



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Wednesday, September 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. INTRODUCTION OF NEW MEMBERS**
- 4. ADJUSTMENTS TO AGENDA**
- 5. APPROVAL OF JUNE MEETING MINUTES**
- 6. CITIZEN COMMENTS**
- 7. NEW BUSINESS**
 1. Cedar Creek Trail (Craig Sheldon, Public Works Director)
 2. Charter Review Committee (Kristen Switzer, Community Services Director)
 3. Tree Removal (Harry Banister, Operations Supervisor)
- 8. PARK MAINTENANCE REPORT** (Harry Banister, Operations Supervisor)
- 9. STAFF UPDATES** (Kristen Switzer, Community Services Director)
- 10. COUNCIL LIAISON ANNOUNCEMENTS** (Doug Scott, City Councilor)
- 11. OTHER**
- 12. 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
September 6, 2023

WORK SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
2. **BOARD PRESENT:** David Scheirman, Steve Munsterman, John Clifford, Rodney Lyster, Joy Kuczer, Jim Craig, Cory McLennan, Sydney Rose

STAFF PRESENT: Community Services Director Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operation Supervisor Harry Banister, Public Works Director Craig Sheldon
3. **INTRODUCTION OF NEW MEMBERS:** Jim Craig (lived in Sherwood 5 years), Cory McLennan (lived in Sherwood off and on since 1997), and Sydney Rose (lived in Sherwood 15 years) each gave a brief description of themselves.
4. **ADJUSTMENTS TO AGENDA:** Scheirman will give an update from City Council work session.
5. **APPROVAL OF JUNE MEETING MINUTES:**
MOTION: FROM MUNSTERMAN TO APPROVE THE JUNE MEETING MINUTES.
SECONDED BY CLIFFORD. MOTION PASSES.
6. **CITIZEN COMMENTS:** None
7. **NEW BUSINESS**
 - a. Cedar Creek Trail (Sheldon):
Sheldon review Exhibit A with Board.
MOTION: FROM MUNSTERMAN TO APPROVE OPTION 1 FOR THE FEEDER TRAIL CLOSEST TO THE SENIOR CENTER. SECONDED BY CLIFFORD.
DISCUSSION: Munsterman asked about signage/directional. Sheldon stated that wayfinding is part of future plans but has not been budgeted for yet. Kuczer asked about the feeder trail by Gleneagle Drive. Sheldon stated that it will be likely be part of the undercrossing project.
MOTION PASSES.

MOTION: FROM KUCZER TO APPROVE THE SOUND WALL RECOMMENDED BY STAFF. SECONDED BY CRAIG. MOTION PASSES.

Munsterman thanked Sheldon for his presentation and commented how much he appreciated Operations Supervisor, Harry Banister, and his crew.

b. Charter Review Committee (Switzer):

Switzer informed the Board that a Charter Review Committee was being formed to review the framework and structure of the City Charter. Every City Board and Commission has been asked to recommend one person for appointment to the Charter Review Committee. Switzer explained that the committee will probably start meeting in November or December and have meetings once each month for approximately six months. Kuczer volunteered.

MOTION: FROM SCHEIRMAN TO NOMINATE JOY KUCZER TO BE RECOMMENDED TO REPRESENT THE PARKS AND RECREATION ADVISORY BOARD ON THE CHARTER REVIEW COMMITTEE. SECONDED BY LYSTER. MOTION PASSES.

c. Tree Removal (Harry Banister):

Banister reviewed Exhibit B with the Board.

MOTION: FROM SCHEIRMAN TO APPROVE REMOVAL OF THE RECOMMENDED TREES. SECONDED BY KUCZER. MOTION PASSES.

d. City Council Work Session Update (Scheirman):

Scheirman explained that all Boards and Commissions Chairs had been invited to the September 5, 2023, City Council work session. He handed out Exhibit C and reviewed it with the Board.

8. PARK MAINTENANCE REPORT (Banister)

- Staff had been helping with Music on the Green and Movies in the Park
- Stella Olsen amphitheater has been refurbished and the shelter painted
- Staff has been working hard to deal with all the yellow jackets
- Parks reservations in all parks have been up and staff has been cleaning up after rentals
- Water feature at Snyder is up and running
- End of summer fertilizer has been done

9. STAFF UPDATE (Switzer)

- It was included in the 2023-2024 budget to do a Conceptual Design/Master Plan for Murdock Park. The Board should start thinking about recommended enhancements.
- Switzer will be out of town at a conference when the October meeting is scheduled. Board agreed that they would like to meet at Murdock Park to identify potential

enhancements. Members will meet at Murdock at 6pm on October 2, 2023. Switzer will work on getting appropriate staff there to answer questions.

