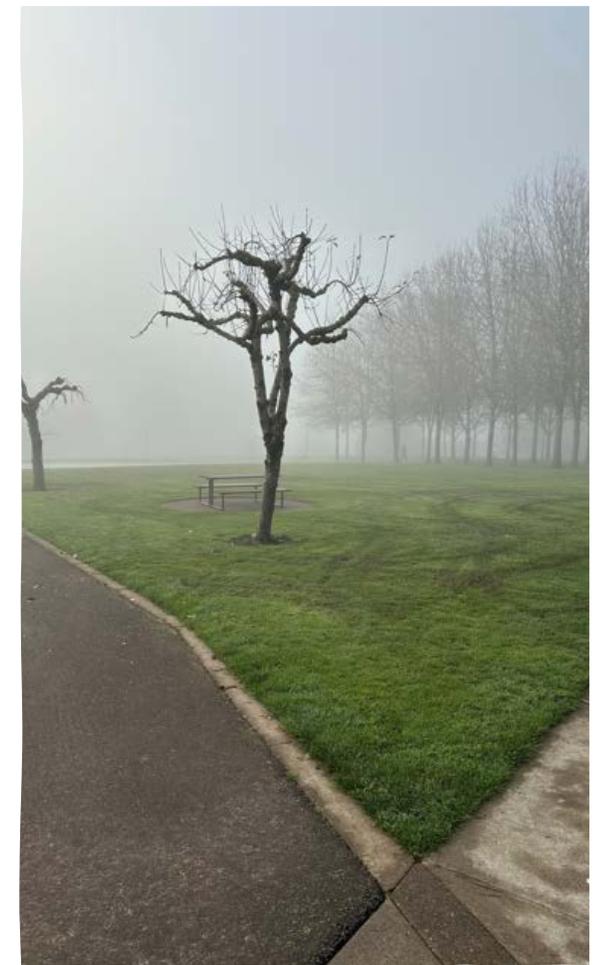
Tree #1

Apple Trees at Snyder Park
15365 SW Sunset Blvd.



Removal of two apple trees:

