



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, February 6, 2023 at 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 JANUARY MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

1. Project List/Priorities for 2023 (Brian Amer, Chair)
2. Tree Removal Request (Harry Banister, Operations Supervisor)

7. PARK MAINTENANCE REPORT (Harry Banister, Operations Supervisor)

8. STAFF UPDATES (Kristen Switzer, Community Services Director)

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 6, 2023

WORK SESSION

1. **CALL TO ORDER:** Board Chair Amer called the meeting to order at 7:01pm
2. **BOARD PRESENT:** Brian Amer, David Scheirman, Steve Munsterman, Manny Sanchez, Donovan Cutsforth, John Clifford, City Councilor Taylor Giles
3. **STAFF PRESENT:** Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operation Supervisor Harry Banister
4. **ADJUSTMENTS TO AGENDA:** None.
5. **APPROVAL OF DECEMBER MEETING MINUTES:**

**MOTION: FROM SCHEIRMAN TO APPROVE THE JANUARY MEETING MINUTES.
SECONDED BY AMER. MOTION PASSES.**

6. **CITIZEN COMMENTS:** Steve Holthouse of Sherwood shared a photo with the board of a section of walkway at Stella Olsen Park (Exhibit A). Mr Holthouse informed the board that this section collects water during a heavy rain. The board asked Harry Banister about this. Banister reported that Public Works currently puts up safety signs warning public of high water and have dug out relief trenches to allow water back into the creek. Because this is a natural habitat, there are Clean Water Services restrictions that limit the options. Amer commented that this issue was brought up last year and adjustments were made that improved it.

6. NEW BUSINESS

- a. Project List/Priorities for 2023:

Switzer reviewed the 2023 Parks Board Project Priority List (Exhibit B) with the Board. She will bring a 5-year SDC forecast to the March meeting.

Scheirman suggested that a disc golf course be added to the list and all board members agreed.

Switzer brought up Pickleball. After much discussion, Councilor Giles suggested that he could talk to Sherwood School District about the tennis courts at Hawks View Elementary and the possibility of converting those to Pickleball courts.

**MOTION: FROM SCHEIRMAN IN SUPPORT OF COUNCILOR GILES
TALKING WITH SHERWOOD SCHOOL DISTRICT. SECONDED BY CUTSFORTH.
MOTION PASSES.**

Sanchez asked Switzer if a fee for reserving Pickleball courts could be added to the Fee Schedule during the next budget cycle. Switzer stated that it could if that was the direction the Board and City wanted to go. Sanchez also suggested adding a sign that stated "Open to the Public" or "First Come First Serve" outside the courts.

Munsterman brought up the gravel trail at Stella Olsen Park that runs parallel to the houses by the play structure. He reminded the board that the trail is approximately 50 years old and gets quite muddy. Board asked Banister how much that could cost. Banister reported that to patch and seal trails 7, 8, 9, 10 was approximately \$50,000.

b. Tree Removal Request (Exhibit C)

**MOTION: FROM MUNSTERMAN TO APPROVE THE TREE REMOVALS.
SECONDED BY SCHEIRMAN. MOTION PASSES.**

7. PARK MAINTENANCE REPORT (Banister)

- Bark season is coming
- Public Works staff has been cleaning/blowing trails
- The following items have been added to Cedar Creek Trail
 - Two benches
 - One garbage can
 - Three doggy bag dispensers
- Lights at Snyder are getting repairs. They are looking for ways to retrofit to LED lights
- Staff is getting ready for spring, servicing and/or repairing equipment.

8. STAFF UPDATE (Switzer)

- Music on the Green bands just got scheduled
- Robin Hood Festival Plaza construction is underway

9. COUNCIL LIAISON ANNOUNCEMENT

Giles announced that the new City Attorney, Ryan Adams, has been hired. He was most recently with the City of Wilsonville. Giles also shared that one of the items discussed at the recent goals session was to update the city's website. He suggested that the board be think about things that would be useful to have on a new website.

