



MEETING AGENDA

MEETING TITLE: Parks and Recreation Advisory Board
DATE & TIME: **Monday, January 3, 2022, at 7:00PM**
LOCATION: *Pursuant to Executive Order 20-16, this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>*

ATTENDEES

Parks & Recreation Board

Brian Amer, Chair
John Clifford, Vice Chair
Joy Kuczer
Steve Munsterman
Brian Carideo
Donovan Cutsforth
Rodney Lyster
Manny Sanchez
David Scheirman

Council Liaison

Russell Griffin, City Councilor

City Staff

Kristen Switzer, Community Services Director
Tammy Steffens, Volunteer Coordinator
Jason Waters, P.E., Civil Engineer
Harry Banister, Operation Supervisor

AGENDA

1. Call to Order/Roll Call (Amer)
2. Adjustments to the Agenda (Amer)
3. Approval of Minutes (Amer)
4. Citizen Comment (Amer)

Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to beilsteink@Sherwoodoregon.gov. To be included in the record for this meeting, the email must clearly state that it is intended as a citizen comment for this meeting and must be received at least 24 hours in advance of the scheduled meeting time.

5. Cedar Creek Trail Update (Waters)
6. Parks Master Plan- Review Action Plan (Amer)
7. Tree Removal Request (Banister)
8. Parks Maintenance Update (Banister)
9. Council Updates (Griffin)
10. Other
11. Adjourn

Upcoming Meetings: February 7, 2022

4. Citizen Comment (Amer)

- None

5. Cedar Creek Trail Update (Waters)

Waters was absent so Switzer gave the following Cedar Creek Trail updates:

- Contractor submitted formal request for time extension which is being reviewed. That would make the final day May 27 which is the day before Memorial Day.
- Staff is working on updating our Capital Improvement Plan (CIP) and project list. There will be further discussion on that in February and March.

6. Parks Master Plan (Amer)

Switzer reminded board members that there were bound copies of the Parks Master Plan at City Hall for each board member, in case they hadn't already picked it up.

- Switzer took board members to page VI in the plan to review the 1-5 years Action Plan.
 - Explore new joint use agreements with Sherwood School District.
 - Pursue CIP funding for a project that fills gaps in 10-minute park access by adding neighborhood park amenities to public lands and natural areas, with the target of making improvements at two locations within 5 years.
 - Revisit park and open space locations, sizes and classifications when updating the Sherwood West Concept Plan. This is currently in process.
 - Endorse the 10-minute walk campaign.
 - Pursue CIP funding for Tier 1 park improvements.
 - Implement trail expansion and asset management projects, especially in areas lacking 10-minute park access.
 - Develop and implement a comprehensive trail wayfinding program. Cedar Creek Trail will be included in this.
 - Add bike parking at three parks.
 - Secure the parks in the Brookman Concept Plan area, including park programming and design.
 - Develop a year-round dog park including the possibility of one with chips opposed to grass as well as one on the west side of Hwy 99.
 - Expand volunteer opportunities.
 - Add a natural resource manager position and task this person with advancing PRMP Strategies B and D.
 - Switzer discussed this with Public Works Director Craig Sheldon. Sheldon said that most of what would be done by a natural resource manager can be absorbed by PW staff. Switzer and Sheldon agreed that it isn't a position that should be added to the budget but something to keep in mind and make sure that everything is being accomplished in that area that needs to be.
 - Establish a non-profit parks and arts foundation.
 - Establish a percent for art program. This means that a percentage of the capital improvements project needs to go towards art.
 - Update the parks SDC Methodology. This is currently in process.
 - TIER 2 Design the Snyder Park Playground Renovation.
 - Renegotiate the agreement with the YMCA to establish a long-term plan for operations and for expansion of the swimming pool. This agreement is set to come due for renewal within a couple of years so this is a good time to look at this.

Amer discussed the option of getting together for a work session as well as prioritizing some of the items to keep them on the agenda each month.