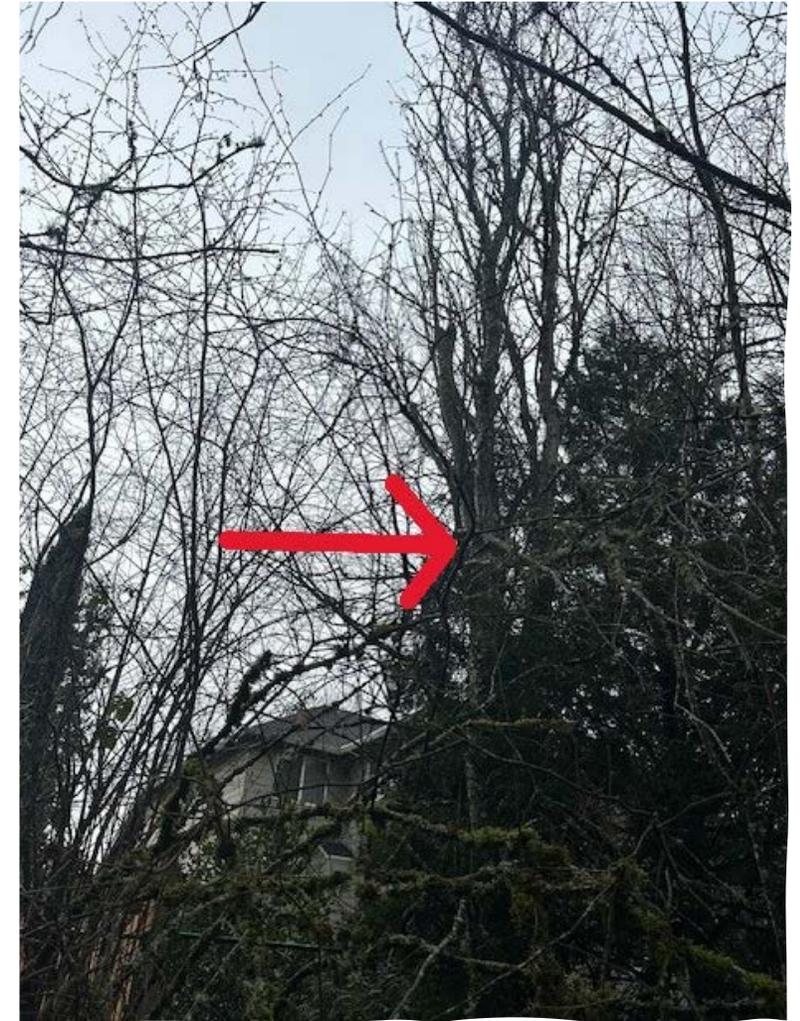
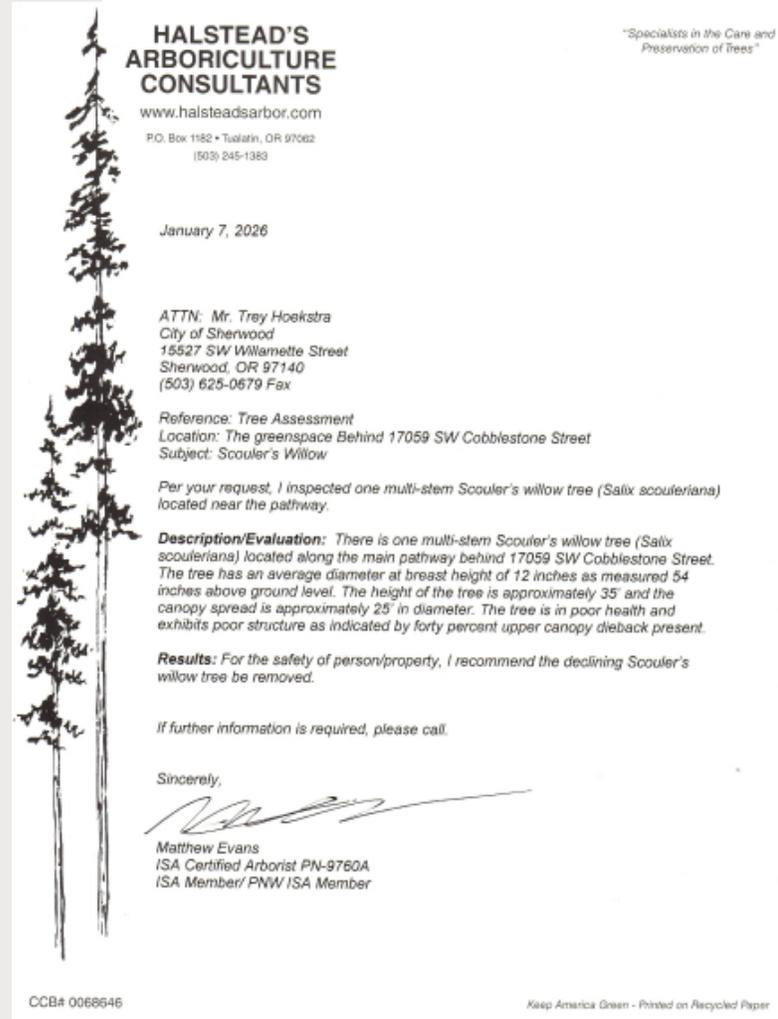
- First tree (18" dbh) is in poor health and exhibits poor structure (80% decay found in main stem).
- Second tree (7" dbh) is in poor health with fair structure (fungal, peeling bark).



Tree #2

Scouler's Willow in Greenspace 17059 SW Cobblestone Street

- Removal of Scouler's Willow (dbh 12")
- Tree is in poor health and poses safety risk to persons and property



Douglas Fir Tree in Greenspace 17376 SW Carlson Street

- Removal of Douglas Fir tree (dbh 15")
- Tree is deceased with tip decay present and is in close proximity to residential dwelling and moderate pedestrian traffic along pathway



HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

P.O. Box 1182 • Tualatin, OR 97062
(503) 245-1983

"Specialists in the Care and
Preservation of Trees"

December 29, 2025

ATTN: Mr. Trey Hoekstra
City of Sherwood
15527 SW Willamette Street
Sherwood, OR 97140
(503) 625-0679 Fax

Reference: Tree Assessment
Location: Green Space Behind 17376 SW Carlson St., Sherwood, OR.
Subject: Douglas Fir Tree

Per your request, I inspected one Douglas fir tree (*Pseudotsuga menziesii*) located in the green space behind the address listed above to determine the trees hazard potential.

