



*Home of the Tualatin River National Wildlife Refuge*

## MEETING AGENDA

**Parks & Recreation Advisory Board**

**Monday, February 5, 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 JANUARY MEETING MINUTES**

**5. CITIZEN COMMENTS**

**6. NEW BUSINESS**

1. Murdock Park Master Plan Update (Kristen Switzer, Community Services Director)
2. Tree Removal (Harry Banister, Operations Supervisor)
  - a. Sunset/McConnell
  - b. Cedar Creek Feeder Trail

**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](mailto: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](mailto: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](mailto:steffenst@sherwoodoregon.gov) or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



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## **SHERWOOD PARKS BOARD MEETING MINUTES**

**22560 SW Pine St., Sherwood, OR**

**February 5, 2024**

### **REGULAR SESSION**

**1. CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm

**2. BOARD PRESENT:** David Scheirman, John Clifford, Rodney Lyster, Jim Craig, Cory McLennan,

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

**3. ADJUSTMENTS TO AGENDA:** None.

**4. APPROVAL OF JANUARY MEETING MINUTES:**

**MOTION: FROM CRAIG TO APPROVE THE JANUARY MEETING MINUTES. SECONDED BY McLENNAN. MOTION PASSES.**

**5. CITIZEN COMMENTS:** Mr Jim Booker introduced himself to the Board. He recently moved to Sherwood, is an avid walker/hiker and is interested in staying up to date regarding our trail system.

### **6. NEW BUSINESS**

- Murdock Park Master Plan (Switzer):

Switzer reviewed Exhibit A with the Board and reviewed the timeline proposed by Lango Hansen.

- Tree Removal (Harry Banister):

Banister reviewed Exhibits B with the Board.

**MOTION: FROM LYSTER TO APPROVE REMOVAL OF THE RECOMMENDED TREE AT SUNSET/McCONNELL. SECONDED BY CLIFFORD. MOTION PASSES.**

**MOTION: FROM CLIFFORD TO APPROVE REMOVAL OF THE RECOMMENDED TREES FOR THE CEDAR CREEK FEEDER TRAIL. SECONDED BY LYSTER. MOTION PASSES.**

**7. PARK MAINTENANCE REPORT (Banister)**

- Crews were busy with the recent ice storm.
- 14 picnic tables from Snyder Park were sanded, stained, and re-installed.
- Cascadia English Walnut tree was planted by the concession stand.
- Crews are working on some brick replacement in Cannery Square.
- Crews are starting to pressure wash in the parks to prepare for summer.
- Water feature repairs have been completed.

**8. STAFF UPDATE (Switzer)**

- Senior Leadership and IT Department recently participated in a cyber security tabletop training exercise. All participants felt it was very educational and provided necessary information.
- The 3<sup>rd</sup> Annual Lunar New Year Celebration took place at Sherwood Center for the Arts over the weekend with over 600 people in attendance.
- Staff has already started working on selecting bands for Music on the Green.
- City Council goal setting session was held over the weekend. Great work was done to make sure goals are all clear and measurable.
- A ground breaking event has been scheduled for Tuesday, March 5.