- Switzer informed the Board that the Pickleball equipment had been ordered in June. Sheldon confirmed that the equipment just arrived and that the contractor will be working the installation into their schedule.
- Switzer informed the Board that the Commemorative Brick Program at Veterans Memorial Park is up and running. Switzer will send a link to the page on the City's website with the information and asked the Board to help spread the word.

10. COUNCIL LIAISON ANNOUNCEMENT: None

11. OTHER

- Sheldon gave an update on the Pedestrian Bridge
 - It will be prefabricated
 - Columns will be set and then sections will be placed
 - This will allow minimal closure of Highway 99
 - Just went out to bid
 - Estimated completion is summer 2025
- Seldon gave an update on 2024 Capital Improvement Plan
 - Restrooms will be added at the Skate Park
 - A consultant will be hired to advise on what to replace original trees with at Snyder

12. ADJOURNED 8:05PM

CEDAR CREEK GREENWAY

Update on City Projects & Closeout of Federally Funded Trail Project



Parks & Recreation
Board

September 6th, 2023

Cedar Creek Trail | Stella Olsen Park to Pacific Hwy

4. Update on regional trail highway undercrossing project and city's attempt to have \$600k in state funds earmarked for the preliminary design phase and next steps for this area with the funds not awarded to Sherwood.

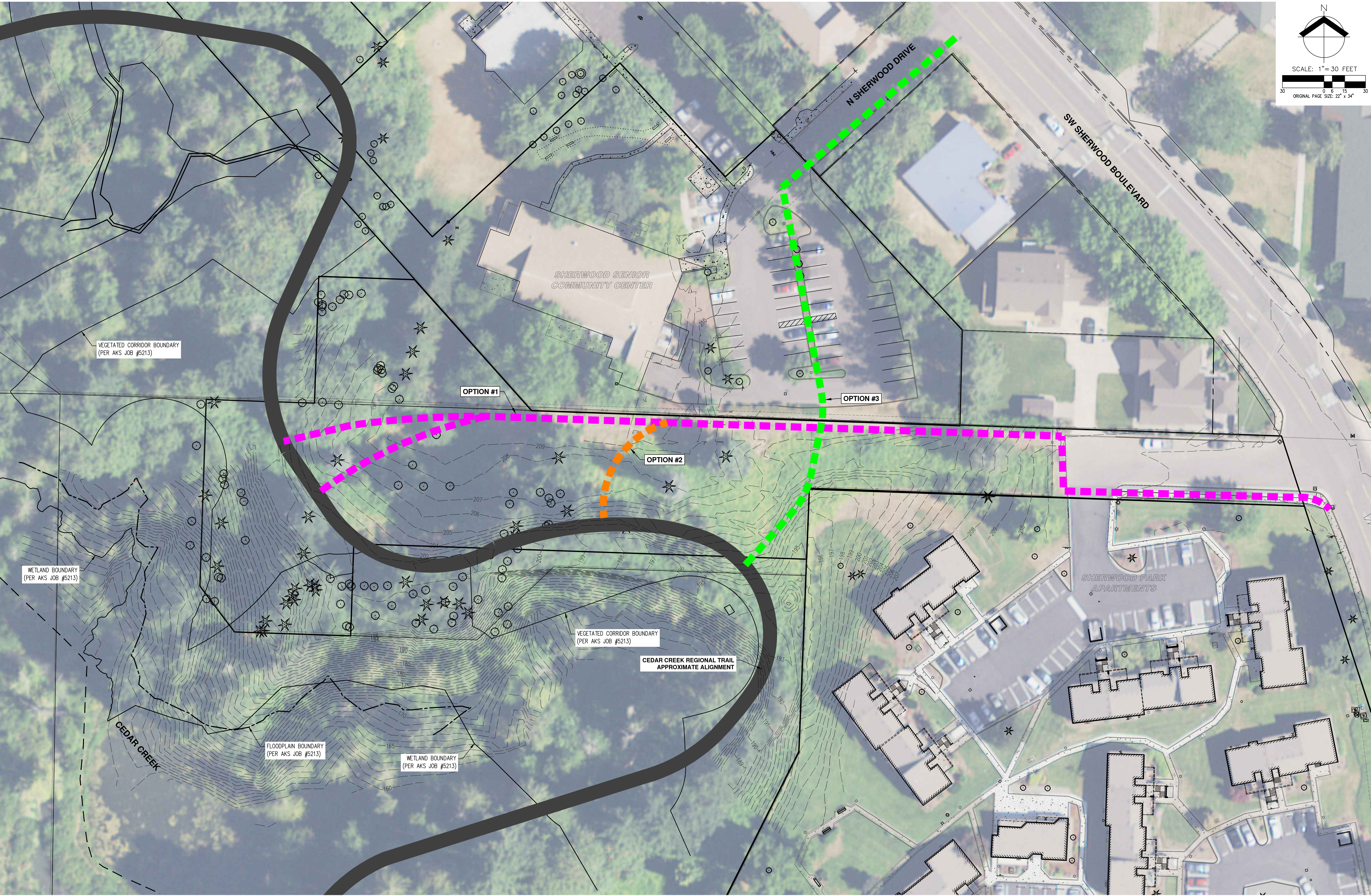
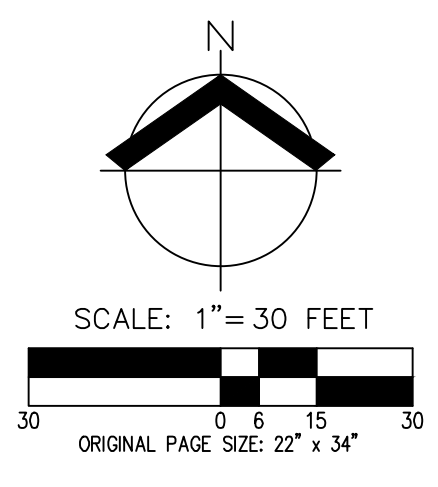
3. Update on closeout efforts and final acceptance of the federally funded CC trail project that was managed and delivered by ODOT-Jacobs..

