



MEETING AGENDA

Parks & Recreation Advisory Board

Monday, January 6, 2025 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 NOVEMBER MEETING MINUTES**
5. **CITIZEN COMMENTS**
6. **NEW BUSINESS**
 - A. **Partnership opportunities with the Senior Advisory Board** (David Schierman, Chair)
 - B. **Field House and Snyder Park Mid-Year Report** (Lance Gilgan, Field House Manager)
 - C. **Tree Removal Request** (Harry Bannister, Operations Supervisor)
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
January 6, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
2. **BOARD PRESENT:** David Scheirman, Jim Craig, Cory McLennan, Tara Khodadadian, Steve Munsterman, Joy Kuczer, Rodney Lyster, Barbara Leitzinger

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister, Recreation Supervisor Lance Gilgan, Senior Center Manager Maiya Martin Burbank

3. **ADJUSTMENTS TO AGENDA:** Scheirman added report back from December City Council meeting with Boards and Commissions representatives under “New Business”.
4. **APPROVAL OF AUGUST MEETING MINUTES:**

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

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

a. December City Council Meeting (Scheirman)

Scheirman reported that his discussion with the City Council focused on Murdock Park, Trails, and a new partnership opportunity with the Senior Advisory Board.

b. Partnership opportunity with the Senior Advisory Board (Burbank)

Burbank shared that one of the Senior Advisory Board’s goals is to make Sherwood user-friendly for all ages. Grants are available from multiple sources, including AARP, for things like exercise stations along walking paths. Switzer shared that Langer Park would be a good option for that. Discussions would need to take place with the Homeowners Association first. Zana Mays, member of the Senior Advisory Board based on her research of the grant that AARP offers, some

repairs would need to be done on a few sections of the walking path around Langer Park with roots have caused the path to raise. She added that some lighting would be a nice addition, as well. Munsterman wondered if Cedar Creek Trail by the senior center would be a good place for something like this. He shared that there was similar equipment behind Austin Middle School in Newberg. Leitzinger added that there is some by Fowler Middle School. Craig talked about it being something that grandparents could do with their grandchildren. Lyster asked if Cedar Creek Trail by the senior center would be a good place for chess/checker tables. Burbank stated that the feedback she's received regarding Cedar Creek Trail by the senior center is that benches along the trail and wayfinding and distance signs would be most helpful.

Board members were all in agreement that this project should be added to the priority list.

c. Field House and Snyder Park Mid-Year Report (Gilgan)

Gilgan reviewed Exhibits A and B with the Board. Lyster asked what percentage of capacity was the Field House rented. Gilgan answered approximately 95%. Munsterman asked if the revenue from Snyder Park went towards turf replacement. Gilgan said that it did. The turf was last replaced in 2014 and they are hoping to get another five years out of it.

d. Tree Removal Request (Banister)

Banister reviewed Exhibit C with the Board.

**MOTION: FROM CRAIG TO APPROVE THE TREE REMOVAL REQUEST.
SECONDED BY LEITZINGER. MOTION PASSES.**

7. PARKS MAINTENANCE REPORT (Banister):

- Holiday tree and decorations around town were taken down
- Picnic tables at Snyder are being sanded and stained
- Deep pruning and clean up is taking place
- A concrete pad was poured at the feeder trail by the senior center and a garbage can placed there
- Staff is keeping up on maintaining the street tree lights throughout Old Town

8. STAFF UPDATE (Switzer):

Switzer stated that staff is starting work on the budget. We will be transitioning to a 2-year budget. Switzer asked the Finance Department for an update on SDCs and the current balance is approximately \$4 million. City Council will be meeting on Saturday, January 11 to do goal setting for 2025. One of the items that may be discussed will be the Metro Local Share that is \$1.4 million. It can only be used on specific things. One possibility would be

that some of that money be used for Murdock Park and Switzer would like to bring that suggestion to Council at the goal setting meeting. Lyster asked if there was a deadline for those funds. Switzer answered that she thought it was four years. Switzer also reminded the Board that the SDCs had to be used for expansion and growth and could not be used for maintenance. Board members all supported Switzer suggesting using the Metro funds for Murdock Park and saving SDCs for land acquisition. Switzer also shared that Metro had approved the expansion for Sherwood West.

9. COUNCIL LIAISON ANNOUNCEMENTS (Scott):

Councilor Scott was not in attendance. Switzer didn't have anything additional to report.

