



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, October 7, 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 AUGUST MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. ELECTION OF CHAIR AND VICE-CHAIR**
- 7. NEW BUSINESS**
 - A. Cedar Creek Trail- Feeder Trail and Fence Improvements** (Kristen Switzer, Assistant City Manager)
 - B. Adopt-A-Trail Program** (Tammy Steffens, Volunteer Coordinator)
 - C. Murdock Park Master Plan Update** (Kristen Switzer, Assistant City Manager)
 - D. Tree Removal Request** (Kristen Switzer, Assistant City Manager)
- 8. PARK MAINTENANCE REPORT** (Kristen Switzer, Assistant City Manager)
- 9. STAFF UPDATES** (Kristen Switzer, Assistant City Manager)
- 10. COUNCIL LIAISON ANNOUNCEMENTS** (Doug Scott, City Councilor)
- 11. OTHER**
- 12. 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
October 7, 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, Tara Khodadadian, Steve Munsterman, City Councilor Doug Scott

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens

3. **ADJUSTMENTS TO AGENDA:** Switzer requested that Old Town Strategic Plan be added.
4. **APPROVAL OF AUGUST MEETING MINUTES:**

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

5. CITIZEN COMMENTS:

- a. David Parker, Executive Director of the Sherwood Regional YMCA was in attendance. He introduced himself to the Board and let them know that it's his intention to attend approximately every other meeting.
- b. Staff received an email from Sherwood resident, Lawrence O'Keefe, that was read. O'Keefe suggested that lines be adjusted on the tennis/pickleball courts at Snyder Park and that nets be switched to extend the life of the equipment. It was agreed that the comments would be shared with Operation Supervisor, Harry Banister.

6. ELECTION OF CHAIR AND VICE-CHAIR

Craig nominated Scheirman as Chair, Scheirman accepted.
Scheirman nominated Craig as Vice-Chair, Craig accepted.

7. NEW BUSINESS

- a. **Cedar Creek Trail – Feeder Trail and Fence Improvements (Kristen Switzer)**

Switzer shared Exhibit A with the Board. Feeder trail leading to Sherwood Blvd and the parking lot of the senior center has been substantially complete and is open to the public. Munsterman expressed that he felt that the 3 rows of barbed wire on top of the chain linked fence was not necessary and visually unappealing.

Switzer also shared Exhibit B with the Board and stated that the sound wall along Alexander is being installed.

b. Adopt-a-Trail Program (Steffens)

Steffens shared that an Adopt-a-Trail program was ready to promote to the community. The program would include Cedar Creek Trail with the potential of other city trails being added.

c. Murdock Park Master Plan Update (Switzer)

Switzer stated that the last open house was well attended and community members provided good feedback. People were in favor of not having a sports court in light of the fact that there will be sports courts at two other parks close by. People also were in favor of the proposed plan. Munsterman felt that the open house was a success. Switzer shared that there may be the potential for phasing in the plan for budgeting purposes as well as not replacing playground equipment that was still in good working condition. Khodadadian asked if all trails would need to be graded to be ADA compliant. Scott explained that the main circle would be ADA compliant but that the off-shoots did not need to be.

MOTION: FROM CRAIG TO RECOMMEND ACCEPTANCE OF THE PROPOSED PLAN TO THE CITY COUNCIL. SECONDED BY MUNSTERMAN. MOTION PASSES.

d. Tree Removal Request (Switzer)

Switzer shared Exhibit C with the Board.

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

8. PARKS MAINTENANCE REPORT (Banister):

- Water features are now off for the season. Cannery water feature was off prior to the end of September due to the sand filter housing failure which parts were ordered for.
- Flower baskets were recently removed.
- Scheduling the installation of old town streetlighting for the Holiday season.
- Moving into fall operations with leaf removal being a key task for staff shortly.
- Staff with Pesticide applicator licenses will be attending annual training early November.

9. STAFF UPDATE (Switzer):

Switzer shared that the Old Town Strategic Plan Update Committee is being formed. City Council would like to have a representative from each Board and Commission represented on this committee. Switzer asked if anyone was interested. McLennan said she was interested. Khodadadian said that she was also interested.

