



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, April 1, 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 MARCH MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

1. Murdock Park Master Plan- Open House Update/Next Steps, (Switzer/Banister)
2. 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.



Home of the Tualatin River National Wildlife Refuge

SHERWOOD PARKS BOARD MEETING MINUTES

22560 SW Pine St., Sherwood, OR

April 1, 2024

REGULAR SESSION

- 1. CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
- 2. BOARD PRESENT:** David Scheirman, Rodney Lyster, Jim Craig, Cory McLennan, Steve Munsterman, John Clifford, Joy Kuczer
- STAFF PRESENT:** Community Services Director Kristen Switzer, Operation Supervisor Harry Banister, and Volunteer Coordinator, Tammy Steffens.
- 3. ADJUSTMENTS TO AGENDA:** None.
- 4. APPROVAL OF FEBRUARY MEETING MINUTES:**
MOTION: FROM MUNSTERMAN TO APPROVE THE MARCH MEETING MINUTES.
SECONDED BY CRAIG. MOTION PASSES.
- 5. CITIZEN COMMENTS:** None.

6. NEW BUSINESS

Murdock Park Master Plan (Switzer/Banister):

- Switzer stated that there were over 40 people in attendance at the Murdock Park Open House on March 21, 2024.
- Scheirman shared that he was very pleased with the attendance and that people were participating by using dot stickers to vote for what was important to them. He noticed that a bathroom and the vegetation seemed to be a priority.
- Munsterman was also impressed with the turnout. He noticed that several neighborhood residents were mis/uninformed, and the open house was a great opportunity to educate and inform people of the process.
- Banister noted that there seemed to be interest in more activities like bocci ball and 4-square. He stated that the two items that received the most votes were #1-a bathroom and #2-the observation deck.
- Kuczer shared that she had recently visited a park in another town that had a treehouse-style playground that her children had a lot of fun at.

Tree Removal (Harry Banister):

Banister reviewed Exhibits A with the Board. He also informed that Board that part of a tree had fallen in Pioneer Park and had damaged a fence on a neighboring property. It was declared an emergency to remove the tree for safety reasons.

MOTION: FROM CLIFFORD TO APPROVE REMOVAL OF THE RECOMMENDED TREES AT PIONEER PARK. SECONDED BY LYSTER. MOTION PASSES.

7. PARK MAINTENANCE REPORT (Banister)

- Restrooms at parks were opened on April 1 and outhouses delivered to Murdock and Pioneer Parks.
- Irrigation inspections are being conducted.
- Mowing has started in all parks.
- Sunshades in Robin Hood Plaza were put up on April 1. Switzer commented that by having the Public Works department put up the sunshades, it saved the City a lot of money.
- Water features will be turned on Memorial Day.

8. STAFF UPDATE (Switzer)

- Charter Review Committee meeting went well. They were able to go through the whole Charter. The committee asked for additional information on only a couple of sections. There will probably only be two more meetings. The committee will forward their recommendations to City Council by June/July so there is time to include proposed ballot measures for the November 2024 election (should the Council decide to move forward). Kuczer, who represents the Parks Board on the committee, shared that the 2% rate/fee increase limit was the only big topic.
- Mark your calendars for the Volunteer Appreciation Banquet on Thursday, April 25th.
- State of the City will be Wednesday, April 17, with a reception starting at 5pm and the program will begin at 6pm. All Board members are invited.
- CEP Grant applications are due April 15.
- City Manager Pro Tem sent an email out earlier in the day that included City Council's approved goals. Switzer encouraged the Board to review those. Scheirman requested that Switzer bring copies of the goals to the next meeting and highlight the goals that directly affected the Parks Board.
- There will be a joint meeting between City Council and the Sherwood School District on April 10. This normally occurs two times each year.
- All the bids for the fencing along Alexander Way for the Cedar Creek Trail project came back twice as much as expected so the project will be re-bid.
- The feeder trail by the senior center is getting ready to go out to bid. Kuczer ask about the trail expansion. Switzer anticipated that the City would start to ramp up for that portion of the project in approximately 1-2 years depending on funding. Munsterman suggested that historical signage around the feeder trail would be a nice feature, including the fact that at one time there was once a 9-hole golf course in that area.

- Craig commented on how well the pedestrian bridge groundbreaking went.

9. COUNCIL LIAISON ANNOUNCEMENT:

- None

10. OTHER: Board member Brenda Kramer has moved out of town so is no longer eligible to serve on the Board. Clifford, Munsterman, and Rose are all coming up for reappointment.

11. ADJOURNED 7:32PM

Tree Removal Open Space (Stellar/Kinglet)

April 2024

April 1, 2024

17074 Stellar-Open Space



**HALSTEAD'S
ARBORICULTURE
CONSULTANTS**
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March 22, 2024

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

Reference: Tree Assessment
Location: Green Space Behind 17074 SW Stellar Dr. Sherwood, OR.
Subject: Sweet cherry (*Prunus avium*)

Per your request, I inspected one sweet cherry (*Prunus avium*) located in the green space behind the address listed above to determine the tree's condition.

Description: One sweet cherry (*Prunus avium*). The tree is approximately forty-feet tall with a trunk diameter of eleven-inches as measured four and a half feet above ground level. The canopy spreads measure approximately twenty-feet in diameter.

Evaluation: The health and structure of the tree is rated poor as indicated by a ten foot section of the upper canopy that is completely dead. Old sap sucker wounds were found along the main stem, however the wounds have since compartmentalized. The tree is considered to be a nuisance species.

Results: Due to the tree defined as a nuisance species and the overall poor health and structure rating, I recommend the tree be removed.

If further information is needed, please call.

