



## MEETING AGENDA

**Parks & Recreation Advisory Board**

**Monday, March 3, 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 JANUARY MEETING MINUTES**
- 5. CITIZEN COMMENTS**
- 6. NEW BUSINESS**
  - A. Follow up on discussions with Senior Advisory Board** (Kristen Switzer, Assistant City Manager)
  - B. Update on Langer Park** (Kristen Switzer, Assistant City 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](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**  
**March 3, 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, Steve Munsterman, Joy Kuczer, Rodney Lyster, Barbara Leitzinger, Jim Booker, City Councilor Doug Scott

**STAFF PRESENT:** Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Operations Supervisor Harry Banister

3. **ADJUSTMENTS TO AGENDA:** None
4. **APPROVAL OF JANUARY MEETING MINUTES:**

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

5. **CITIZEN COMMENTS:** None

**6. NEW BUSINESS**

**a. Follow up on discussions with Senior Advisor Board (Switzer)**

Switzer reminded the Board of the discussion at the January meeting to partner with the Senior Advisor Board to do a "Fitness Loop" most likely at Langer Park. She informed the Board that Maiya Martin Burbank, Senior Center Manager, is currently researching grants to fund this project.

**b. Update on Langer Park (Switzer)**

Switzer briefed the Board that the City is in discussions with the HOA next to Langer Park for the City to take over all maintenance responsibilities for the park. This is the only non-private park in the city that is not fully maintained by the City. The agreement that is being discussed would be a two-year transition. Because of this, the City is waiting for an agreement on this to actually apply for grants to fund the "Fitness Loop" that will most likely be in Langer Park.

**c. Tree Removal Request (Banister)**

Banister reviewed Exhibit A with the Board.

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

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

- The Public Works staff have been working hard to get some downed trees and lots of debris caused by the recent windstorm all cleaned up
- Staff will also start spreading bark dust and play chips in the parks
- Pacific Sports will be deep cleaning the baseball and soccer fields at Snyder Park, GMAX testing the fields at Snyder, and deep cleaning and disinfecting the turf at the Field House
- Staff will be pressure washing play equipment and benches

Kuczer asked about the boardwalk at Stella Olsen. Banister confirmed that it did flood recently. When originally built, that area was never meant to be a pond. It is a creek corridor. Staff has been working closely with Clean Water Services to protect assets by, among other things, removing wooded debris.

Leitzinger asked about Sherwood Broadband. Banister explained that Broadband is a City utility, and those workers are on City staff.

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

Switzer announced that Highway 99 would be closed at 9pm on Friday, March 7, 2025, to 5am on Monday, March 10, 2025, so that the largest span of the Pedestrian Bridge could be installed. Detour maps have been distributed, and information is on the City's website. The smaller span at Elwert and Krueger will go up in approximately two weeks. The City has made arrangements for photos and videos, including using a drone. Staff will be doing live updates on social media throughout the weekend. Extra staffing is scheduled for traffic control.

Switzer reported that the State of the City address is scheduled for Wednesday, April 16, 2025, at the Sherwood Center for the Arts.

Switzer explained that information recently went out regarding ethic training. Non-elected City Officials are not required to attend but it is encouraged. The next training will take place on Tuesday, April 29.

The Volunteer Appreciation Banquet is scheduled for Tuesday, May 13, 2025, at the Sherwood Center for the Arts.

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

Councilor Scott stated that things are running very smoothly on Council. They've had light agendas recently. Chief Hanlon of the Sherwood Police Department will be giving a report at the March 4 City Council meeting regarding trends in policing and stats.

A new Transportation System Plan (TSP) is being created. It will be a Citizen Advisory Committee. Applications are being accepted at this time.

- 10. OTHER:** Munsterman asked about historical plaques and pictures, and the possibility of putting some up while there are still people around with the knowledge and memory. Switzer stated that they could be an extension of the Walking Tour. Booker suggested that Arts Commission be included. Leitzinger shared that she had seen a mural in Idaho with local historical people that included a QR codes that provided information for each person. Scott encouraged the Board to move forward with this. Scheirman asked Switzer to include it on the April agenda.

