



*Home of the Tualatin River National Wildlife Refuge*

## MEETING AGENDA

**Parks & Recreation Advisory Board**

**Monday, June 3, 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 MAY MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
  1. Cedar Creek Feeder Trail and Alexander Lane fence project updates (Jason Waters, City Engineer)
  2. Park Maintenance Projects for 2024-25 (Harry Banister, Operations Supervisor)
  3. Tree Removal Request (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](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.



**SHERWOOD PARKS BOARD MEETING MINUTES**  
**22560 SW Pine St., Sherwood, OR**  
**June 3, 2024**

**REGULAR SESSION**

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:01pm
2. **BOARD PRESENT:** David Scheirman, Jim Craig, Cory McLennan, Steve Munsterman, John Clifford, City Councilor Doug Scott

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

3. **ADJUSTMENTS TO AGENDA:** Since this is John Clifford's last meeting, Chair Scheirman wanted to add a "thank you" to him for all his 10+ years of serving on the Parks and Recreation Board and the Planning Commission before that. Switzer and other Board Members added their appreciation.

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

**MOTION: FROM CRAIG TO APPROVE THE MAY MEETING MINUTES. SECONDED BY McCLENNAN. MOTION PASSES.**

5. **CITIZEN COMMENTS:** None

6. **NEW BUSINESS**

1. Cedar Creek Feeder Trail and Alexander Lane fence project updates (Jason Waters):  
Waters let the Board know that he had emailed Exhibit A to them with links.  
Munsterman asked if the fence would be on the highway side of the path. Waters said that it would. Clifford asked what the estimated lifespan of the fence would be. Waters estimated 30 years. Switzer asked where the feeder trail would come out. Waters stated it would come to the private drive and to the senior center parking lot, and that both would meet ADA requirements.

2. Park Maintenance Projects for 2024-25 (Bannister):

Bannister announced the following projects for the 2024-25 fiscal year:

- Replacing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> bases at Snyder Park ball field
- Seal coat and re-stripping on both parking lots
- Upgrading the AV system at Cannery Square
- Painting the park shelter at Pioneer Park

3. Tree Removal Request (Banister):

a. Open Space (Banister)

Banister shared Exhibit B with the Board.

**MOTION: FROM MUNSTERMAN TO APPROVE THE TREE REMOVAL REQUEST.  
SECONDED BY CLIFFORD. MOTION PASSES.**

**7. PARKS MAINTENANCE REPORT (Banister):**

- Three concrete panels were replaced at Woodhaven Park. Crews are waiting for the concrete to cure before re-installing the bench.
- Water features were turned on on May 25
- Crews are getting ready for festival season. Upcoming festivals include Sherwood Cruisin', Robin Hood Festival, and the holiday festival.
- American flags were put up throughout Old Town
- The second fertilization is getting ready to be done in parks
- Park shelters are being reserved and used every weekend
- McLennan shared her observation that the drinking faucets under the shelter at Woodhaven can be awkward to access when there is a private party going on and suggested we keep that in mind when designing the remodel at Murdock Park. Switzer explained that sometimes those are pre-fabricated.

**8. STAFF UPDATE (Switzer):**

- Switzer informed the Board that Murdock Park Master Plan Design Concepts Survey is now live. It allows people to pick specific elements they like from each plan. She said she would have an update at the next meeting. The Board all agreed to skip a July meeting due to the closeness to the 4<sup>th</sup> of July holiday and to meet again in August.
- Staff is ready for Music on the Green and Movies in the Park
- Summer Arts Camps at the Sherwood Center for the Arts are filling up quickly
- Two budget meetings were held in May and the Budget Committee has forwarded the 2024-25 Budget to City Council for their approval.
- Fees to rent the Robin Hood Plaza were added to the Fee Schedule.

**9. COUNCIL LIAISON ANNOUNCEMENTS (Scott):**

- May was quiet for City Council with the exception of the two budget meetings which went smoothly. They are planning on re-looking at the Budget in the fall and possibly adding some new staff positions, most likely at the Police Department.
- At the June 4, 2024, work session, they will be reviewing:
  - A request from Clean Water Services to add a pump station at the red house property
  - CEP Grant Applications
  - Recommendations on updates to the employee manual
- At the June 4, 2024, regular session, they will be recognizing the Maid Marian Court.

