



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, January 9, 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 DECEMBER MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
 - A. Review Priorities for 2023
- 7. PARK MAINTENANCE REPORT** (Harry Banister, Operations Supervisor)
- 8. STAFF UPDATES** (Kristen Switzer, Community Services Director)
 - A. Veterans Memorial Park Project
 - B. Robin Hood Plaza
- 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
January 9, 2023

WORK SESSION

1. **CALL TO ORDER:** Board Chair Amer called the meeting to order at 7:02pm
2. **BOARD PRESENT:** Brian Amer, David Scheirman, Manny Sanchez, Joy Kuczer, Rodney Lyster.

STAFF PRESENT: Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operation Supervisor Harry Banister

3. **ADJUSTMENTS TO AGENDA:** None.
4. **APPROVAL OF DECEMBER MEETING MINUTES:**

MOTION: FROM SCHEIRMAN TO APPROVE THE DECEMBER MEETING MINUTES.
SECONDED BY SANCHEZ. MOTION PASSES.

5. **CITIZEN COMMENTS:** None.

6. NEW BUSINESS

- a. Review Priorities for 2023:

Switzer reviewed the 2023 Parks Board Project Priority List (Exhibit A) with the Board. Scheirman commented that having a list makes it very convenient to stay on top of priorities and to also be able to identify projects when money comes available, like from grants.

Switzer explained that Metro Local Share Project distributes funds from Metro's 2019 parks and nature bond to park providers for projects. The process to get the funds is more involved than it has been in the past. There are very specific requirements.

Lyster asked about the status of the Field House moving. Switzer responded that it will be 5+ years before there is a new Public Works building built. When that happens, the Field House would most likely go away, potentially to be relocated in a new sports

complex when that gets built. Lyster noted that moving parks out, moves people out. When we have parks in closer to Old Town Sherwood then we are inviting people to come into Old Town. If the current Public Works site was turned into a park when a new Public Works building is built, it could help bring people into Old Town.

There was a question about the lot to the northeast of Cannery Square. Switzer confirmed that the city owns it and that there have been discussions about expanding Cannery Square.

Sanchez suggested that page 50 in section 4 of the Parks Master Plan was a good place to focus for items to put on the Priority List.

Scheirman suggested a dog park west of 99, trail additions, universally accessible play structure, sports complex, recreation facilities, Sherwood West regional park, courts for pickleball, and an additional splash pad could all be considered for the Priority List.

Lyster asked about the status of the red house property. Switzer informed that it is currently being leased until the city is ready to develop that area. Lyster asked if any parks need restrooms. It was determined that Murdock and Pioneer parks currently use porta-potties seasonally.

It was discussed that Murdock and Pioneer parks would need updated Master Plans soon. Wayfinding signs were also something to consider.

Switzer informed the Board that various improvements were planned for trails.

City Council is looking at options for having Cedar Creek Trail connect under 99.

Amer encouraged all Board members to review the Parks Master Plan and come back to the next meeting with suggestions.

7. PARK MAINTENANCE REPORT (Banister)

- Maintenance is being done on pathways.
- High water signage is being put up and removed as needed.
- Repairs and infill are being done on synthetic turf.
- New play structure for Woodhaven Park has been ordered. No ETA at this time.
- They are doing some deep pruning of weeds and blackberry bushes.
- Holiday decorations have been taken down except for the lights in the street trees around Old Town. Those will remain up until after Valentine's Day.

8. STAFF UPDATE (Switzer)

A. Veterans Memorial Park Project

- City had gone out to bid three separate times and ended up going back to the last bidder to negotiate. An agreement was reached and the contracts are in the process of getting signed. Switzer informed the Board that the project needs to be substantially completed by the end of this fiscal year and that the City will be monitoring that.

B. Robin Hood Plaza

- Formerly known as the Sherwood Festival Plaza, the project has a new official name: the Robin Hood Plaza.
- Needs to be completed by June 1, 2023. Contract has liquidated damages to help ensure that happens.
- City has purchased three shade covers that will be used seasonally.
- The Robin Hood Theater Reader Board will be one of the first things that will need to come down. They will do everything they can to preserve the top portion, but the sign is very old and extremely brittle.

9. COUNCIL LIAISON ANNOUNCEMENT

Switzer shared that the City Council held their goal setting meeting on Saturday, January 7, 2023. There was not a lot of change in the current long term goals. The Council would like to improve communication with the Boards and Commissions. Mayor Rosener was sworn in at the January 3, 2023 meeting, and a new Councilor, Dan Standke, was sworn in.

10. ADJOURNED 8:09PM

Exhibit A

Park Board Project Priority List

DRAFT

(numbers are estimates and for discussion purposes only)

Projects		Estimated Cost	Funding Source	Status
Acquire Land				
Metro Local Share Project		1,148,149	Local Share	
Universally Accesible Destination Play Area		1,750,000	Park SDCs	
Public Art in Roundabout		50,000	General Fund	
In Process				
Cedar Creek Trail - Feeder Trails		500,000	Grants/Park SDCs	Design in Process
Woodhaven Park Play Structure		187,000	Mainteneance Fund	Install in Spring 2033
Veterans Park Memorial		177,000	Grant/Donations/General Fund	Construction this Spring
Festival Plaza		1,700,000	URA	Construction this Spring

Potential Projects
Pickelball