10. OTHER – None

11. ADJOURNED 8:01PM

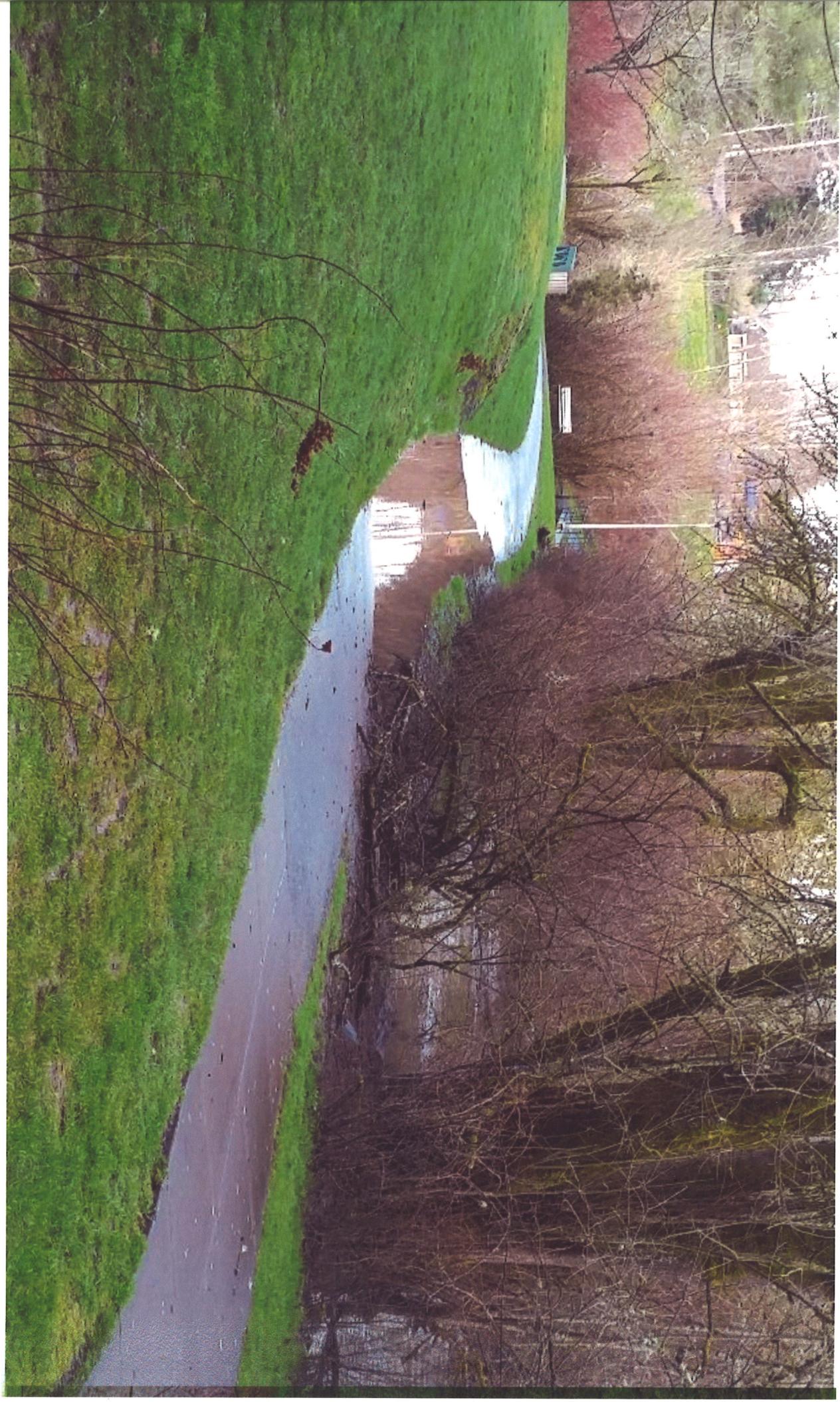


Exhibit A

2023 Park Board Project Priority List

Exhibit B

DRAFT

Projects	Estimated Cost*	Notes
Universally Accessible Destination Play Area	\$ 1,750,000	Location to be determined. Snyder Park?
Dog Park	\$ 150,000	
Pickleball Courts	\$ 50,000-300,000	Cost for conversion around \$50k. New build up to \$300k for 6 courts
Trail Expansion/Improvements	\$ 1,500,000	Assumes \$150,000/year for 10 years
Sherwood West Park Land Acquisition	\$ 12,750,000	Assumes 30 acre sports complex, 15 acre community park and 6 acre neighborhood park
Murdock Park Master Plan	\$ 2,246,000	
Metro Local Share Project	\$ 1,148,149	

*numbers are estimates and for discussion purposes only

Exhibit C

Tree Removal February 2023
Storm Water Quality Facility(Fitch)

February 6th, 2023

Storm Water Quality Facility

17569 SW Fitch Dr.



**HALSTEAD'S
ARBORICULTURE
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December 16, 2022

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