Switzer shared that she and City Manager, Craig Sheldon, had recently attended the ICMA conference. There were several vendors there, including one that had a completely self-contained portable restroom. She felt something like this might be a good idea for the skate park.

10. COUNCIL LIAISON ANNOUNCEMENTS (Scott):

Scott announced that Council was kicking off the Transportation System Plan update. Craig asked Scott if would be possible for the railroad tracks to be mixed use to include a trolley. Scott said that could be discussed in committee.

He also shared that the 2nd reading of the Code Update to address Food Cart Pods would be at the October 14, 2024, City Council meeting.

McLennan requested that fruit trees in city parks could be gleaned so that the fruit did fall and rot on the ground causing a bad odor.

Scott stated that Metro Council would be meeting on the morning of October 8, 2024, regarding the Urban Growth Boundary expansion. A lot of special interest groups are trying to push for significantly increased density. Sherwood City Council is not in favor of this and is trying to come up with creative and useful ways to meet state and regional criteria in a way that will work best for Sherwood.

11. OTHER: Next meeting will be November 4, 2024.

12. ADJOURNED 8:07pm

Exhibit A

Cedar Creek Feeder Trail to Senior Center parking lot



Tree Removal Parks and Open Space

October 2024

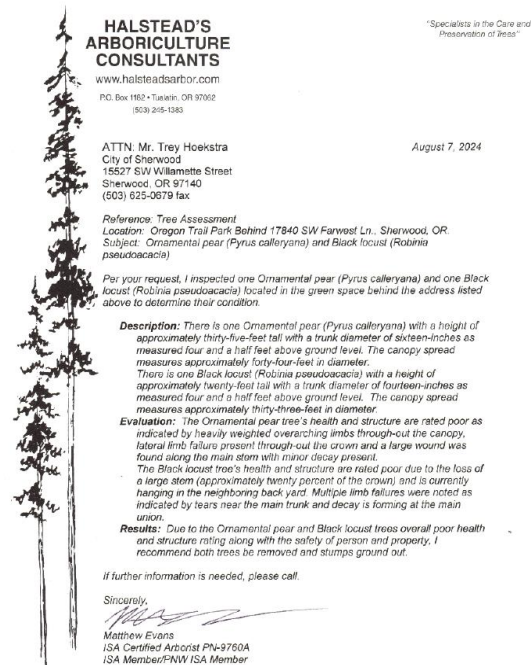
October 7, 2024

17840 Farwest-Oregon Trail Park



BLACK LOCUST

ORNAMENTAL
PEAR



CCBA 0068040

Keep America Green - Printed on Recycled Paper

- -Remove 1 Ornamental Pear, 16" DBH due to poor health lateral limb failure, large wound and decay
- -Remove 1 Black Locust, 14" DBH due to poor health multiple limb failure, trunk decay
- -Both trees are within Park, pose hazard to adjacent property and park users
- -Replant this winter within Park

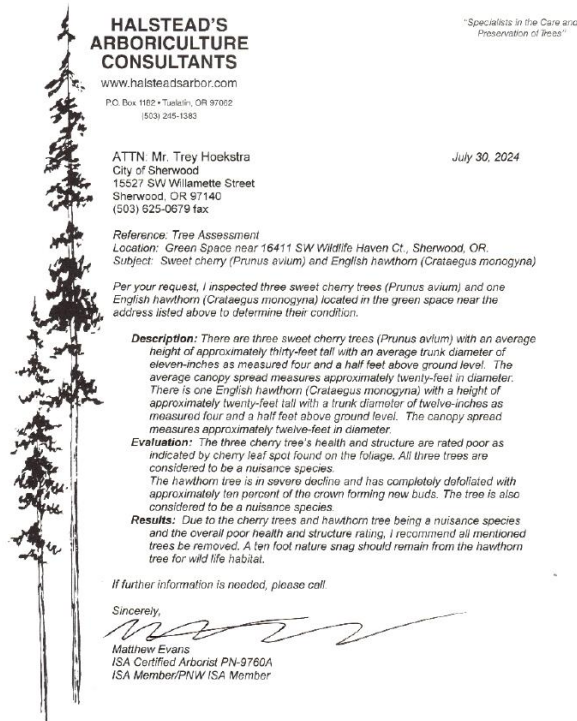
16411 Wildlife Haven-Open Space



3-Sweet Cherry



English Hawthorne



HALSTEAD'S ARBORICULTURE CONSULTANTS

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P.O. Box 1189 • 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