**10. OTHER:** none

**11. ADJOURNED 7:33pm**

June 3, 2024

To: Tammy Stevens

From: Jason Waters

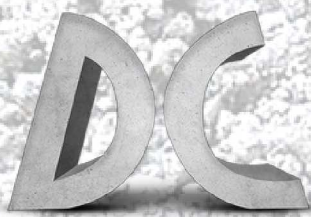
Re: Summary of Verbal Update on Two (2) City Projects

1. Cedar Creek Feeder Trail to Senior Center & SW Sherwood Blvd
  - a. Construction is underway!
  - b. Pre-construction meeting was held on May 7<sup>th</sup>, 2024 with low-bid contractor, Lee Contractors, Inc. out of Battle Ground, WA.
  - c. Low base-bid amount = \$184,890.00 vs. City Engineer's Estimate of \$199,416.70
  - d. Schedule: construction should take approximately 8-10 weeks with substantial completion (feeder trail open to public) in mid-August.
  - e. Project plans can be viewed online at  
<https://www.sherwoodoregon.gov/engineering/page/invitation-bid-cedar-creek-greenway-feeder-trail>.
2. SW Alexander Lane Fence & Landscaping Restoration
  - a. Pre-construction meeting was held today, June 3<sup>rd</sup>, 2024! Construction to begin in late June or early July 2024.
  - b. Final schedule TBD based upon lead time for pre-molded fence product, Dura-Crete: <https://dura-crete.net/sound-walls-2/>.
  - c. 6-week lead time is most likely (from today, 6/3/2024) so mid-July 2024 delivery time plus 4-weeks for installation.
  - d. Project should be substantially complete in mid- to late-August, prior to beginning of school.
  - e. Low base-bid amount = \$359,993.28 vs. City Engineer's Estimate of \$420,000.00.
  - f. Project was re-bid after single bid received for \$770k.
  - g. Project plans can be viewed online at  
<https://www.sherwoodoregon.gov/engineering/page/invitation-bid-cedar-creek-greenway-fence-landscaping-restoration-project>.

**End of Summary**

Attachments: (1) Page from Dura-Crete Brochure for Wall Types





**DURA-Crete Walls**

# MARKETS SERVED

**DURA-Crete Walls**  
23450 Regency Park Dr  
Warren, MI

[www.dura-crete.net](http://www.dura-crete.net)

[joeh@dura-crete.net](mailto:joeh@dura-crete.net)

**586-759-4286**

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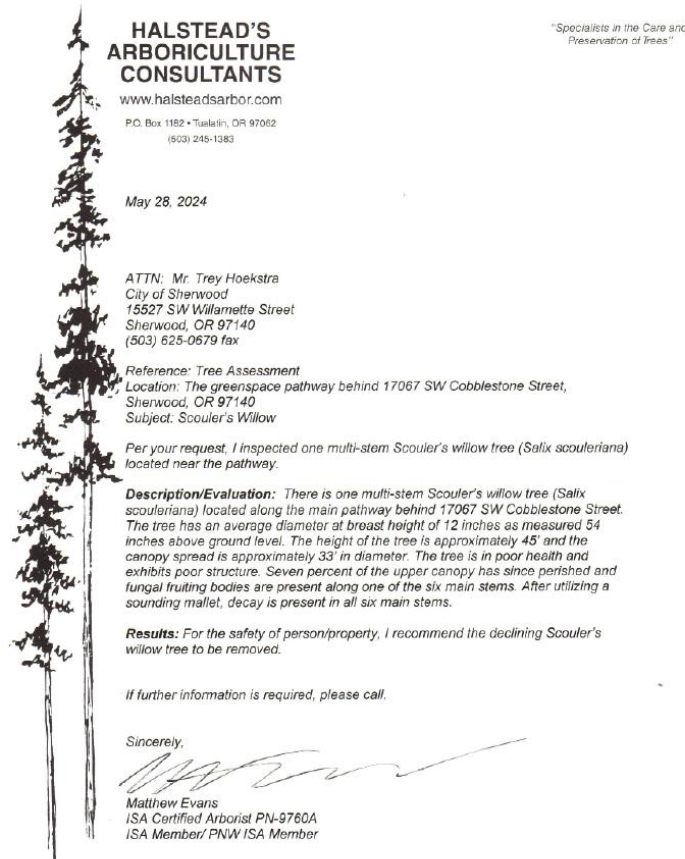


# Tree Removal Open Space

June 2024

June 3, 2024

# 17067 Cobblestone St-Open Space



CCB# 0068846

Keep America Green - Printed on Recycled Paper

- Remove 1 Willow Tree due to poor structure/partial die off in the upper stem/decay being present in all six stems and safety of trail users and personal property





Tree Removal Location