Lyster commented that he would like to see the following things prioritized:

- Walking Brookman
- Setting up nonprofit
- Wayfinding
- Geocaching
- Walk Sherwood (and/or bike Sherwood)
- YMCA planning
- Red Barn property
- Sherwood West Parks Plan

Carideo commented that he would like to see the following things prioritized:

- Wayfinding
- Pick a couple of the “Quick Wins” and then start some of the planning for a few of the larger things
- Brookman
- Sherwood West

Munsterman commented that he would like to see the following things prioritized:

- Wayfinding
 - Making sure that maintenance items get on the budget
 - Brookman
-
- Amer recapped that looking at potential new park space, signage, YMCA contract seemed to be top 3 things to have as goals for this year.
 - Switzer commented in response to Munsterman that since Sheldon and his team have developed the Asset Management Plan it really helped to make sure that maintenance has been kept up and that money is set aside for those things.
 - Amer brought up having a work session. Switzer said that one could be scheduled but that it was important to get the timing right. Senior staff will be meeting with a commercial real estate professional to look at potential properties and it might be best to wait until after that. Amer asked Councilor Griffin to weigh in. Griffin suggested getting together for a work session, pick four topics to discuss, bring in an expert from staff to discuss those with the board. Switzer will send some date options to the board to get a work session scheduled.

7. Tree Removal Request (Banister)

- Tree removal request is for a tree behind a residence located off Inkster Rd. The arborist recommends removal of 55' volunteer cottonwood because of root upheaval and the tree is leaning over residence.

Amer moved and Carideo seconded the removal of said tree. All in favor; motion passed.

8. Parks Maintenance Update (Banister)

Banister provided the following parks maintenance updates:

- Parks staff went through trails to check for any hazards and remove.
- Glulams were replaced on the bridge at Stella Olsen.
- Water levels at Stella Olsen are high due to melting snow. Staff is keeping an eye on that.
- Playground inspections continue to be done regularly.
- Starting to get into deep pruning to prepare for summer season.

9. Council Updates (Griffin)

Griffin provided the following Council updates:

- Kudos to the board for all their efforts. Continue to dig into the Parks Master Plan.

- Likes Amer's suggestion to keep a couple of goals on the agenda so that it stays front of mind.
- While board members are in the parks and on the trails, make note of anything of concern, forward to Switzer.
- City Council will be meeting in early February for goal setting.

10. Other

- Amer thanked all the board member for calling in/logging in for the meeting.

