



## MEETING AGENDA

MEETING TITLE:

Parks and Recreation Advisory Board

DATE & TIME:

**Monday, January 4, 2021 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**

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

#### **Council Liaison**

Russell Griffin, City Councilor

#### **City Staff**

Kristen Switzer, Community Services Director  
Kelsey Beilstein, Events & Arts Program Coordinator  
Jason Waters, P.E., Civil Engineer

### AGENDA

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

a. Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to [CityRecorder@Sherwoodoregon.gov](mailto:CityRecorder@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. SWOT discussion (Clifford)
7. Tree Removal (Switzer)
8. Council Updates (Griffin)
9. Other
9. Adjourn

**Upcoming Meetings:** Monday, February 1, 2021



# Parks & Recreation Board

## MEETING MINUTES

Home of the Tualatin River National Wildlife Refuge

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	1.04.2021 7:00 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	John Clifford
NOTES TAKEN BY	Kelsey Beilstein

### ATTENDEES

<b>Parks &amp; Recreation Board</b>		<b>Council Liaison</b>	
-	Eric Kneifel, Chair	X	Russell Griffin, City Councilor
X	John Clifford, Vice Chair		
X	Brian Amer		
X	Steve Munsterman	X	Kristen Switzer, Community Services Director
-	Joy Kuczer	X	Kelsey Beilstein, Program Coordinator
X	Brian Carideo	X	Jason Waters, P.E., Civil Engineer
X	Donovan Cutsforth		
X	Rodney Lyster		
X	Manny Sanchez		

<b>City Staff</b>	
X Kristen Switzer, Community Services Director	
X Kelsey Beilstein, Program Coordinator	
X Jason Waters, P.E., Civil Engineer	

### MEETING NOTES

#### 1. Call to Order/Roll Call (Clifford)

- 7:00pm

#### 2. Adjustments to the Agenda (Clifford)

- None

#### 3. Approval of Minutes (Clifford)

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

#### 4. Citizen Comment (Clifford)

Switzer read citizen comment submitted by Steve Holthouse (Exhibit A).

- Switzer noted that Mr. Holtouse's email was forwarded to the City Manager and the Public Works Director. They will be looking to see what can be done to remedy the issue, but the park/path is in a floodplain.
- It was stated that a Parks Board member had also encountered the flooding while running in the park.
- It was asked how hard it would be to install a drainage ditch with a covered grate. Switzer is not sure, but is happy to follow up with the Public Works director and report back.
- It was asked to add this item to a future Parks Board agenda.

#### 5. Cedar Creek Trail Update (Waters)

Waters announced that the City has received the removal-fill permit!

- Everything is moving forward with the project.
- Next month Waters will be bringing an updated timeline and budget.
- It was asked if the project is still on schedule. Waters confirmed that the project

is still on track for the February 4 bid opening. Waters added that more details will be known once a contractor is brought on.

## **6. SWOT Discussion (Clifford)**

Switzer and Clifford presented a draft of the annual SWOT report.

- It was suggested to add the progress that has been made on the Cedar Creek Trail to the accomplishments.
- It was asked if field scheduling should be added as an opportunity or threat. Switzer stated that she was not sure where to place field scheduling, but she placed it in weakness because it was a strength that the City will no longer have to utilize. Switzer added that the City is left with only a few fields left to schedule at Snyder Park.
- It was suggested to add “strengthen the relationship with the School District,” to goals. It was also suggested to add the relationship with the School District as an opportunity for growth.
- It was suggested to add a bond to opportunities. Switzer reminded the Board that there was a survey that went out to the community to gauge interest in a bond and there was not a lot of support at the time. Switzer added that a bond is not off the table forever, but it is not realistic to look at in the coming year.
- The Parks and Recreation Board would like to present the following 2020 Annual Boards & Commissions Report to City Council:

### **Strengths**

- Collaboration between MIG, City Council, Parks Board & City Staff in the production and Final Draft Copy of the Sherwood Parks and Recreation Master Plan
- Finalizing the Cedar Creek Trail program design and permit approval for a 2021 construction start.
- Continued accessibility (virtually) to public meetings during COVID-19 pandemic.

### **Weaknesses**

- Lack of park development on the North side of 99W in pace with ongoing residential development
- Lack of safe and direct Multi-modal connectivity across 99W
- Lack of programs and facility use during COVID-19 pandemic
- Lack of field space and gym space due to change in school district IGA

### **Opportunities**

- Updated Parks Master Plan
- Partnerships that could lead to development and/or programs
- Reimagining how program and services can be provided during COVID-19 pandemic

### **Threats**

- Limited funds
- No longer have IGA with school district to schedule and use fields and gyms

**What are your two or three most significant accomplishments for this past year as a board or commission?**

**A. Near completion of Parks & Recreation Master Plan**

**B. Continue to maintain exceptional parks and facility services to all Sherwood residents.**

**What are your two or three major goals for the upcoming year as a board or commission?**

**A. Begin implementation of Phase 1 of Parks Master Plan Update**

**B. Begin construction of Cedar Creek Trail**

## **7. Tree Removal (Switzer)**

Switzer presented the tree removal request from Public Works (Exhibit B)

***Lyster moved and Amer seconded to approve the tree removals. All in favor; motion passed.***

- It was asked if there were trees removed on Pinehurst. Switzer stated that she was not aware of any trees removed in that area, but they may have needed to come down in an emergency situation, or they could have been street trees. Switzer will ask Public Works and follow-up with the Board.

