



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, November 4, 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 OCTOBER MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
 - A. Review Priorities for 2025 (David Schierman, Chair)**
- 7. PARK MAINTENANCE REPORT (Harry Bannister, Operations Supervisor)**
- 8. STAFF UPDATES (Kristen Switzer, Assistant City Manager)**
- 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

November 4, 2024

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:02pm
2. **BOARD PRESENT:** David Scheirman, Jim Craig, Tara Khodadadian, Steve Munsterman, Joy Kuczer, Rodney Lyster, Barbara Leitzinger, Jim Booker, City Councilor Doug Scott
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister
4. **ADJUSTMENTS TO AGENDA:** Scheirman added Cedar Creek Trail to "Other" section and Adopt-a-Trail update under "New Business".
4. **APPROVAL OF AUGUST MEETING MINUTES:** Kuczer pointed out misspelling of Steven Munsterman's name under 7c.

MOTION: FROM MUNSTERMAN TO APPROVE THE OCTOBER MEETING MINUTES AS CORRECTED. SECONDED BY CRAIG. MOTION PASSES.

5. **CITIZEN COMMENTS:** None

6. **NEW BUSINESS**

- a. **Review Priorities for 2025 (Scheirman)**

Scherman and Switzer gave brief explanation regarding December 3, 2024, meeting in which Boards and Commissions Chairs will meet with City Council and go over priorities from each Board. Board reviewed Exhibit A.

Doug Scott explained that Sherwood West was in Metro's hands. They have to make a decision by the end of this calendar year. Funding for Murdock Park was discussed, and Switzer shared the possibility of phasing in the plan. This will be on the agenda for the November 19, 2024, City Council meeting. Scott shared the idea of a bond for parks. Lyster was in favor of that. Kuczer expressed that a recreation district was a good idea. She also felt that trail expansion should be

one of the top priorities for 2025. Booker pointed out that the Parks Master Plan stated on page 32, item B-2 it lists formally recognizing Sherwood's City-owned natural areas and providing public access.

Scheirman summed up that the top priorities he'll take to the meeting will be trail expansion, funding for Murdock Park, and land acquisition.

b. Adopt-a-Trail Program (Steffens)

Steffens shared that the Adopt-a-Trail program was now on the website and ready to promote to the community. The program has four segments including Cedar Creek Trail to the boardwalk and the trails around Sunset Park. Steffens stated that she will email a link to the webpage to the Board.

7. PARKS MAINTENANCE REPORT (Banister):

- Trick or Treat in Old Town was a success
- Sunshades over Robin Hood Festival Plaza came down November 1, 2024, and will go back up on April 1, 2025
- Lights went up on the street trees throughout Old Town
- Staff picked out a 25-30 foot tree for the holiday tree from Clip Clop Farms
- Holiday Festival is coming up December 7, 2024
- Parks department has been picking up leaves
- Parks department has also been shutting down and draining the irrigation systems

8. STAFF UPDATE (Switzer):

Switzer shared that the Veterans Day Ceremony was going to be slightly different this year and she was excited about the new structure. The ceremony would include a light brunch, and people are asked to RSVP.

Staff will be presenting the updated goals to City Council at the November 7, 2024, work session.

December 3, 2024, will be the Boards and Commissions meeting with City Council.

9. COUNCIL LIAISON ANNOUNCEMENTS (Scott):

Scott announced that Council had approved a Food Truck Pod. This opens up the way for a developer or investor to build one in the community. He also shared that artwork has been approved that will go on the pedestrian bridge.

10. OTHER: Switzer shared Exhibit B and explained that the Community Development Department will be applying for a grant for Cedar Creek Trail Phase 2. As part of the application packet, the department has requested that Chair Scheirman sign a letter of support.

MOTION: FROM KUCZAER FOR CHAIR SCHEIRMAN TO SIGN THE LETTER OF SUPPORT. SECONDED BY CRAIG. MOTION PASSES.

Switzer stated that because of the Boards and Commissions meeting with City Council, the December Parks Board meeting will likely be cancelled unless something comes up.

Lyster asked about the land next to the ice arena and Switzer answered that the new owners are considering the possibility of expanding the ice arena.

Munsterman suggested that something be added to the website to educate the public about the function of sunshades.

11. ADJOURNED 7:58pm