July 30, 2024

Reference: Tree Assessment
Location: Green Spaces near 16411 SW Wildlife Haven Ct., Sherwood, OR.
Subject: Sweet cherry (*Prunus avium*) and English hawthorn (*Crataegus monogyna*)

Per your request, I inspected three sweet cherry trees (*Prunus avium*) and one English hawthorn (*Crataegus monogyna*) located in the green space near the address listed above to determine their condition.

Description: There are three sweet cherry trees (*Prunus avium*) with an average height of approximately thirty-feet tall with an average trunk diameter of eleven-inches as measured four and a half feet above ground level. The average canopy spread measures approximately twenty-feet in diameter. There is one English hawthorn (*Crataegus monogyna*) with a height of approximately twenty-feet tall with a trunk diameter of twelve-inches as measured four and a half feet above ground level. The canopy spread measures approximately twelve-feet in diameter.

Evaluation: The three cherry tree's health and structure are rated poor as indicated by cherry leaf spot found on the foliage. All three trees are considered to be a nuisance species. The hawthorn tree is in severe decline and has completely defoliated with approximately ten percent of the crown forming new buds. The tree is also considered to be a nuisance species.

Results: Due to the cherry trees and hawthorn tree being a nuisance species and the overall poor health and structure rating, I recommend all mentioned trees be removed. A ten foot nature snag should remain from the hawthorn tree for wild life habitat.

If further information is needed, please call.