## **8. Council Updates (Griffin)**

Griffin provided the following Council updates:

- Council will be getting together to discuss their 2021 Council goals.
- Council will be looking at the Parks Master Plan at an upcoming work session. The only large change that has been made since the Parks Board reviewed the document was an update to the project list to include some costs.
- Council will be reviewing an IGA with Metro to accept their Development grant that will allow the City to relook at the Sherwood West Project.
- Tomorrow night Judge Jack will be swearing in the re-elected officials.
- Staff is working with small businesses to do whatever can be done to assist them during these hard times.

## **9. Other**

Switzer announced that the new Operation Supervisor, Harry Banister will be joining the meetings starting in February.

## **10. Adjourn**

- 7:51pm

This e-mail is being submitted to the Parks and Recreation Board pursuant to Executive Order 20-16 for said Board's consideration at their January 4, 2021, meeting.

Every time there is a heavy rain, the paved path in Stella Olsen Park adjacent to the knoll between the boardwalk and the uphill path to the upper parking area floods over (see attached photographs), forcing people to walk up then down on the grass knoll to avoid the water and mud that results from the inundation. My wife and I walk this path almost daily.

After the last heavy rain, my 79-year-old wife slipped while trying to walk up the knoll to avoid the water. Although she was not hurt, her clothing was heavily soiled. There is a potential for someone to get hurt. **This could be a liability for the City.**

I would like to know if a remedy could be reached to keep the path from flooding when the creek overflows. A few years ago, Joe Gall had a small drainage ditch dug from the path to the creek, to drain the path when the water subsided. That helped, but it did not prevent rising creek water overflowing onto the path. After the water subsides, the path is left with a thick layer of very slippery mud. Another liability to the City. The drainage ditch has since closed up and grown over.

Thank you for your consideration. If you would like more information, my contact info is below. I will watch the youtube meeting.

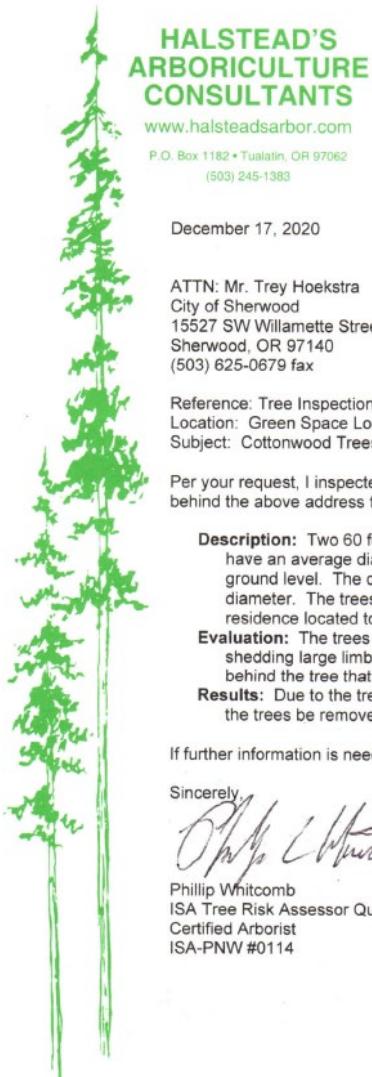
Steve Holthouse



Tree Removal January 2021  
Elder View and King Richard Open

January 4<sup>th</sup>, 2021

# Elder View Open Space



HALSTEAD'S  
ARBORICULTURE  
CONSULTANTS

[www.halsteadsarb.com](http://www.halsteadsarb.com)

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

December 17, 2020

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

Reference: Tree Inspection  
Location: Green Space Located Behind 17727 SW Elder view Drive, Sherwood, OR  
Subject: Cottonwood Trees - Tree Inspection Date 12.16.2020

Per your request, I inspected two cottonwood trees (*Populus trichocarpa*) located behind the above address to determine their condition.

**Description:** Two 60 feet tall cottonwood tree (*Populus trichocarpa*). The trees have an average diameter of 19-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 25-feet in diameter. The trees are growing next to a water control facility behind a residence located to the south.

**Evaluation:** The trees lean toward a nearby residence and have a history of shedding large limbs. There is a small swale of seasonal water located behind the tree that is causing erosion to the trees root system.

**Results:** Due to the trees condition and unmovable target areas, I recommend the trees be removed.

If further information is needed, please call.

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 2 Cottonwood Trees due to tree condition
- More suitable trees to be planted once removed.



# King Richard Open Space

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CONSULTANTS  
[www.halsteasdarbor.com](http://www.halsteasdarbor.com)

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

October 30, 2020

Mr. Trey Hoekstra  
Operations Supervisor  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140  
[Treyh@sherwoodoregon.gov](mailto:Treyh@sherwoodoregon.gov)  
(503) 925-2311

Reference: Cottonwood Trees  
Location: Green Space Behind 16643 SW King Richard Court  
Subject: Assessment and Recommendation

Mr. Hoekstra,

I inspected four (4) cottonwood trees (*Populus nigra*) located in the green space behind the residence located at 16643 SW King Richard Court on October 28, 2020.

One of the cottonwood trees is dead, with its base completely girdled by beaver chew. The remaining three cottonwood trees are in good health however one of the trees has a co-dominant trunk and is leaning toward the nearby residence. This co-dominant trunk has a bark inclusion that is prone to splitting and could fail in even minor wind/storm events. My recommendation is to remove this cottonwood tree and the dead tree for safety to persons and property.

Due to the other two trees leaning toward the wetlands and away from the residence no mitigation to them is recommended at this time.

Please contact me if further assistance is needed.



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



Phillip L. Whitcomb

Halstead's Arboriculture Consultants Inc.  
(503)245-1383  
CCB# 68646

*"Specialists in the Care and  
Preservation of Trees"*

- Arborist recommends removal of 2 Cottonwood trees
- Plant more suitable tree species



# Tree Removal Locations