



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 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

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
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 1st, 2nd, and 3rd 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 4th 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

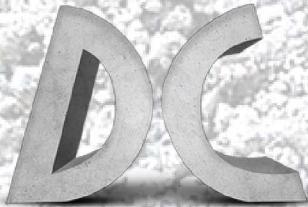
From: Jason Waters

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 7th, 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 3rd, 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
joeh@dura-crete.net

586-759-4286

WAREHOUSING AND DISTRIBUTION

Unparalleled Security and Privacy



MUNICIPALITIES

Protecting Communities



CRITICAL INFRASTRUCTURE

Meets strict perimeter security requirements
for Power Utility Industry and Data Centers



COMMERCIAL BUSINESSES

Higher Standard of
Perimeter Security



STRIP MALLS, OFFICE, AND RETAIL

Aesthetic separation from residential neighborhoods including functional enclosure systems



Dura-Crete Wall Systems is home to the preferred choice in concrete walls and fences for commercial, industrial and developer applications since 1996. These products offer site solutions including sight reduction for privacy, noise reduction for peace and compliance, physical security that is unparalleled by alternate fencing products, fire resistance, and an impressive aesthetic improvement to our customers' properties, all of which increases and protects the value of your properties. Made in Warren, Michigan, USA

Tree Removal Open Space

June 2024

June 3, 2024

17067 Cobblestone St-Open Space



HALSTEAD'S ARBORICULTURE CONSULTANTS

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

"Specialists in the Care and
Preservation of Trees"

May 28, 2024

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

Reference: Tree Assessment
Location: The greenspace pathway behind 17067 SW Cobblestone Street,
Sherwood, OR 97140
Subject: Scouler's Willow

Per your request, I inspected one multi-stem Scouler's willow tree (*Salix scouleriana*) located near the pathway.

Description/Evaluation: There is one multi-stem Scouler's willow tree (*Salix scouleriana*) located along the main pathway behind 17067 SW Cobblestone Street. The tree has an average diameter at breast height of 12 inches as measured 54 inches above ground level. The height of the tree is approximately 45' and the canopy spread is approximately 33' in diameter. The tree is in poor health and exhibits poor structure. Seven percent of the upper canopy has since perished and fungal fruiting bodies are present along one of the six main stems. After utilizing a sounding mallet, decay is present in all six main stems.

Results: For the safety of person/property, I recommend the declining Scouler's willow tree to be removed.

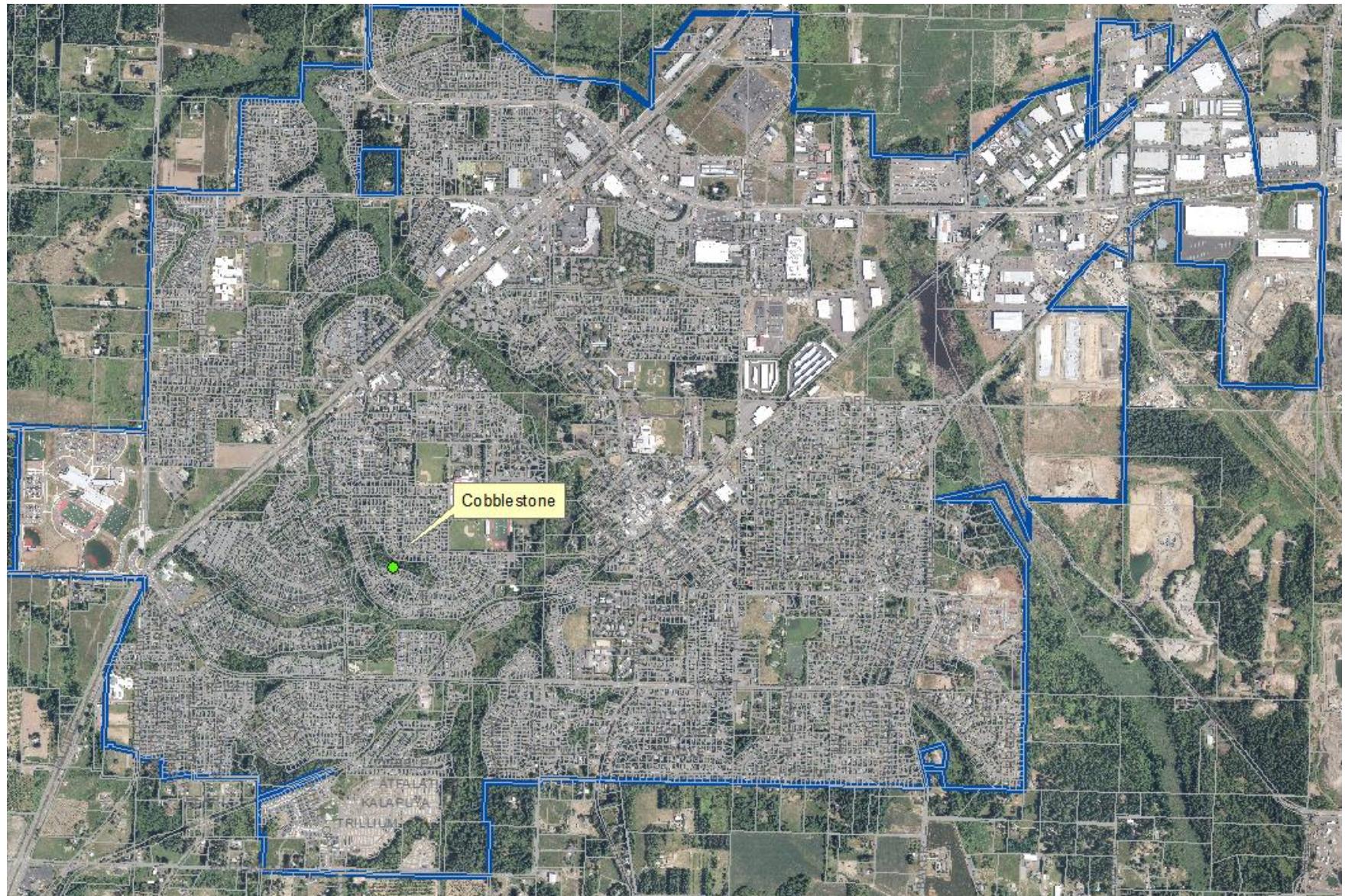
If further information is required, please call.

Sincerely,



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

- 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