10. OTHER: Munsterman asked for an update on the sale of the YMCA building. Switzer responded that the City is still having regular conversations with the YMCA and they are still interested. The YMCA is working on pulling money together to purchase the building. Both sides have ordered updated appraisals.

11. ADJOURNED 7:59pm

Tree Removal Parks and Open Space

January 2025

January 6, 2025

Snyder Park



HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

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

October 8, 2024

Attn.: Mr. Trey Hoekstra
City of Sherwood
15527 SE Willamette Street
Sherwood, OR 97140
TEL (503) 925-2319
FAX (503) 625-0679

Reference: Tree Assessment
Location: Snyder Park, Sherwood, OR
Subject: Arborist Report – On-site Inspection Completed 10/8/2024

Per your request, I inspected one English walnut tree (*Juglans regia*) located at Snyder Park for the purpose of determining its condition.

Description: The English walnut tree (*Juglans regia*) located just south of the bathrooms located in the center of the park. Please see the attached site map with the exact tree location.

Tree number one English walnut (*Juglans regia*) with a trunk diameter of twenty-two inches measured 4.5 feet above ground level. The height of the tree is approximately thirty feet and the canopy spread measures approximately thirty-nine feet in diameter.

Evaluation: Tree number one is 55 percent defoliated and in very poor health. The dieback is located through-out the tree crown, five decay pockets from older cuts were also found along the main stems and lateral limbs. One larger decay pocket was found along the main stem growing to the west.

Results: Due to the poor condition of tree number one, I recommend the tree be removed for the safety of persons and property.

If further information is needed, please call.

Sincerely,


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

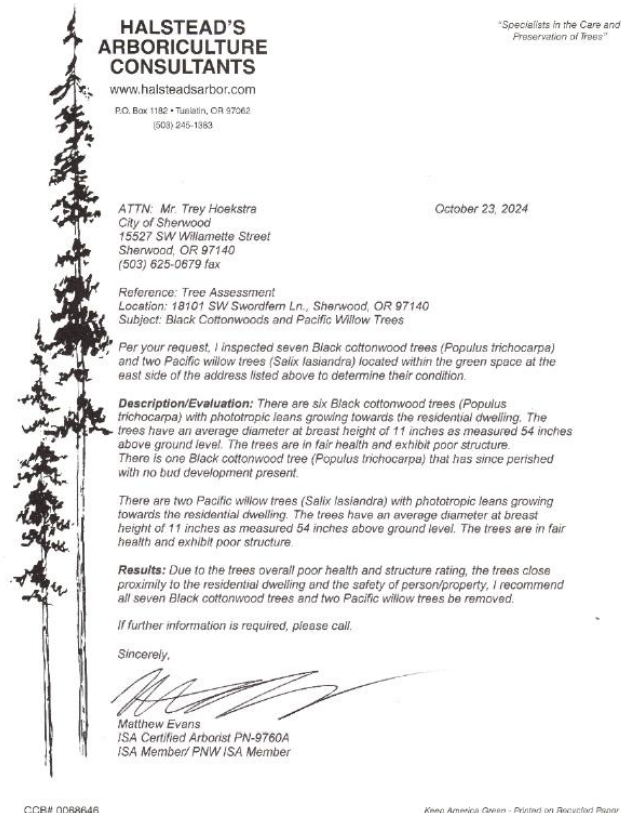
CC/BW 0088546

*"Specialists in the Care and
Preservation of Trees"*

- Remove 1 English Walnut Tree, 22" DBH due to poor condition, over ½ of tree being defoliated and large decay pockets
- Replant this winter within Park

Keep America Green - Printed on Recycled Paper

18101 Swordfern-Open Space



HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

P.O. Box 1182 • 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

October 23, 2024

Reference: Tree Assessment
Location: 18101 SW Swordfern Ln., Sherwood, OR 97140
Subject: Black Cottonwoods and Pacific Willow Trees

Per your request, I inspected seven Black cottonwood trees (*Populus trichocarpa*) and two Pacific willow trees (*Salix lasiandra*) located within the green space at the east side of the address listed above to determine their condition.

Description/Evaluation: There are six Black cottonwood trees (*Populus trichocarpa*) with phototropic leans growing towards the residential dwelling. The trees have an average diameter at breast height of 11 inches as measured 54 inches above ground level. The trees are in fair health and exhibit poor structure. There is one Black cottonwood tree (*Populus trichocarpa*) that has since perished with no bud development present.