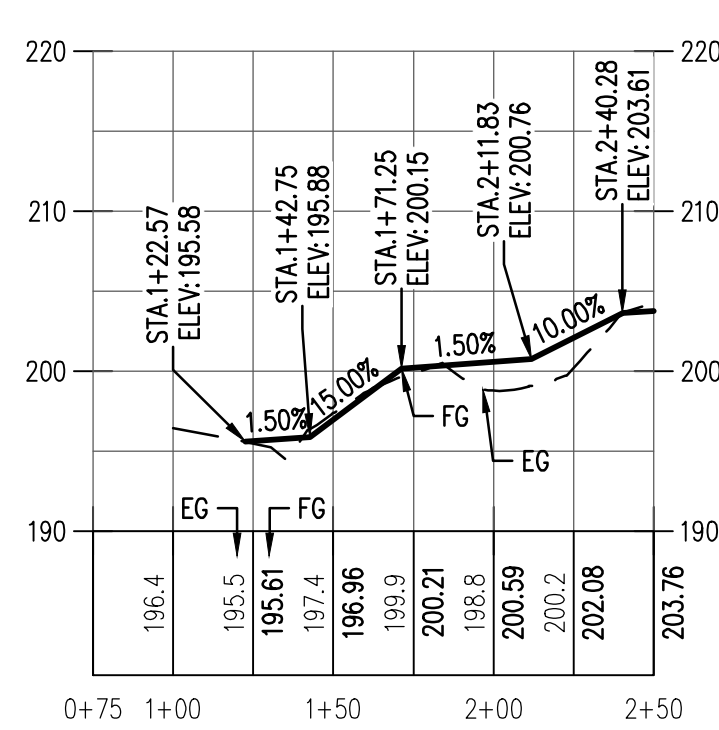
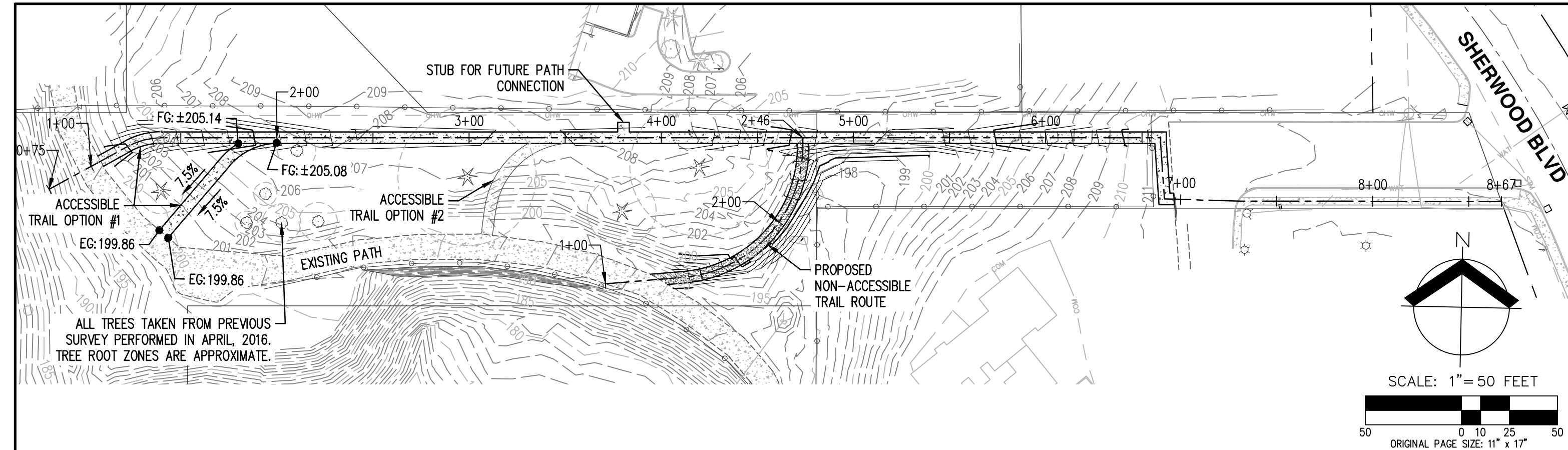
2. Update on Restoration of Landscaping and Accoustic Sound Fence impacted & removed by the federally funded trail project, and efforts to extend the chain link fence south to traffic signal at SW Meinecke Pkwy.

