



MEETING AGENDA

MEETING TITLE: Parks and Recreation Advisory Board

DATE & TIME: **Monday March 1, 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
Harry Banister, Operation Supervisor

AGENDA

1. Call to Order/Roll Call (Kneifel)
2. Adjustments to the Agenda (Kneifel)
3. Approval of Minutes (Kneifel)
4. Citizen Comment (Kneifel)
 - a. *Pursuant to Executive Order 20-16, citizen comments must be submitted in writing to 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. Parks Master Plan Update (Switzer)
7. Council Updates (Griffin)
8. Other
11. Adjourn

Upcoming Meetings: Monday, April 5, 2021



Parks & Recreation Board MEETING MINUTES

MEETING TITLE	Sherwood Parks & Recreation Board
DATE & TIME	3.01.2021 7:00 PM
LOCATION	Microsoft Teams/Live on YouTube
FACILITATOR	Eric Kneifel
NOTES TAKEN BY	Kelsey Beilstein

ATTENDEES

Parks & Recreation Board		Council Liaison	
X	Eric Kneifel, Chair	X	Kim Young, City Councilor
-	John Clifford, Vice Chair		
X	Brian Amer		City Staff
X	Steve Munsterman	X	Kristen Switzer, Community Services Director
X	Joy Kuczer	X	Kelsey Beilstein, Program Coordinator
X	Brian Carideo	X	Harry Banister, Operation Supervisor
X	Donovan Cutsforth	X	Jason Waters, Civil Engineer
X	Rodney Lyster	X	Erika Palmer, Planning Manager
X	Manny Sanchez		

MEETING NOTES

1. **Call to Order/Roll Call (Kneifel)**
 - 7:00pm
2. **Adjustments to the Agenda (Kneifel)**
 - None
3. **Approval of Minutes (Kneifel)**

Kneifel moved and Sanchez seconded that the February minutes be approved. All in favor; motion passed.
4. **Citizen Comment (Kneifel)**
 - None
5. **Cedar Creek Trail Update (Waters)**

Waters provided the following update:

 - The bid opening got pushed back to this Thursday, due to a power outage at the bid center and a bid item discrepancy.
 - The results will be posted on the Cedar Creek Trail project page.
 - Once the bids are opened we will have a better grasp on budget implications and a CIP plan update time.
 - It was asked if the bid opening delay will have any effect on the project timeline. Waters stated that there could be some issues with the wildlife and the project could now have a winter completion date. Waters will have a better idea once a contractor has signed on.

6. Parks Master Plan Update (Palmer)

Palmer presented the following edits that the Planning Commission had for the Parks Master Plan:

- Revise executive summary to provide information on how the document is used and where to find information.
- Revisit the project list table in the executive summary to make it more reader friendly (maybe just list, short, medium, long-term projects). Amend the header to potential project list.
- Add clarity to the engagement section, that public engagement activities occurred pre-COVID.
- Add clarity about what kind of lighting is appropriate in parks. Not all lighting is incompatible and can provide safety benefits.
- Add clarification to the 10-minute walk map. The model indicates it is a 10-minute walk, but some areas lack sidewalks and long cul-de-sacs probably make certain areas longer than a 10-minute walk.
- General edits in appendices section – no substantive edits.
- The next Planning Commission public hearing is scheduled for April 13.

1. Council Updates (Young)

Young provided the following Council updates:

- Council will be holding their goal setting session on Thursday, March 11 (rescheduled due to the ice storm last weekend).
- Budget season is starting up and will go through June.
- A March 16 work session will cover miscellaneous police topics including the police dog program, civil disturbance equipment and mental health calls.

2. Other

Banister provided the following parks and facilities updates:

- The Woodhaven sunshade has been received. Staff is now working with the contractor to schedule the installation.
- Trail 2 in Woodhaven and the north parking lot at Stella Olsen Park will be receiving some repairs to cracks and resurfacing.
- Last week annual bark dusting started in parks and at all City facilities.

Switzer provided the following recreation updates:

- With the Washington County now being in the moderate risk category, the Field House will slowly start opening up for rentals. Until numbers stabilize, staff will be holding off on leagues.
- Field rentals for Snyder part have increased dramatically since the City has discontinued scheduling the School District fields.
 - It was asked if the School District is using the fields at Snyder Park. Switzer answered, not that she is aware.
 - It was asked when the Dog Park will open at Snyder Park. Switzer stated that it is currently open.

3. Adjourn

- 7:20pm