



MEETING AGENDA

Parks & Recreation Advisory Board

Monday, August 4, 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 JUNE MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

A. Park Projects for 2025/26 (Harry Bannister, Operations Supervisor)

B. 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
August 4, 2025

REGULAR SESSION

- 1. CALL TO ORDER:** Board Chair Scheirman called the meeting to order at 7:00pm
- 2. BOARD PRESENT:** David Scheirman, Steve Munsterman, Rodney Lyster, Jim Craig, Barbara Leitzinger, Jim Booker, Cory McLennan, City Councilor Doug Scott

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

- 3. ADJUSTMENTS TO AGENDA:** Add TSP Meeting summary by Jim Booker to "Other".
- 4. APPROVAL OF JUNE MEETING MINUTES:**

MOTION: FROM MUNSTERMAN TO APPROVE THE JUNE MEETING MINUTES.
SECONDED BY CRAIG. MOTION PASSES.

- 5. CITIZEN COMMENTS:** None

- 6. NEW BUSINESS**

- **Park Projects for 2025/26 (Banister)**

The following is a list of projects on the current biennium budget:

- Oregon Trail Park trails are being removed and replaced
- Woodhaven Park basketball court getting sealed
- Stella Olsen light poles converting to LED lights
- Snyder Park tennis courts are being resurfaced
- Murdock Park Master Plan – hiring consultant
- Bathrooms are getting improvements to be ADA compliant
- Langer Park – Phase I of transferring maintenance to City of Sherwood from Sherwood Village Homeowners Association
 - Irrigation
 - Some tree maintenance

- Fence maintenance

Munsterman asked if money had been allocated for trail maintenance, Switzer responded that it had. McLennan asked if a tree removal at the condos by the YMCA was on City property or HOA, Bannister responded that it was HOA property. Booker asked if all the items listed were already in the budget, Bannister responded that they were. Booker also took the opportunity to thank Bannister for all the hours he put in at the Robin Hood Festival and all his hard work. Scott let Bannister know about a metal noise on the foot bridge of the Cedar Creek Trail.

- **Tree Removal Request (Banister)**

Banister reviewed Exhibit B with the Board.

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

Booker commented to Banister that he saw what he thought was a city planted tree that needed trees around it to be pruned to make room for it. Banister explained that it was a volunteer tree and no action was necessary.

7. PARKS MAINTENANCE REPORT (Banister):

- Robin Hood Festival went well
- Music on the Green last concert is August 6
- Movie in the Park starting August 8
- National Night Out is August 5
- Party on the Plaza was August 3 and went well
- Nets at Snyder Park are being replaced
- Four new bricks were installed at Veterans Memorial Park
- Mowing, watering, pruning, and emptying trash are all in full swing
- Snyder Park fountain has to be shut off for four days due to misuse. Older children have been diverting water causing it to go back into the sand area. This creates a serious safety issue as well as potentially causing major damage to the equipment. Since the fountain was turned back on, the issue has somewhat improved. Switzer informed the Board that staff is discussing the possibility of needing to remove the sand next to the water feature.

8. STAFF UPDATE (Switzer):

- The last Music on the Green for this year is August 6. Johnny Limbo and the Lugnuts will be performing their last appearance before retirement.
- The first Movies in the Park for this year is August 8.
- Dedication of the Meara Boughey Theatre at the Sherwood Center for the Arts will be August 9.

- The Pedestrian Bridge should be open around August 26 with a ribbon cutting ceremony in September. This project has stayed on time and on budget.
- Applications are still being accepted for the open seat on the Board.

9. COUNCIL LIAISON ANNOUNCEMENTS (Scott)

The next City Council meeting is on August 5. Members of the newly formed Youth Advisory Board will be appointed. The meeting will also include a Public Hearing on the proposed Annexation Code Adoption.

10. OTHER

Booker reported that the Transportation System Plan (TSP) is developed approximately every ten years. A citizen advisory board to support the process had its kick-off meeting last week. They went over the committee's draft vision/goals. The committee was charged with collecting feedback. If any Parks Board members have feedback, it can go to Booker or Joy Chang.

Munsterman requested an update on the YMCA. Switzer reported that a new CEO had been hired, and they were in the process of hiring a new Executive Director for the Sherwood location. She stated that the City received quarterly reports from the YMCA and Banister added that he meets with them on a monthly basis to discuss building maintenance.