**11. ADJOURNED 7:50pm**

# Tree Removal Parks and City Facilities

February 2025

February 3, 2025

# Police Station-Borchers



## HALSTEAD'S ARBORICULTURE CONSULTANTS

www.halsteadsarbor.com

P.O. Box 1162 • 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

January 13, 2025

Reference: Tree Inspection at the Sherwood Police Department  
Location: 20495 SW Borchers Drive, Sherwood, OR  
Subject: Arborist Report – On-site Inspection Completed 1.13.2025

I inspected one Silver birch tree (*Bentula pendula*) located directly behind the garbage disposal area. The purpose of this inspection was to determine the tree's condition, health and structure for the safety of persons and property.


**Description:** Tree # 1: One Silver birch tree (*Bentula pendula*) located just west of the garbage disposal area. The trunk has a diameter of ten inches as measured 4.5 feet above ground level. The height of the tree is approximately thirty feet and the canopy spread measures approximately twenty-two feet in diameter.

**Evaluation:** Tree # 1: The tree is currently in sever decline with the top of the canopy completely dead and several lateral limbs that have perished. multiple fungal fruiting bodies were found along several lateral limbs.

**Results:** For the safety of persons and property, I recommend the tree be removed and replaced.

If further information is needed, please call.

Sincerely,

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

- Remove 1- Silver Birch Tree, 10" DBH due to severe decline and top of tree being dead
- Replant after removal



# Snyder Park-North Parking Lot



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Preservation of Trees"*

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

January 13, 2025

Reference: Tree Inspection at Snyder Park (North Parking Lot)  
Location: 15288 SW Division Street, Sherwood, OR  
Subject: Arborist Report – On-site Inspection Completed 1.13.2025

I inspected one red Sunset maple tree (*Acer rubrum*) located near the north parking lot. The purpose of this inspection was to determine the tree's condition, health and structure for the safety of persons and property.


**Description:** Tree # 1: One red Sunset maple tree (*Acer rubrum*) just north of the parking lot. The trunk has a diameter of nine inches as measured 4.5 feet above ground level. The height of the tree is approximately twenty-five feet and the canopy spread measures approximately eighteen feet in diameter.

**Evaluation:** Tree # 1: The tree is completely dead with no further bud development present nor living tissue in the main trunk. Peeling bark along the main trunk is present with fungal fruiting bodies found along one surface root.

**Results:** For the safety of persons and property, I recommend the tree be removed and replaced.

If further information is needed, please call.

Sincerely,

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

COB# 0068646

*Keep America Green - Printed on Recycled Paper*

- Remove 1-Red Sunset Maple, 9" DBH, due tree being dead with no further bud development
- Replant after removal

# Center for the Arts-Pine St.



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

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

January 13, 2025

Reference: Tree Inspection at Sherwood Center of Arts  
Location: 22689 SW Pine Street, Sherwood, OR  
Subject: Arborist Report – On-site Inspection Completed 1.13.2025


I inspected one Zelkova tree (*Zelkova serrata*) located near the north parking lot. The purpose of this inspection was to determine the tree's condition, health and structure for the safety of persons and property.

**Description:** Tree # 1: One Zelkova tree (*Zelkova serrata*) just north of the parking lot. The trunk has a diameter of nine inches as measured 4.5 feet above ground level. The height of the tree is approximately twenty feet and the canopy spread measures approximately twelve feet in diameter.

**Evaluation:** Tree # 1: The tree is completely dead with no further bud development present or living tissue in the main trunk. Peeling bark along the main trunk is present with small fungal fruiting bodies found along the main stem.

**Results:** For the safety of persons and property, I recommend the tree be removed and replaced.

If further information is needed, please call.

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

CCB# 0068646

*Keep America Green - Printed on Recycled Paper*

- Remove 1-Zeldova Tree, with 9" DBH, due to tree being dead with no further bud development
- Replant tree after removal





Tree Removal Location