1. Update on Design & Construction of Feeder Trail to SW Sherwood Blvd and Senior Center areas.

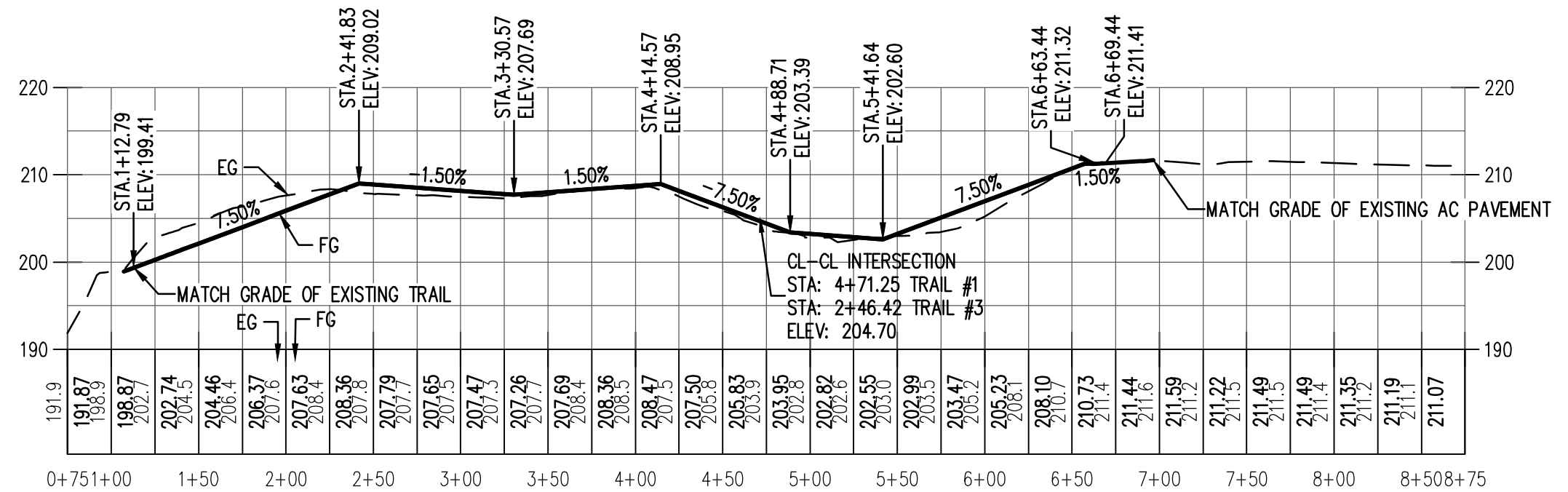
1. Update on Feeder Trail to SW Sherwood Blvd...

- Current Phase and Status: project is nearing 90% design phase with final design plans due at end of September 2023.
- Straight alignment chosen vs. “Y” to avoid steep slopes and meet ADA.
- 10' asphalt pathway w/ 1' shoulders (wide enough for City maintenance vehicles) with concrete driveway drop and concrete ramp into Senior Center parking lot.
- Project to be advertised for construction bids in late October to early November with construction completed within 180-days no later than June 30th, 2023.
- Current engineer's opinion of probable cost for lowest responsive base-bid amount is \$190,000.
- TBD whether project will be bid with the acoustic fence work on SW Alexander Lane or separately due to lack of work zone proximity.