There are two Pacific willow trees (*Salix lasiandra*) with phototropic leans growing towards the residential dwelling. The trees have an average diameter at breast height of 11 inches as measured 54 inches above ground level. The trees are in fair health and exhibit poor structure.

Results: Due to the trees overall poor health and structure rating, the trees close proximity to the residential dwelling and the safety of person/property, I recommend all seven Black cottonwood trees and two Pacific willow trees be removed.

If further information is required, please call.

Sincerely,

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

CCB# 0088646

Keep America Green - Printed on Recycled Paper

- Remove 7-Black Cottonwood, avg. 11" DBH, due poor condition, close proximity to residential dwellings and the safety of person/property
- Remove 2-Pacific Willow, avg. 11" DBH, due to poor structure/fair health, safety to persons/property

22866 Forest Creek Dr-Open Space



HALSTEAD'S ARBORICULTURE CONSULTANTS
www.halsteadsarb.com
P.O. Box 1182 • Tualatin, OR 97062
(503) 246-1988

Attn: Mr. Trey Hoekstra
City of Sherwood, Oregon
15527 SW Willamette Street
Sherwood, OR 97140
(503) 625-0579 fax

Reference: Tree Inspection for Hazard Potential
Location: 22866 SW Forest Creek Dr., Sherwood, OR 97140
Subject: Arborist Report – On-site Inspection Completed 10/24/2024

October 24, 2024

I inspected seventeen Black cottonwood (*Populus trichocarpa*) trees located in the greenspace adjacent to Woodhaven Crossing Condominiums. The purpose of this inspection was to determine the condition and hazard potential of all seventeen mentioned trees.

Below I have outlined each tree with their corresponding tag number, species, estimated height, canopy spread and Diameter at Breast Height (DBH) as measured 54 inches above grade.

Tree Inventory

Tree #	Common name	Species	DBH (in)	Height (ft)	Canopy Spread (ft)
1	Black Cottonwood	<i>Populus trichocarpa</i>	12	35	19
2	Black Cottonwood	<i>Populus trichocarpa</i>	25 Avg	90	60
3	Black Cottonwood	<i>Populus trichocarpa</i>	7	25	25
4	Black Cottonwood	<i>Populus trichocarpa</i>	5	20	14
5	Black Cottonwood	<i>Populus trichocarpa</i>	15	85	20
6	Black Cottonwood	<i>Populus trichocarpa</i>	18 Avg	90	30
7	Black Cottonwood	<i>Populus trichocarpa</i>	10	35	25
8	Black Cottonwood	<i>Populus trichocarpa</i>	23	90	30
9	Black Cottonwood	<i>Populus trichocarpa</i>	5	20	6
10	Black Cottonwood	<i>Populus trichocarpa</i>	5	30	20
11	Black Cottonwood	<i>Populus trichocarpa</i>	31	75	35

CCB# 0069646

Keep America Green • Printed on Recycled Paper

Page 2
Reference: Tree Inspection for Hazard Potential
Location: 22866 SW Forest Creek Dr., Sherwood, OR 97140
Subject: Arborist Report – On-site Inspection Completed 10/24/2024

Tree Inventory Continued

Tree #	Common name	Species	DBH (in)	Height (ft)	Canopy Spread (ft)
12	Black Cottonwood	<i>Populus trichocarpa</i>	14	45	35
13	Black Cottonwood	<i>Populus trichocarpa</i>	21	86	35
14	Black Cottonwood	<i>Populus trichocarpa</i>	11	45	35
15	Black Cottonwood	<i>Populus trichocarpa</i>	23 Avg	86	45
16	Black Cottonwood	<i>Populus trichocarpa</i>	15	40	20
17	Black Cottonwood	<i>Populus trichocarpa</i>	7	35	15

Description: Sixteen out of the seventeen Black cottonwood trees are in fair health and exhibit fair to poor structure. Trees numbered 1, 2, 3, 4, 5, 6 and 7 have phototropic leans that have not self-corrected. Trees numbered 2, 6 and 15 have included bark present between their co-dominant trunks. Decay pockets were found in the main stems of trees numbered 3, 4, and 7. Trees numbered 9 and 10 are in the suppressed tree crown class. Tree number 17 is completely dead with no bud development present.

