



MEETING AGENDA

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

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 beilstein@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



Home of the Tualatin River National Wildlife Refuge

Parks & Recreation Board

MEETING MINUTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	1.03.2022 7:00 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	Brian Amer
NOTES TAKEN BY	Tammy Steffens

ATTENDEES

Parks & Recreation Board		Council Liaison
X	Brian Amer, Chair	X Russell Griffin, City Councilor
X	John Clifford, Vice Chair	
X	Steve Munsterman	
X	Joy Kuczer	
X	Brian Carideo	
X	Donovan Cutsforth	
X	Rodney Lyster	
-	Manny Sanchez	
X	David Scheirman	
City Staff		Guest
X	Kristen Switzer, Community Services Director	X Scott Pierce, Executive Director, Sherwood Regional Family YMCA
X	Tammy Steffens, Volunteer Coordinator	
X	Harry Banister, Operation Supervisor	

MEETING NOTES

1. Call to Order/Roll Call (Amer)

- 7:00pm

2. Adjustments to the Agenda (Amer)

- Switzer suggested that the board either add a YMCA Report by Pierce to the agenda or have it under "Other". Amer added it after "Approval of Minutes".

3. Approval of Minutes (Amer)

Munsterman moved and Amer seconded that the December minutes be approved. All in favor; motion passed.

3.5 YMCA Update (Pierce)

- No changes in hours of operation. Still Monday through Saturday and closed on Sunday. A lot of that has to do with staffing and usage.
- A lot of youth programs starting up in January that take place in the gym. There may be some questions moving forward depending on how the current COVID variant goes.
- Pickleball started up two days each week in the afternoons for approximately 4 hours each day. There is potential of adding a third day.
- Starting more adult sports in the evening with the start of the new year. Those include volleyball, pickleball, basketball. Waiting to see how the community responds and what they want.

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



HALSTEAD'S ARBORICULTURE CONSULTANTS

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P.O. Box 1182 • Tualatin, OR 97062
(503) 245-1383

December 16, 2021

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

Reference: Tree Inspection

Location: Located in Green Space Behind 17898 SW Inkster Drive, Sherwood, OR
Subject: Cottonwood Tree - Tree Inspection Date 12.15.21

Per your request, I inspected one cottonwood tree (*Populus trichocarpa*) for the purpose of determining its condition.

Description: One 55-feet tall cottonwood tree (*Populus trichocarpa*). The tree has a trunk diameter of 27-inches as measured at 4.5 feet above ground level. The canopy spread measures 28-feet in diameter.

Evaluation: The tree leans toward the nearby residences. This tree's canopy hangs over the backyard and this species of tree has a history of shedding large limbs. There is a severe girdling root at the tree basal flare and signs of root upheaval in the soil located at grade level opposite of the tree lean.

Results: The tree is very large and will continue to lean/grow over the house and shed large limbs that pose a major hazard to persons and property. Due to the tree's lean, structural instability and unmovable target areas, I recommend the removal of the tree for safety to persons and property.

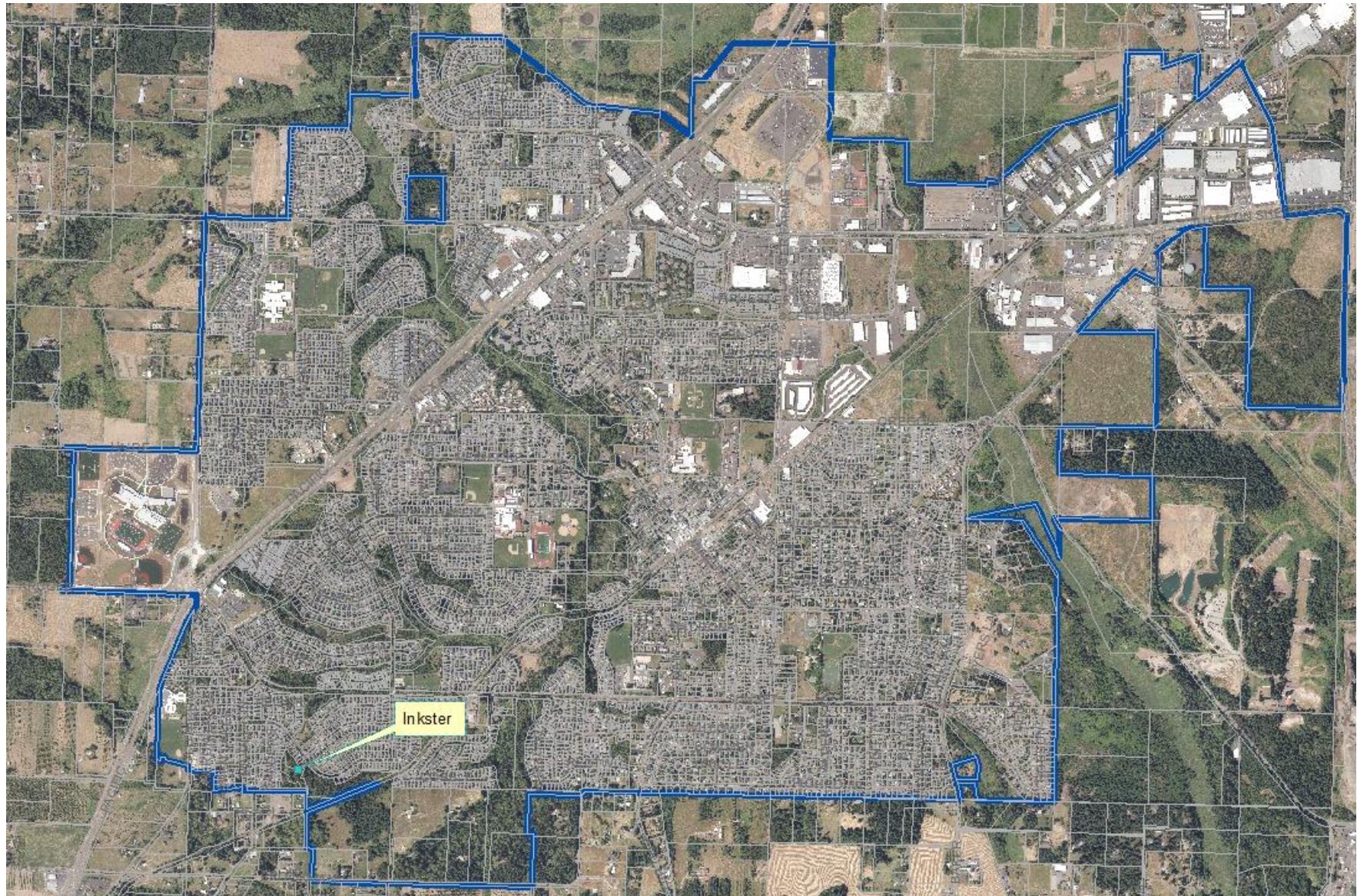
Sincerely,

Phillip Whitcomb
ISA Tree Risk Assessor Qualified
Certified Arborist
ISA-PNW #0114

"Specialists in the Care and
Preservation of Trees"

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





Tree Removal Location