11. Adjourn

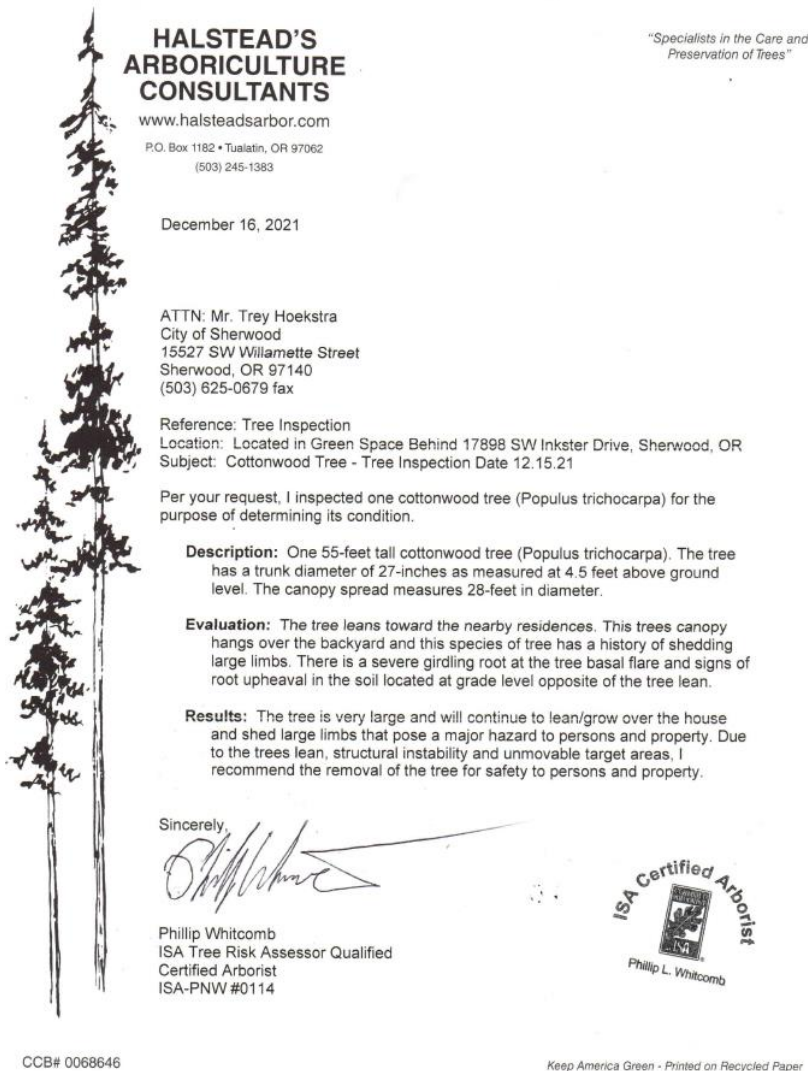
- 8:12pm

Tree Removal January 2022

Open Spaces

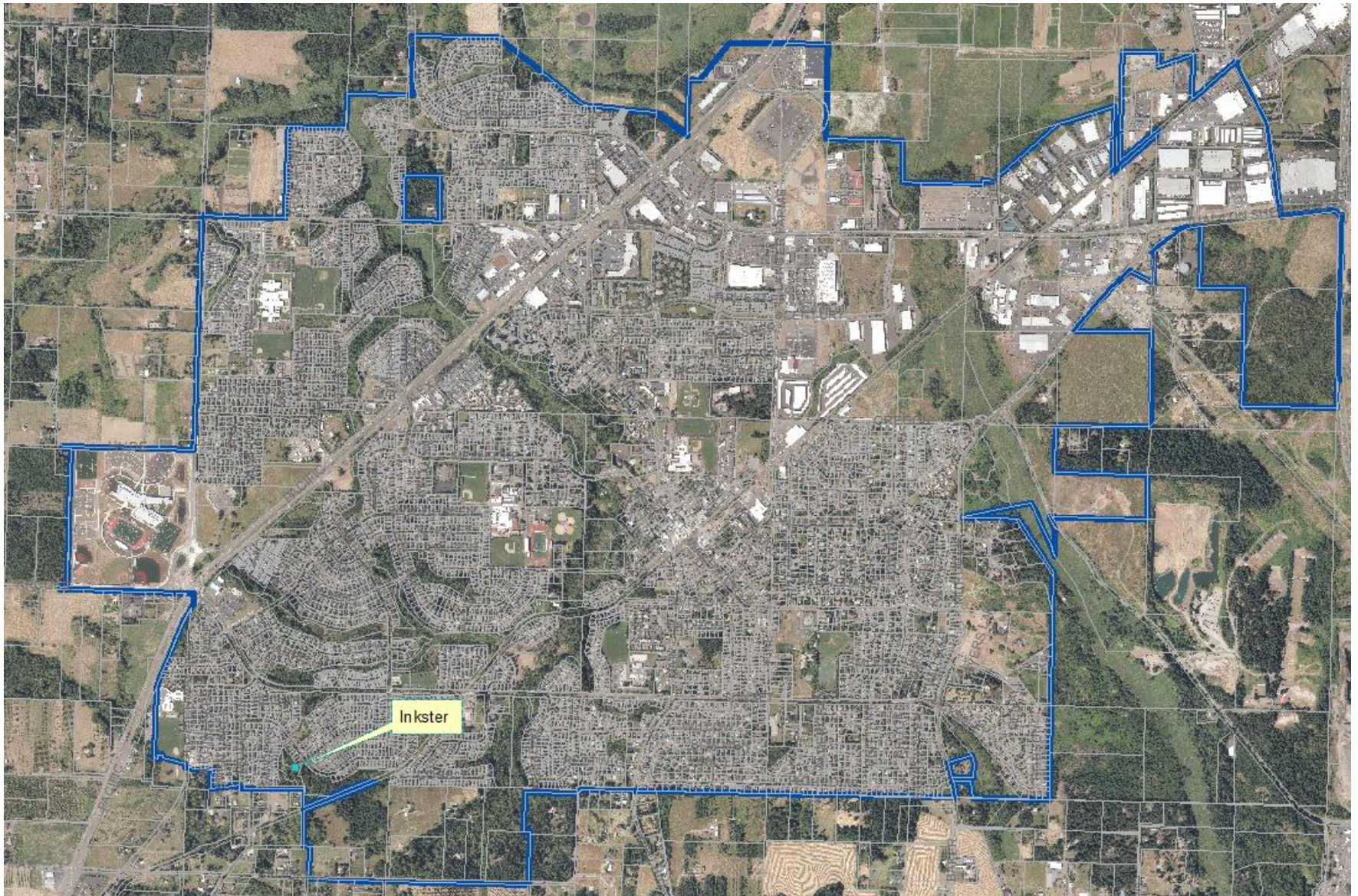
January 3rd, 2022

Open Space- 17898 SW Inkster



- Arborist recommends removal of 1 volunteer cottonwood trees due to root upheaval, lean and possibility of damage to persons and property
- Plant different species tree within the open space





Tree Removal Location