11. ADJOURNED 7:46pm



Tree Removal - Parks and Open Spaces

Parks Board

August 4, 2025

Open Space Elderview

- Remove 2 volunteer-Black Cottonwood Trees, with DBH of 10" due to leaning and proximity to personal property/structure.
- Remove dead Western Cedar

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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) 625-0679 fax

June 25, 2025

Reference: Tree Assessment
Location: 17769 SW Elderview Dr., Sherwood, OR 97140
Subject: Black Cottonwoods & Western Red Cedar Tree

Per your request, I inspected nine Black cottonwood trees (*Populus trichocarpa*) and one Western red cedar tree (*Thuja plicata*) located within the green space at the north side of the address listed above to determine their condition.

Description/Evaluation: There are two Black cottonwood trees (*Populus trichocarpa*) with phototropic leans growing towards the back yard. The trees have an average diameter at breast height of 10 inches as measured 54 inches above ground level. The trees are in fair health and exhibit poor structure. There are seven Black cottonwood tree (*Populus trichocarpa*) that have an average diameter at breast height of 14 inches as measured 54 inches above ground level. The trees exhibit fair health with fair canopy structure. There is one Western red cedar tree (*Thuja plicata*) that has since perished with no bud development present.

Results: Due to the trees overall poor structure rating, the trees close proximity to the back yard and the safety of person/property, I recommend the two leaning Black cottonwood trees and one dead Western red cedar tree be removed. The remaining seven Black cottonwood trees would benefit from pruning for structure, removal of dead limbs and weight reduction through-out the canopies.

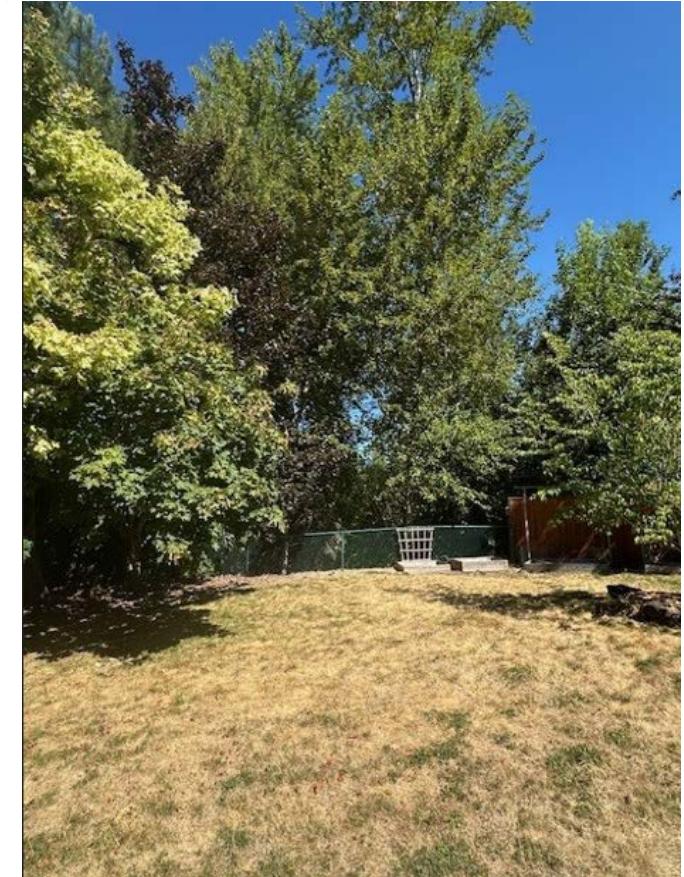
If further information is required, please call.

Sincerely,


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

CCB# 0068646

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Street Tree Woodhaven Park

- Remove 1 Ornamental Pear Trees, with DBH of 7" due to canopy loss, open wound and the presence of fungus



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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
(303) 625-0679 fax

June 5, 2025

Reference: Tree Assessment
Location: Woodhaven Park 17375 SW Sunset Blvd., Sherwood, OR
Subject: Arborist Report – On-site Inspection Completed 6/4/2025.

I inspected one ornamental pear tree (*Pyrus calleryana*) located at the Southeast corner of the park near the access road. The purpose of this inspection was to determine the tree's overall health and structural integrity.

Description: One ornamental pear tree (*Pyrus calleryana*). The trunk has a diameter of seven 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 twenty-one feet in diameter.

Evaluation: The tree is in fair health but exhibits poor structure. During the inspection the central leader has since failed and there is a large wound present approximately ten feet above ground level. The foliage has indication of a fungal pathogen present. Ornamental pear trees are commonly known to experience limb failure as the branch unions are not as well developed and can exhibit included bark.

Results: Due to the extent of canopy loss, the tree's condition and for the safety of persons/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

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