



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, January 8, 2024 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 NOVEMBER MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
 1. Recap from December work session with City Council (David Schierman)
 2. Review of Parks Board Priority List (David Schierman)
 3. Murdock Park Master Plan Update (Kristen Switzer, Community Services Director)
 4. Tree Removal (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
January 8, 2024

WORK SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:03pm
2. **BOARD PRESENT:** David Scheirman, Steve Munsterman, Joy Kuczer, Jim Craig, Brenda Kramer, City Councilor Doug Scott

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

Chair Scheirman asked Brenda Kramer to give a brief introduction. She moved to Sherwood in May 2023 from Kansas. She worked in county government in Kansas. Everyone welcomed her to Sherwood and the Parks Board.

3. **ADJUSTMENTS TO AGENDA:** None.
4. **APPROVAL OF NOVEMBER MEETING MINUTES:**
MOTION: FROM KUCZER TO APPROVE THE NOVEMBER MEETING MINUTES.
SECONDED BY CRAIG. MOTION PASSES.

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

- Recap from December work session with City Council (Scheirman)
 - All Boards and Commission Chairs met with City Council in December. Scheirman liked this new format and felt that it gave a much better opportunity to present ideas and goals.
 - Councilor Scott expressed that City Council liked this new format as well.
 - Switzer felt that it provided more opportunities for the Boards and Commissions to collaborate with each other.
- Review of Parks Board Priority List (Scheirman)

- Exhibit A - Scheirman pointed out that the list had been numbered in the past, but he felt that it was better to not have the priorities numbered so that the Board could stay flexible for when opportunities come up.
- Question was raised how successful the designated courts and extended times were for pickleball. Board agreed that it was difficult to tell at this time. It will be easier to assess that in the spring/summer when the weather is better and more people are playing.
- Kuczer asked if the \$150,000 on the Priority List under Trail Expansion/Improvements was for expansion. Banister explained that Public Works budgets \$150,000 for maintenance and Switzer explained that when the Board chooses to focus on trail expansion, funds would need to be budgeted for at that time. Kuczer asked about a map she had seen with potential trails. Scheirman stated that it could be the Transportation System Plan. Switzer will check and follow up.
- Councilor Scott suggested that we partner with the county and Metro for a universally accessible destination play area and have it be a regional asset that may or may not be inside Sherwood.
- Murdock Park Master Plan Update (Switzer):
 - Switzer reported that two companies had been interviewed for the Murdock Master Plan. Everyone felt that all the presentations were great. Lango Hansen was selected.
 - Scheirman shared that all parks should have a neighborhood identity and Lango Hansen will make Murdock Park unique to that neighborhood.
 - Switzer stated that the plans will start in February/March and the process will take approximately six to nine months. She will be sure there is enough time for community input.
- Tree Removal (Harry Banister):
 - Banister reviewed Exhibit B with the Board.

MOTION: FROM MUNSTERMAN TO APPROVE REMOVAL OF THE RECOMMENDED TREES. SECONDED BY CRAIG. MOTION PASSES.

7. PARK MAINTENANCE REPORT (Banister)

- Everything went smoothly with the holiday tree and tree lighting.
- At Snyder Park, the English walnut trees were replaced with white and red dogwood trees. A cherry tree still needs to be replaced by the large soccer ball on the Sunset Blvd side. One English walnut still needs to be replaced by the bathrooms. It has been ordered.
- Four benches from Woodhaven Park have been re-stained.
- Crews are doing general parks clean-ups and getting ready for spring/summer.

8. STAFF UPDATE (Switzer)

- Electrical panel box has been installed at Robin Hood Plaza so there are now lights.
- There have been 12 bricks ordered for the Veterans Memorial Park memorial.

- Craig Sheldon, Public Works Director, is currently serving as City Manager Pro Tem and Switzer is serving as Assistant City Manager since the departure of Keith Campbell. Board expressed their confidence in both Sheldon and Switzer.

9. COUNCIL LIAISON ANNOUNCEMENT:

- Scott reported that City Council has not discussed a timeline yet for the City Manager recruitment process. The process will take some time and Council knows that they are in good hands with Sheldon and Switzer.
- The pedestrian bridge has been given final approval. The goal is to have it open in time for the start of school 2025. The budget grew during the planning process. Some funding is coming from state and federal. Kuczer asked what color was chosen for the lighting. Scott stated white was the final decision. Craig asked about graffiti on the new bridge. Scott and Banister explained that resistant, powder-coated paint will be used and that the surface areas are small.
- Council is considering whether to ask Metro to add Sherwood West to the Urban Growth Boundary. The cycle is coming around and Sherwood would be the only city asking this time around. Council has sent a letter to Metro, as per the process, stating that Sherwood is considering making the ask. Kramer asked if the City and/or Parks Board had an acres per citizen requirement for open spaces. Switzer will check and follow up. Kramer asked if new development is required to have open space. Scott explained the Planned Unit Development process.

10. OTHER: None

11. ADJOURNED 7:44PM

2023 Park Board Project Priority List

DRAFT

Projects	Estimated Cost*	Notes
Universally Accessible Destination Play Area	\$ 1,750,000	Location to be determined. Snyder Park?
Dog Park	\$ 150,000	Added to existing park.
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	\$ 2,246,000	Includes master plan update & build out.
Metro Local Share Project	\$ 1,148,149	Project to be determined. Land Acquisition?
Disc Golf Course	\$ 50,000	Added to existing park.