NON-ACCESSIBLE TRAIL
HORZ. SCALE: 1" = 50'
VERT. SCALE: 1" = 10'



ACCESSIBLE TRAIL OPTION #1
HORZ. SCALE: 1" = 50'
VERT. SCALE: 1" = 10'

DWG: 9965 TRAIL OPTIONS | TRAIL 1

DATE: 05/01/2023

TRAIL OPTION #1		EXHIBIT
CEDAR CREEK GREENWAY TRAIL RESTORATION		A
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD #100 TUALATIN, OR 97062 503.563.6151 WWW.AKS-ENG.COM		DRWN: JAM CHKD: AMC AKS JOB: 9965



2. Restoration of Sound Fence & Landscaping on SW Alexander Lane...

- Current Phase and Status: final design plans have been submitted for review.
- ODOT Misc. Construction Permit application to be submitted before end of September and approved in October.
- Construction bids to be solicited in late October/early November and will utilize a Competitive Sealed Proposal process, due to the vast variety of available products and specialty contractors, that will consider not only price, but also product durability, weight/maintenance needs, product availability, and installation schedule.
- ODOT permit and City land-use approval will be for 8' tall and 7' tall fence sections.
- Project will also extend chain-link fence south to the traffic signal at SW Meinecke Pkwy.
- Landscaping & irrigation impacted by the federal trail project will be restored to like or better kind by this project. City will be responsible for new trail surfaces and sound fence and areas in-between.
- Project to be advertised for construction bids in late October to early November with construction completed within 180-days no later than June 30th, 2023, similar to feeder trail project.
- Current engineer's opinion of probable cost for lowest responsive base-bid amount is \$300,000.
- TBD whether project will be bid with feeder trail project due to competitive proposal versus bid process (different processes).



3

PREFORMED CONCRETE PANELS:
\$500/LF, \$300,000 FOR 600 LF



5

CHAIN LINK FENCE:
\$40/LF, \$16,000 FOR 400 LF



3. Closeout of Federally Funded Trail Project (ODOT-Jacobs Engineering)...

- Project has been cleared by ODOT to proceed to 3rd Notification (Final Acceptance) as of 8.30.2023.
- Letter of final acceptance to be issued by end of October, after which City is responsible for operation & maintenance and can proceed with local construction projects that overlap.
- Federally funded project will be 100% completed and closed out, letters of acceptance issued in early November!

4. Cedar Creek Trail Highway Undercrossing Project

- City was not successful in attempts to obtain \$600k in state funds to complete the Preliminary Design phase. PD phase is on-hold.
- Floodplain maps are still off by +9.5' (too high) and will impact projects in Stella Olsen Park and other locations within greenway.
- Staff will be discussing this project at a City Council Work Session in late October or early November and staff will be recommending the City proceed with the floodplain map correction project this FY23-24 for approximately \$80k.
- Floodplain map correction project could take 12-18 months.

Question & Answer

www.sherwoodoregon.gov/cedarcreektrail

Tree Removal
September 2023
(Snyder Park, Pinehurst)

September 7th, 2023

Snyder Park



HALSTEAD'S ARBORICULTURE CONSULTANTS
www.halsteadsarb.com
PO Box 1188 • Tualatin, OR 97066
2025-04-2025
June 28, 2023

Adn.: Mr. Trey Hoskins
City of Sherwood
16627 SE Williams Street
Sherwood, OR 97140
TEL: (503) 925-2319
FAX: (503) 625-0678

Reference: Tree Assessment
Location: Snyder Park, Sherwood, OR
Subject: Arborist Report – On-site Inspection Completed 6/28/2023

Per your request, I inspected the three English walnut trees (*Juglans regia*) located at Snyder Park for the purpose of determining their condition.

Description: Three English walnut trees (*Juglans regia*) located just west of the main parking lot off of Sunset Blvd. Please see the attached site map with exact tree locations.

Tree number one English walnut (*Juglans regia*) with a trunk diameter of twenty-two inches measured 4.5 feet above ground level. The height of the tree is approximately twenty-seven feet and the canopy spread measures approximately thirty-six feet in diameter.

Tree number two English walnut (*Juglans regia*) with a trunk diameter of eighteen inches measured 4.5 feet above ground level. The height of the tree is approximately twenty-five feet and the canopy spread measures approximately thirty-five feet in diameter.

Tree number three English walnut (*Juglans regia*) with a trunk diameter of twenty-two inches measured 4.5 feet above ground level. The height of the tree is approximately twenty-five feet and the canopy spread measures approximately thirty feet in diameter.

Evaluation: I identified all mentioned trees on the south side of the trunk with a metallic tag labeled #1, #2 and #3.

Tree number one is 45 percent defoliated and in very poor health. The dieback is located within the central leader and limbs growing towards the south. Two decay pockets were also found along the main branch union and one smaller decay pocket was found along one surface root.

CCB# 600048

Keep Arthropods Shown – Print on Recycled Paper

Page 2
Reference: Tree Assessment
Location: Snyder Park, Sherwood, OR
Subject: Arborist Report – On-site Inspection Completed 6/28/2023

Evaluation Continued:

Tree number two is 40 percent defoliated and in very poor health. The dieback is located within the central leader and limbs growing towards the north. A wound was found at the root flare with good forming wound wood present.

Tree number three is 20 percent defoliated and in very poor health. The dieback is located within the upper crown.