**9. COUNCIL LIAISON ANNOUNCEMENT:**

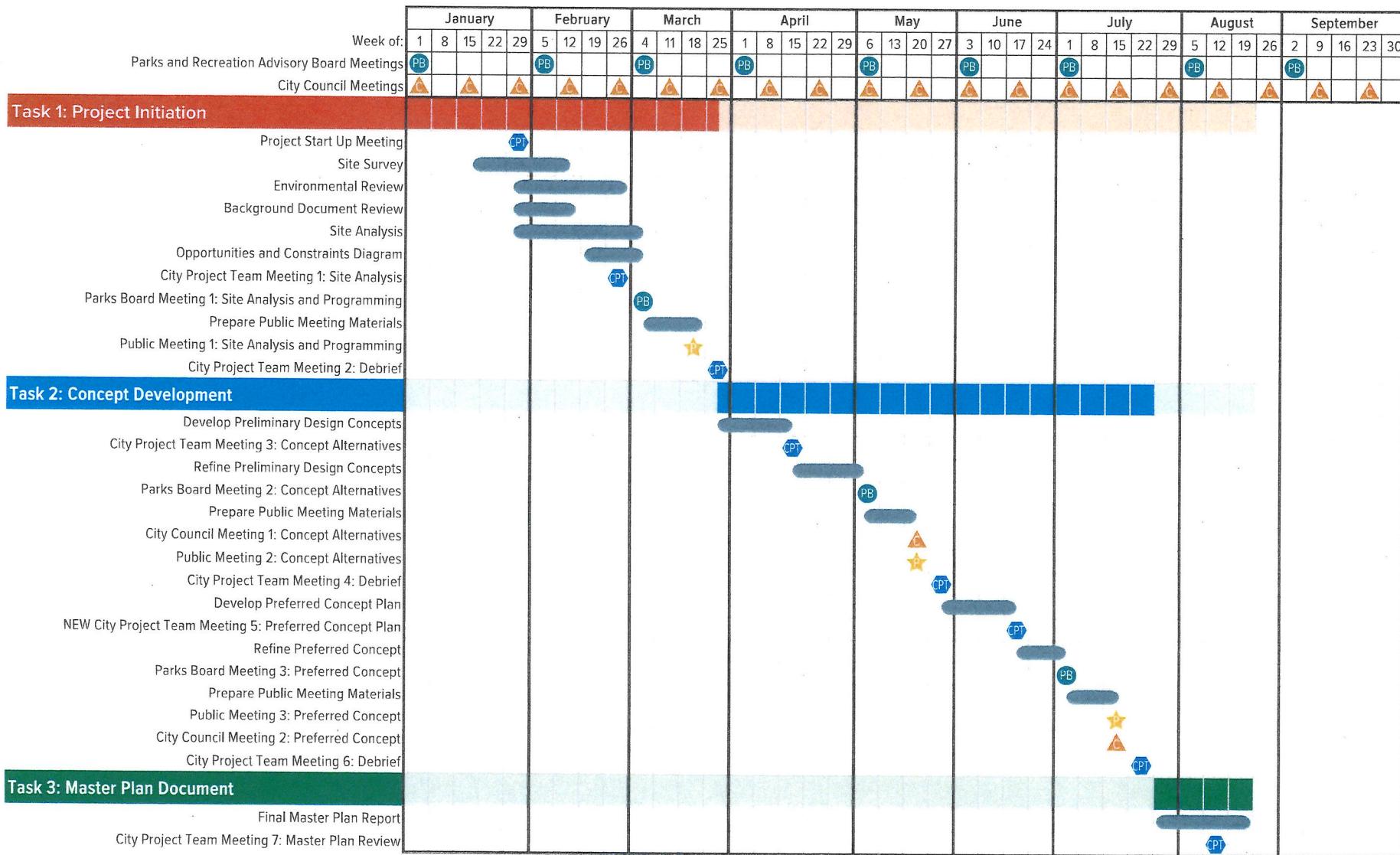
- None

**10. OTHER:** Steffens announced that the annual Volunteer Appreciation Dinner would be Thursday, April 25, and asked everyone to save that date. All boards and commissions will be invited to attend and be celebrated.

**11. ADJOURNED 7:26PM**

## PROJECT SCHEDULE

Based on our Work Plan and the information provided in the RFP, we have developed a preliminary schedule that illustrates the process we propose for the Murdock Park Master Plan process. We acknowledge that upon notice to proceed, this schedule will be reviewed with the City and revised as necessary. For the purposes of this schedule, we have assumed a project start-up in the beginning of 2024. We believe that the project can be completed by mid-June. This schedule seeks to work with both City Council and Parks Boards meetings as these inform the pace the project must maintain to solicit feedback from the public, the parks board, the City Project Team, and City Council.



CPT City Project Team Meeting

 City Council Meeting

PB Parks and Recreation Advisory Board Meeting

★ Public Meeting

Council Meeting 1: May 7, 2024  
Council Meeting 2: July 16, 2024  
Council Meeting 3: If required

Parks Board Meeting 1: March 4th, 2024  
Parks Board Meeting 2: May 6th, 2024  
Parks Board Meeting 3: July 1st, 2024

# Tree Removal Open Space

## February 2024

February 5, 2024

# Open Space-Sunset/McConnell



## HALSTEAD'S ARBORICULTURE CONSULTANTS

[www.halsteadsarb.com](http://www.halsteadsarb.com)

P.O. Box 1182 • Tualatin, OR 97062  
(503) 245-1383

"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

January 11, 2024

Reference: Tree Assessment  
Location: Along the Sunset Blvd. Pathway in between SW Woodhaven Dr. and SW Lasalle Ln.  
Subject: Birch Trees

Per your request, I inspected 3 European white birch trees (*Betula pendula*) located within the green space along the Sunset Blvd pathway. The inspection was completed to determine the trees overall health and structure.

**Description:** Tree # 1: European white birch (*Betula pendula*) approximately 28-feet in height. The trunk has a diameter of 17-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 25-feet in diameter.

Tree # 2: European white birch (*Betula pendula*) approximately 55-feet in height. The trunk has a diameter of 15-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 28-feet in diameter.