Reference: Tree Assessment
Location: WQF Located Behind 17569 SW Fitch Drive, Sherwood, OR.
Subject: Red Alder Trees

Per your request, I inspected two leaning alder trees. (*Alnus rubra*) located behind the residence for the purpose of determining their condition.

Description: There are two (2), forty-foot-tall red alder trees. (*Alnus rubra*). These trees are young and typical of their species. The main trunks have an average diameter of 12-inches as measured 4.5 feet above ground level. The average canopy spreads measure approximately 19-feet in diameter. The trees have significant leans toward neighboring residence.

Evaluation: The trees are in good health. The structure of the trees is very poor due to their severe leans. The trees have existing targets such as the nearby residences, multiple fences, landscape and hardscape features that cannot be moved.

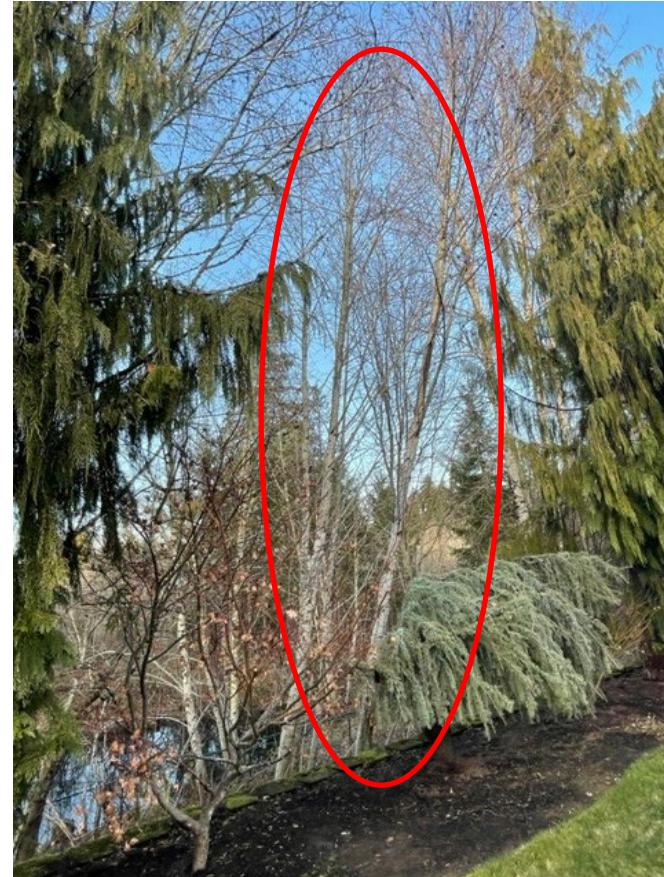
Results: Due to the significant threat to persons and property, I recommend the two alder trees be removed.