Results: Due to the poor conditions of trees number one and two, I recommend they be removed for the safety of persons and property. Tree number three should be pruned to remove hazardous dead limbs and apply a soil injected mycorrhizal root stimulant/condition to the lower root zone. All remaining English walnut trees would benefit from deep root watering twice a month during the dry/summer season.

If further information is needed, please call.

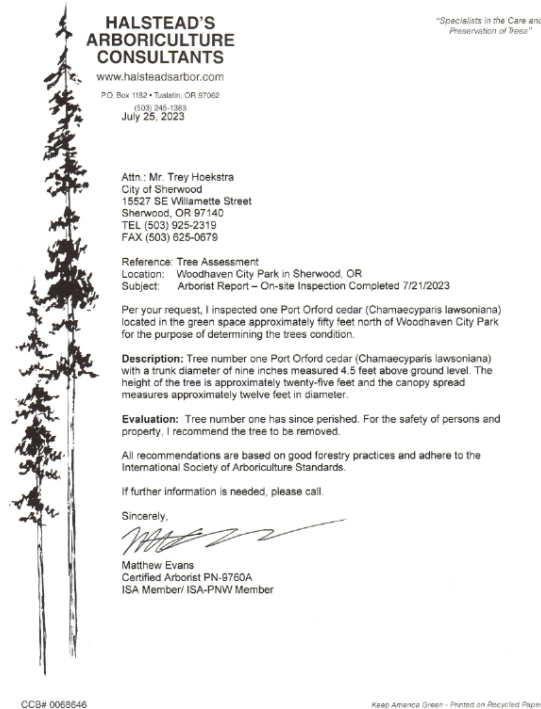
Sincerely,

Matthew Evans
Certified Arborist PN 9795A
ISA Member / ISA-PNW Member

- Remove 2 large English Walnut trees due to loss of foliage, poor health, decay and safety for public
- Plant back trees this fall
- Number of the remaining English Walnut are to be pruned and then deep watered

Open Space

Pinehurst-North of Woodhaven Park



**HALSTEAD'S
ARBORICULTURE
CONSULTANTS**

www.halsteadsarbor.com

P.O. Box 1182 • Tualatin, OR 97062

(503) 245-1263

July 25, 2023

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

Attn: Mr. Trey Hoekstra

City of Sherwood
15527 SE Willamette Street
Sherwood, OR 97140
TEL (503) 925-2319
FAX (503) 625-0879

Reference: Tree Assessment
Location: Woodhaven City Park in Sherwood, OR
Subject: Arborist Report – On-site Inspection Completed 7/21/2023

Per your request, I inspected one Port Orford cedar (*Chamaecyparis lawsoniana*) located in the green space approximately fifty feet north of Woodhaven City Park for the purpose of determining the trees condition.

Description: Tree number one Port Orford cedar (*Chamaecyparis lawsoniana*) with a trunk diameter of nine inches measured 4.5 feet above ground level. The height of the tree is approximately twenty-five feet and the canopy spread measures approximately twelve feet in diameter.

Evaluation: Tree number one has since perished. For the safety of persons and property, I recommend the tree to be removed.

All recommendations are based on good forestry practices and adhere to the International Society of Arboriculture Standards.

If further information is needed, please call.