Summary

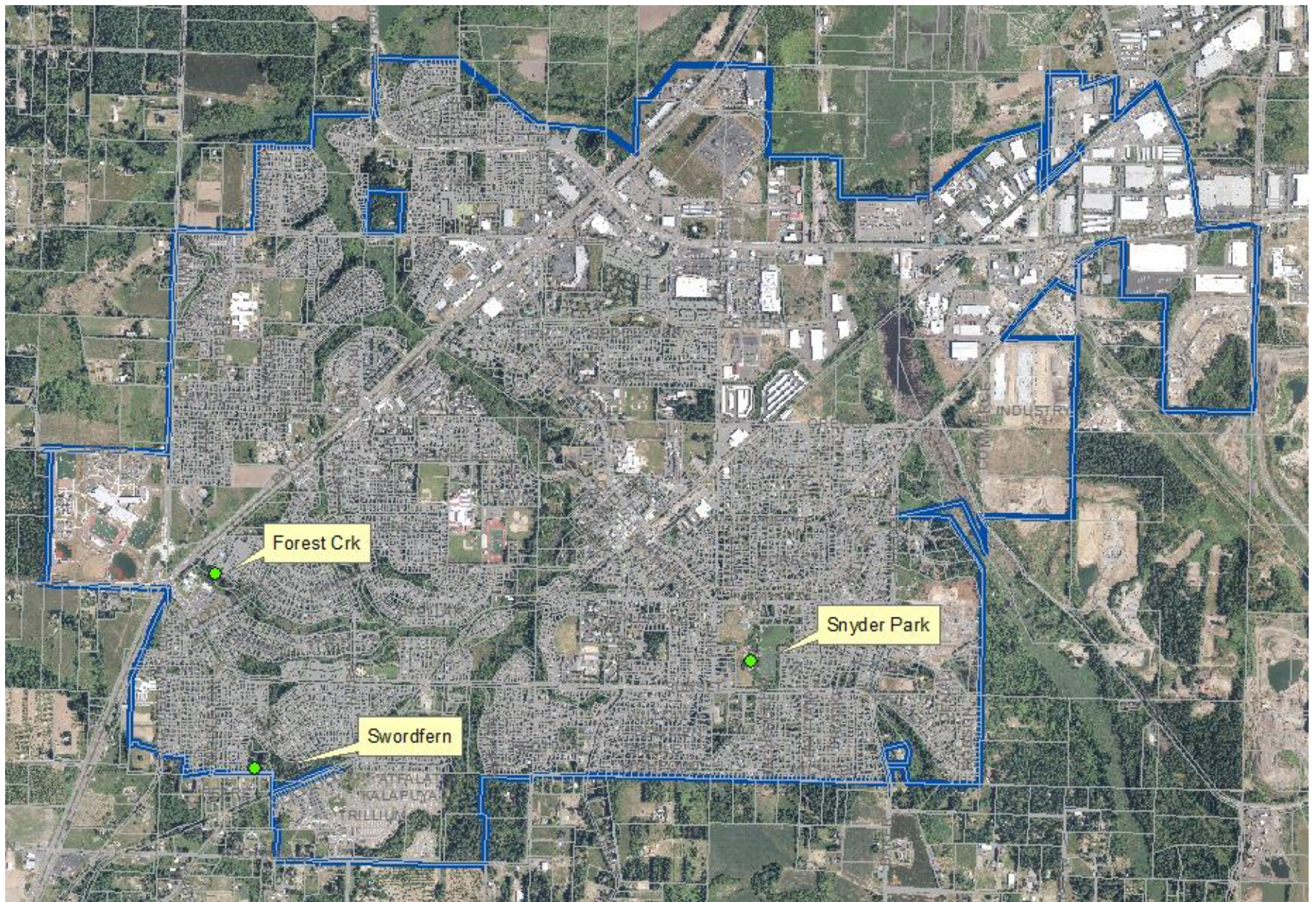
Due to the trees overall fair health and fair to poor structure rating, extent of decay found and for the safety of persons and property, I recommend all seventeen trees be removed.

All recommendations are based on good forestry practice according to the American National Standards Institute and International Society of Arboriculture Standards.

Sincerely,

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

- Remove 17 Black Cottonwood, with DBH range of 5"-31" due to extent of decay, poor structure/fair health and for safety of persons/property
- Replant trees with open space or as recommended by arborist



Tree Removal Location