



## 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](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**  
**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

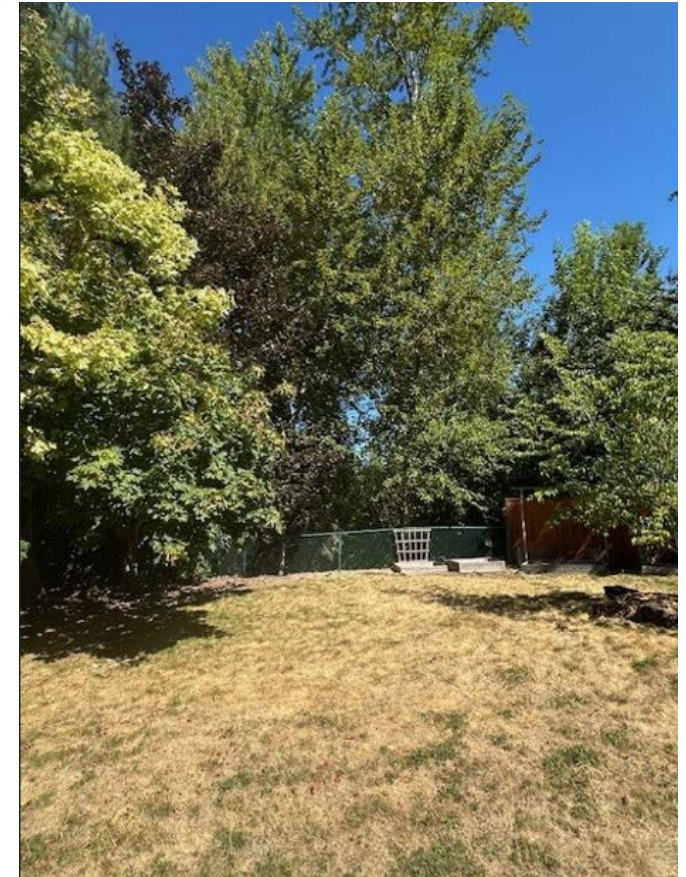
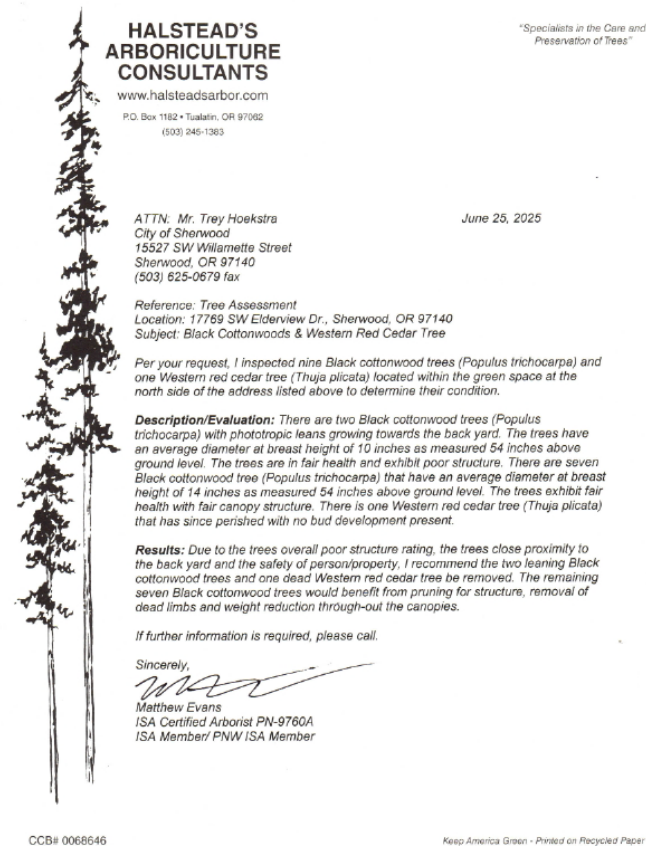
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Parks Board

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





# Street Tree Woodhaven Park

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