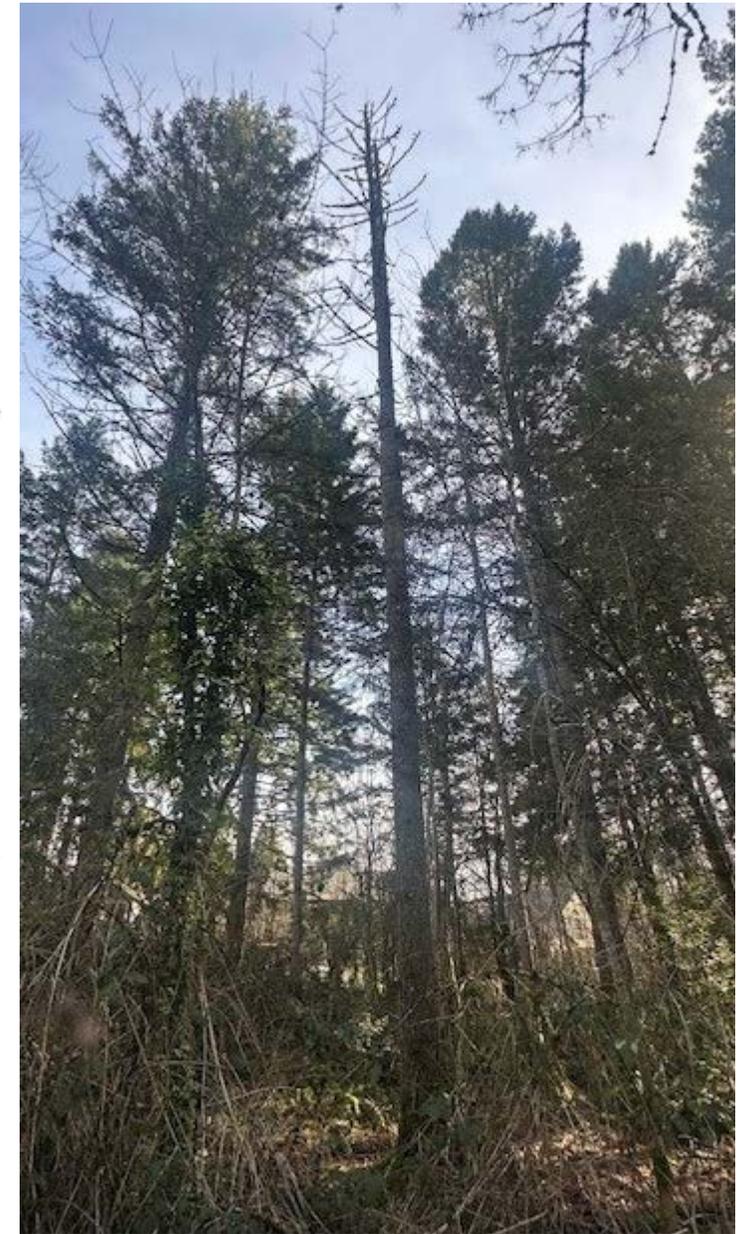
Description/Evaluation: There is one Douglas fir tree (*Pseudotsuga menziesii*) located within the greenspace. The tree has a diameter at breast height of fifteen inches as measured 54 inches above ground level. The trees approximate height is fifty feet with a canopy spread of fifteen feet. The tree is completely dead with tip decay present. Decay was found within the main stem approximately three feet above ground level.

Results: Due to the trees close proximity to the residential dwelling, moderate pedestrian traffic along the pathway and the safety of persons and property, I recommend the tree be removed.

If further information is required, please call.

Sincerely,


Matthew Evans
ISA Certified Arborist PN-9760A
ISA Member/ PNW ISA Member



Alder Tree in Stella Olson Park

- Tree has died. No arborist assessment needed.