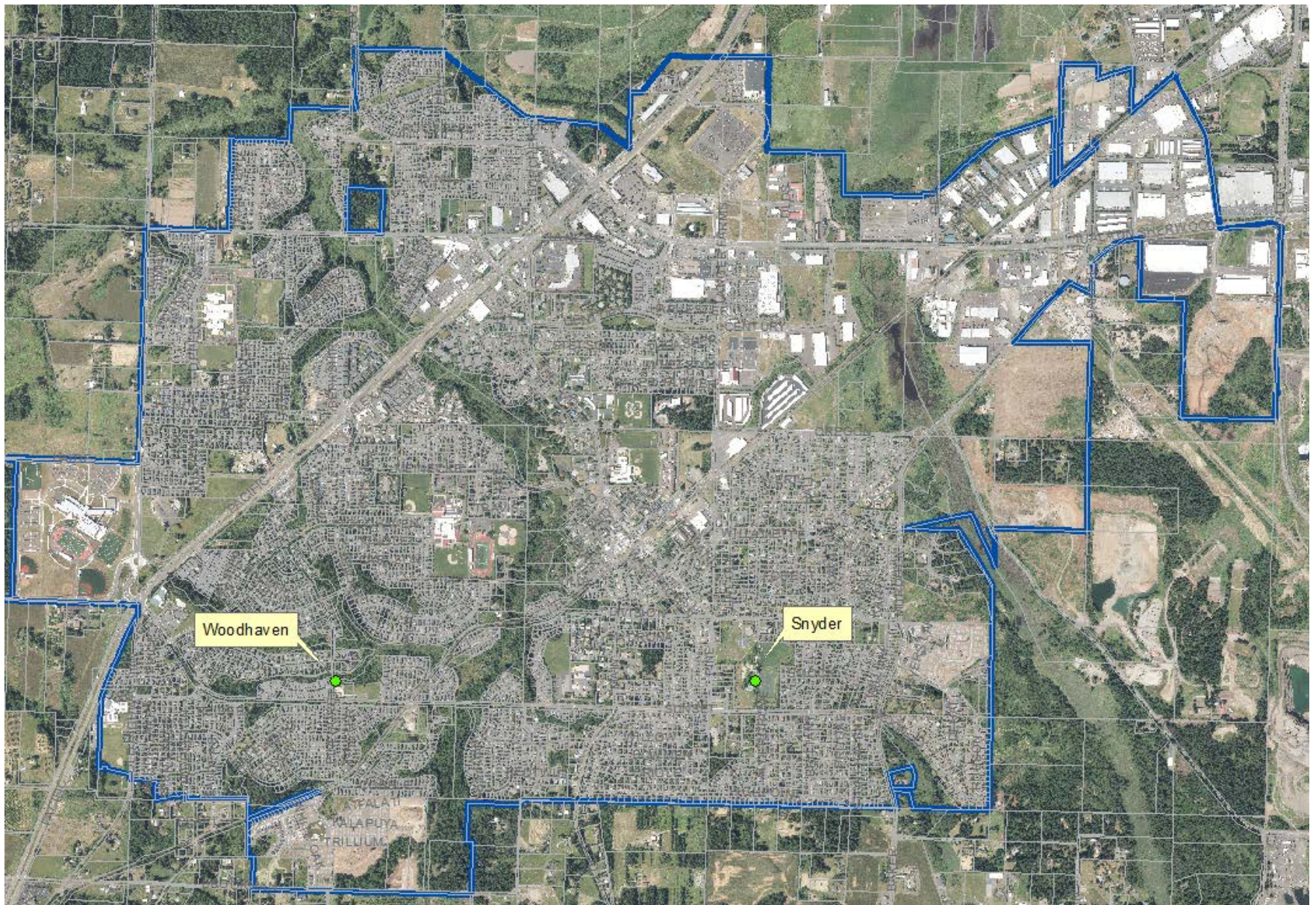
Sincerely,

Matthew Evans
Certified Arborist PN-9760A
ISA Member/ ISA-PNW Member

CCB# 0068646

Keep America Green - Printed on Recycled Paper

- Remove 1 dead Cedar
- Replant a more suitable tree for this area



Tree Removal Location

Pillar 1: Economic Development				
Goals:				
Promote Strong Diverse Economic Growth Opportunities				
Build Infrastructure to Support New Commercial and Industrial Development				
Balancing the Tax Base				
Work with Metro and regional partners to bring Sherwood West land into UGB				
Bring Jobs to Sherwood that provide wages that allow people to live and work in Sherwood				
Sherwood West Planning				
Tonquin Employment Area				
Prioritization of Infrastructure Development Deliverables for Best ROI				
Deliverable Time Frame				
0-1 Year2-3 Years3+ Years				
Deliverables:				
Deliverable 1:1 Improve Development Code to Promote stronger economic development				
1:1(a) Code Audit and Stakeholder Meetings to Determine Opportunity for Improvement				
1:1(b) Process Amendments				
Deliverable 1:2 Create Annexation Policies & Processes to manage our growth goals as it relates to infrastructure, school capacity, & long-term c				
Deliverable 1:3 Target Metrics for Jobs/Housing Balance				
Deliverable 1:4 Completion and Adoption of Sherwood West Re-Look Plan				
Deliverable 1:5 Decision to ask Metro to include Sherwood West into the UGB				
Deliverable 1:6 Annexation Plan/Policy of Tonquin Employment Area				
Pillar 2: Infrastructure				
Goals:				
Build Pedestrian Connectors between Sherwood East and West				
Continue to invest in Sherwood Broadband Utility as an Important infrastructure for Sherwood and Beyond				
New Public Works Facility				
Investment in Cyber and Network Security				
Invest in Business Process Improvements				
Deliverable Time Frame				
0-1 Year2-3 Years3+ Years				
Deliverables:				
Deliverable 2:1 Improve Development Code to Promote stronger economic development				
Deliverable 2:2 Sherwood 99 Pedestrian Bridge				
2:2(a) Sherwood 99 Pedestrian Bridge 100% Design				
2:2(b) Sherwood 99 Pedestrian Bridge Construction				
Deliverable 2:3 Cedar Creek Pedestrian Tunnel				
2:3(a) Cedar Creek Pedestrian Tunnel Feasibility Study				
2:3(b) Cedar Creek Pedestrian Tunnel 30% Design Study				
Deliverable 2:4 Complete Sherwood Broadband Fiber to the Home Build Out				
Deliverable 2:5 Complete YMCA Agreement				
Deliverable 2:6 Purchase and/or replace antiquated software				
Deliverable 2:7 Reconfigure existing software to adapt to current needs				
Deliverable 2:8 Address remote workforce needs				
Deliverable 2:9 Implementation Plan for Parks Master Plan				
Deliverable 2:10 Develop Shovel Ready Fiber Expansion Projects				
Pillar 3: Livability & Workability				
Goals:				
Continue to Support and Enhance Senior Services				
Trails and Walkability				
Promote and monitor diverse housing that will accommodate a wide variety of life stages and needs				
Public Art				
Mental Health and Wellness				
Investment in Community Gathering Spaces or Community Enhancements				
Investment in Parks (Acquire New Land for Parks and Expansion and Improvements of Current Parks)				
Deliverable Time Frame				
0-1 Year2-3 Years3+ Years				
Deliverables:				
Deliverable 3:1 Consider Obtaining Age Friendly City Certification				