Sincerely,

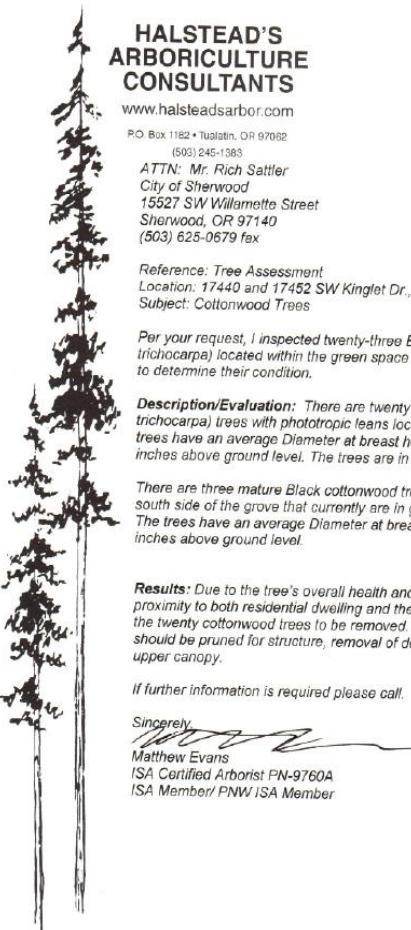

Matthew Evans
ISA Certified Arborist PN-9760A
ISA Member/PNW ISA Member

CCB# 0068646

Keep America Green - Printed on Recycled Paper

- Remove 1 Sweet Cherry due to overall poor health and nuisance species of tree
- Plant a replacement tree at an alternate location due to stand of existing Fir trees

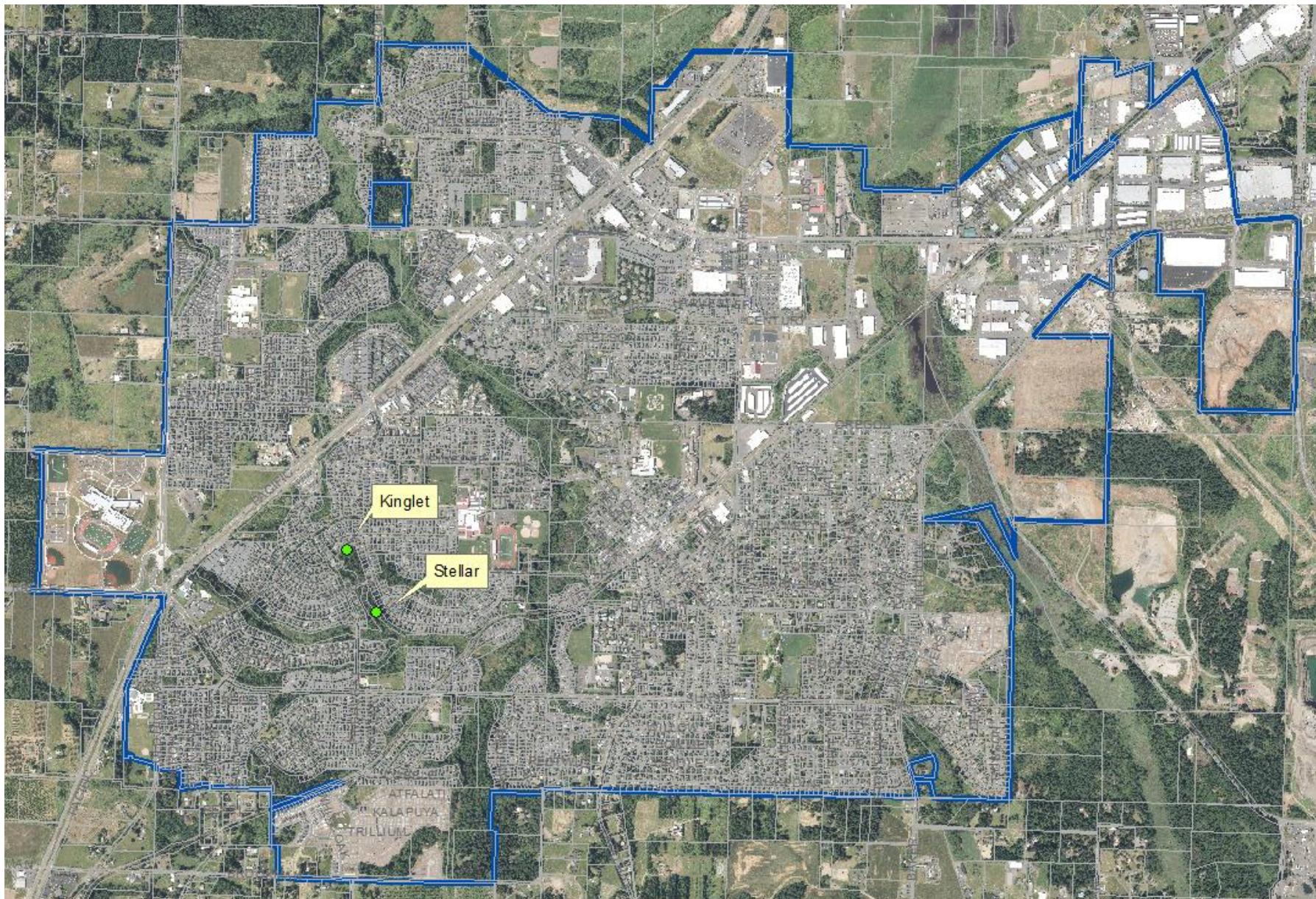
17440 and 17452 Kinglet-Open Space



CCB# 0068646

Kesp America Green - Printed on Recycled Paper

- Remove 20-Black Cottonwood trees due to poor structure, fair health, close proximity to residential properties and for safety of public
- Plant a suitable tree species this spring



Tree Removal Location