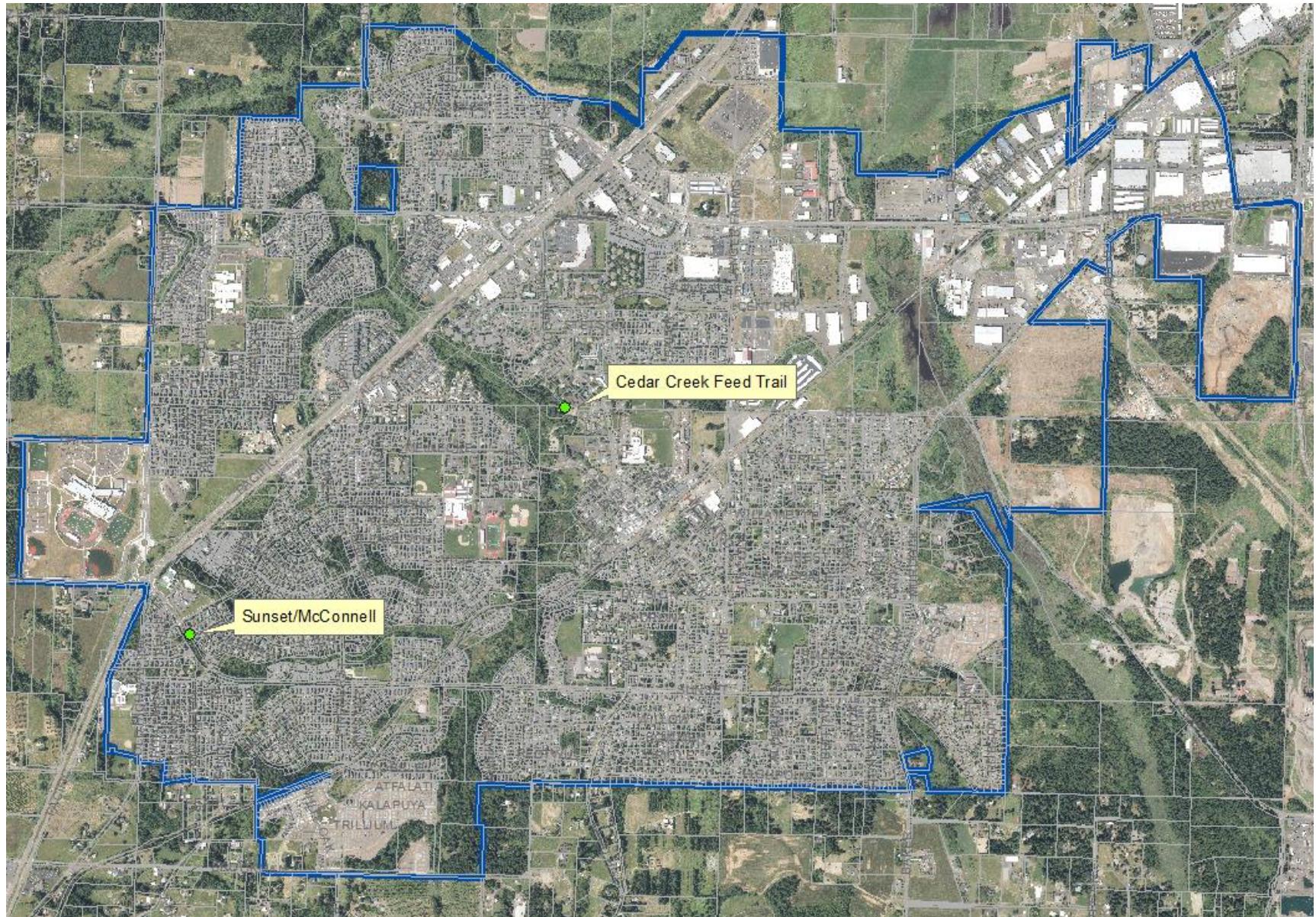
Tree # 3: European white birch (*Betula pendula*) approximately 60-feet in height. The trunk has a diameter of 22-inches as measured at 4.5 feet above ground level. The canopy spread measures approximately 39-feet in diameter.

**Evaluation:** Tree # 1 is growing on the edge of a green space adjacent to the address 18292 SW Woodhaven Drive. The tree is in poor health and exhibits poor structure. Previous stem failure is present with epicormic shoot development found 12' below wound. Approximately 50% of the main stem is completely dead. No disease and/or pest were found during the time of inspection however there was old sap sucker wounds that had compartmentalized present along the main stem.

Tree # 2 is growing on the edge of a green space adjacent to the address 18781 SW McConnell Court. The tree is in fair health and exhibits fair structure. Normal lower interior dieback is present within the crown. There is one broken limb that is currently stuck within the upper crown. No disease and/or pest were found during the time of inspection.

- Remove 1 White Birch due to declining health and  $\frac{1}{2}$  tree being dead
- Plant back a replacement tree this spring





# Tree Removal Location