Deliverable 3:2 Design Concepts for single-story flex building on lot in front of Arts Building				
Deliverable 3:3 Design Plan for Cedar Creek Trail Amenities				
Deliverable 3:4 Public Art in Roundabouts (2x)				
Deliverable 3:5 Build Festival Plaza				
Deliverable 3:6 Create Public Arts Fund to Utilize for Grants				
Deliverable 3:7 Monitor Housing, Track Progress on Issues, Actively Participate, as Needed, with Legislature and Rule Making Committees				
3:7(a) Develop Annual Report on Housing				
3:7(b) Staff Participate in Rule Making & Monitor and Track Changes				
Deliverable 3:8 Employee and City volunteer recognition and appreciation programs				
Deliverable 3:9 Programs to encourage innovation and creative solutions and ideas				
Deliverable 3:10 Involve the Community and other government partners in discussions on the Importance of Community Wellness and Mental H				
Pillar 4: Public Safety				
Goals:				
Public Safety Planning				
Collaborate with School District				
Promote Bike and Pedestrian Safety				
Promote Driver Safety				
Deliverable Time Frame				
0-1 Year2-3 Years3+ Years				
Deliverables:				
Deliverable 4:1 Funding Additional SRO				
Deliverable 4:2 Enhance Visibility and Use of Police Reserve Program				
Deliverable 4:3 Work with SSD on Safe Route to School Programs				
Deliverable 4:4 Programs to Recruit and Retain Officers				
Deliverable 4:5 Identify and Complete Infill for Sidewalk Improvements/ADA				
Deliverable 4:6 Develop an Action Plan with County to Improve Safety on County Owned Roads in Sherwood and UGB				
Deliverable 4:7 Charge Traffic Safety Committee to Review Speed Limits in City Limits				
Pillar 5: Fiscal Responsibility				
Goals:				
Pursue New Internal and External Revenue Sources				
Efficient Service Delivery				
Deliverable Time Frame				
0-1 Year2-3 Years3+ Years				
Deliverables:				
Deliverable 5:1 Pursue Federal Grants and Monies				
Deliverable 5:2 Pursue State Grants and Monies				
Deliverable 5:3 Complete Banking RFP				
Deliverable 5:4 Organizational Assessment and Review on Delivery of Services				
Pillar 6: Citizen Engagement				
Goals:				
A Communication Plan that is Comprehensive and Strategic to Modernize City-Wide Communication				
A High Level of Customer-Centric Approach to Citizens Engaging with the City				
Diversity, Equity, Inclusion, and Accessibility				
Engaging with Youth				
Efficient Management of Meetings for All Boards and Commissions				
Deliverable Time Frame				
0-1 Year2-3 Years3+ Years				
Deliverables:				
Deliverable 6:1 Create new Website Platform and Enhance Social Media				
Deliverable 6:2 Evaluate billing of Broadband as it relates to customer service and workload of staff				
Deliverable 6:3 Utilize modern communication tools (mobile surveys, text messaging) to solicited feedback from residents				
Deliverable 6:4 Track, respond and analyze citizen requests through a customer relationship management system				
Deliverable 6:5 Consider Engagement/Communication Specialist				
Deliverable 6:6 Develop a comprehensive approach to doing surveys that enables the organization to improve both the strategy and execution				
Deliverable 6:7 Continue to refine our marketing materials for industry				
Deliverable 6:8 Refine Branding				
Deliverable 6:9 Create a City Statement on DEIA				
Deliverable 6:10 Review and Update hiring processes through DEIA				
Deliverable 6:11 Consider Youth Advisory or Similar				