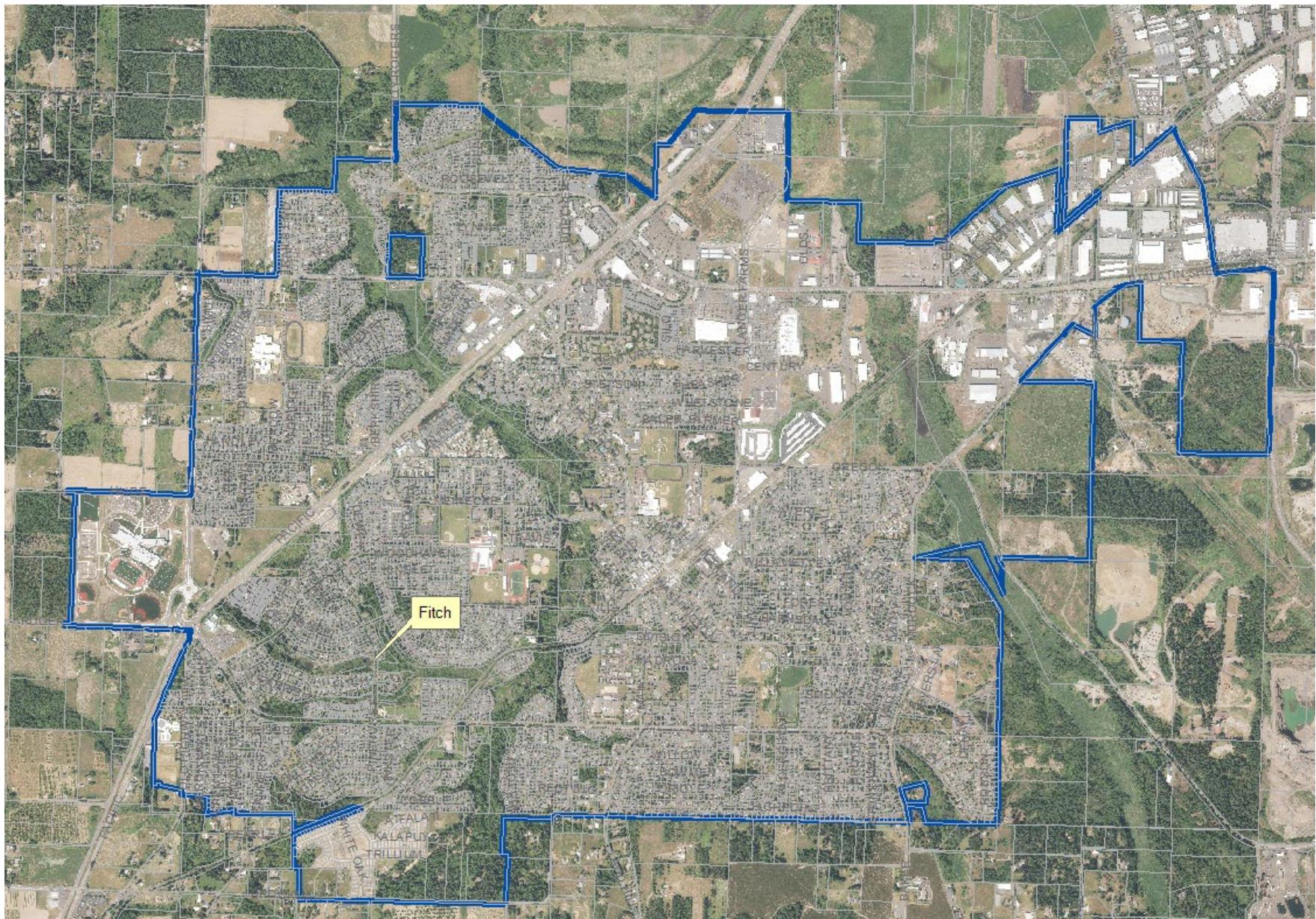
Sincerely,

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



- Remove two Alder Trees, due to poor structure, severe lean and proximity to personal property





Tree Removal Location