Sincerely,

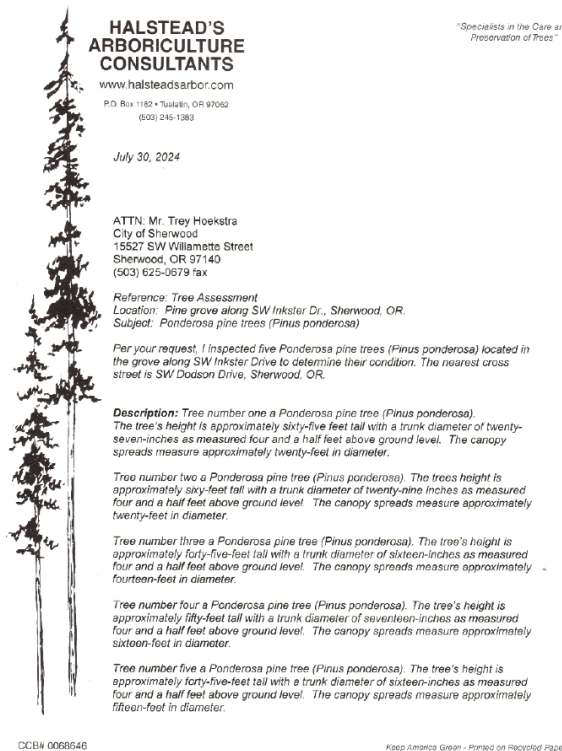

Matthew Evans
ISA Certified Arborist PN-9760A
ISA Member/PNW ISA Member

CCB# 0068646

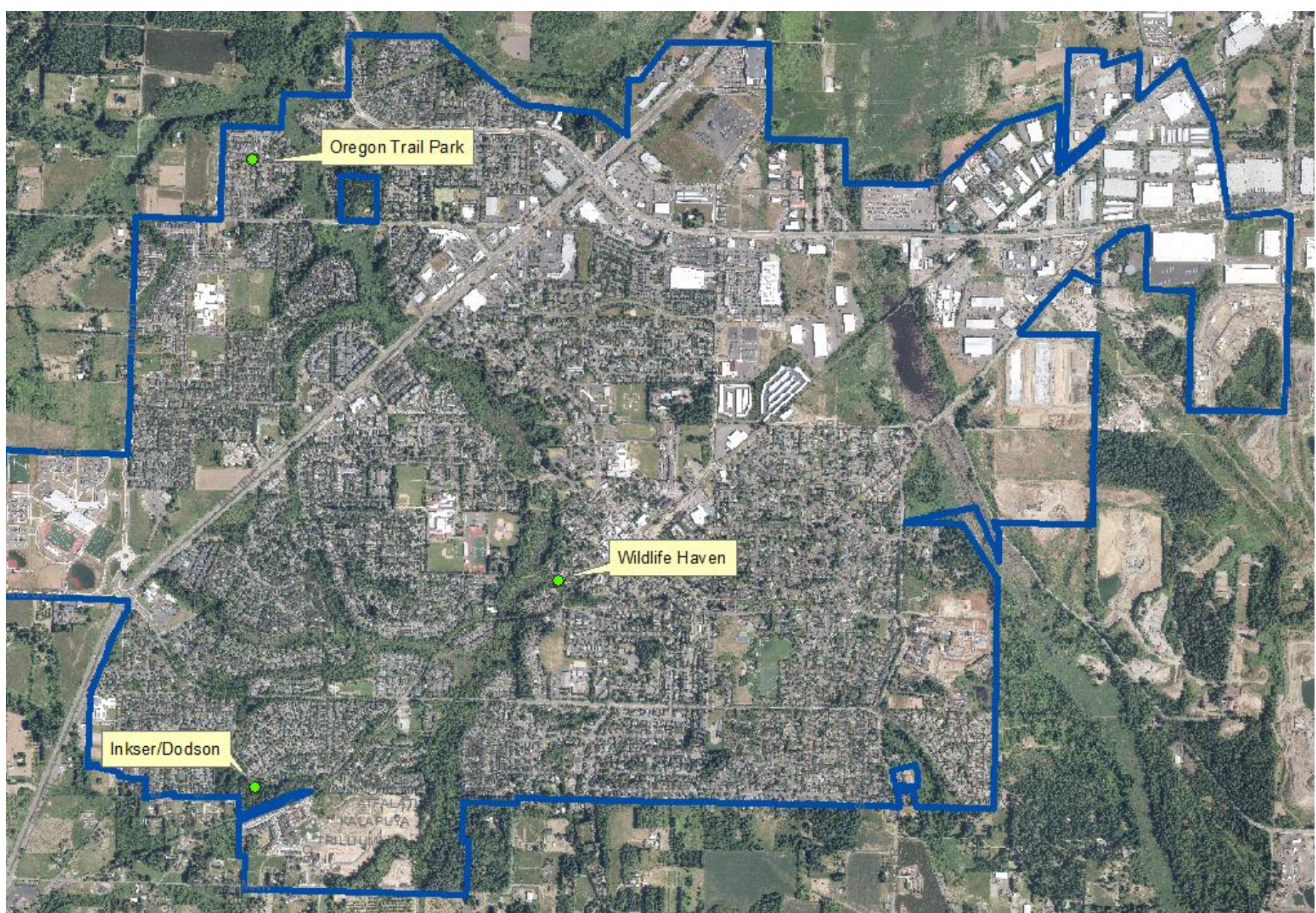
Keep America Green - Printed on Recycled Paper

- Remove 1-English Hawthorne, 12" DBH, due to severe decline/defoliated and nuisance species tree. Leave 20' snag for wildlife
- Remove 3-Sweet Cherry, 11" average DBH, due to poor health, leaf spot and nuisance species tree
- Plant tree in alternate location within open space

Inkster and Dodson-Open Space



- Remove 5 Ponderosa Pines with DBH or 27", 21", 16", 17" and 16" due trees being completed dead with indication of Western gall rust and pose hazard to persons and property
- Replant trees with open space or as recommended by arborist



Tree Removal Location