(numbers are estimates and for discussion purposes only)*

Tree Removal Stella Olsen Park January 2024

January 8, 2024

Stella Olsen Park



HALSTEAD'S ARBORICULTURE CONSULTANTS

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P.O. Box 1182 • Tualatin, OR 97062

(503) 245-1393

October 20, 2023

"Specialists in the Care and
Preservation of Trees"

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

Reference: Tree Assessment at Stella Olsen Memorial Park
Location: 22256 SW Washington St., Sherwood, OR 97140
Subject: English Hawthorn Tree

Per your request, I inspected one English Hawthorn tree (*Crataegus monogyna*) located near the main pathway to the park.

Description/Evaluation: There is one English Hawthorn tree (*Crataegus monogyna*) located along the main pathway to the park. The tree has a diameter at breast height of 11 inches as measured 54 inches above ground level. The height of the tree is approximately 32 feet and the canopy spread is approximately 20 feet in diameter. The tree is in poor health and exhibits poor structure as indicated by the dieback of the upper canopy by approximately fifty percent.

Results: I recommend the declining English Hawthorn tree be removed for the safety of persons and property.

If further information is required, please call.

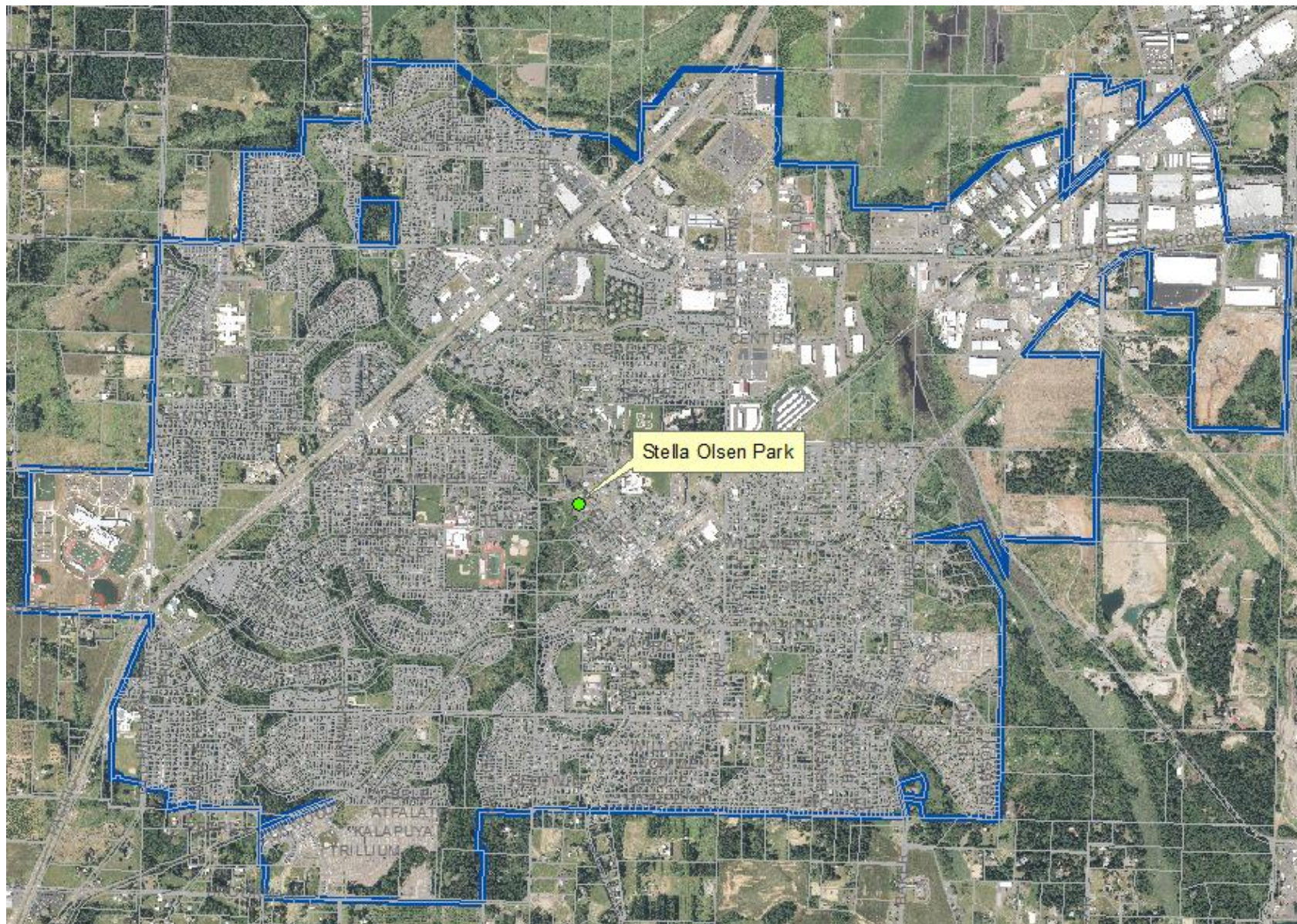
Sincerely,

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

CCB# 0068646

Keep America Green - Printed on Recycled Paper

- Remove 1 English Hawthorne due to declining health
- Plant back a replacement tree this fall



Tree Removal Location