



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Parks & Recreation Advisory Board

Monday, December 1, 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. **YMCA Report/Updates (Jennifer Lawrence, Executive Director, Sherwood YMCA)**
 - B. **Discussion on Future Trails (Rich Sattler, Public Works Director)**
 - C. **Murdock Park Update (Rich Sattler, Public Works Director)**
7. **PARK MAINTENANCE REPORT (Chris Blythe, Interim 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
December 1, 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, Jim Booker, Zander Brown, Joshua Gaylord, Barbara Leitzinger, Tara Khodadadian, City Councilor Doug Scott

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens, Public Works Director Rich Sattler, Interim Operations Supervisor Chris Blythe

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

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

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

A. YMCA Update (Jennifer Lawrence)

Lawrence shared:

- Give & Gobble went very well. They had 1700 participants, which is the most since COVID.
- Food pantry usage was up in November. The average number is 65 households and in November it was 74 households. She commented that the increase in usage was matched by an increase in donations from the community. Lawrence stated that they are very grateful for the City's contribution.
- Small Group Training has been very successful. The new space and new equipment have been a nice addition. The circuit classes have been very popular.

- They will be partnering with Level One Volleyball to offer classes and a recreation league.
- Upcoming events include:
 - 12/6 Drop 'N Shop
 - 12/14 Cookies with Santa
 - 12/14 Free haircuts
 - 12/22-24 and 12/29-31 Winter Break Camps

B. Discussion on Future Trails (Sattler)

Sattler shared Exhibit A with the Board. He commented that there is \$75,000 in the budget for each year that is specifically for matching grant funds for the Highway 99W under-crossing. Maintenance on the pathways at Oregon Trail Park was recently completed. He stated that there are additional private trails as well that will continue to take place through development. Sattler also confirmed that the City maintains Woodhaven Trail. Booker asked about wood/debris piles along Woodhaven Trails and Sattler responded that the City generally leaves those onsite. Gaylord asked about drainage during heavy rains. Sattler stated that inspections were done regularly and that temporary signs get put up at Stella Olsen when flooding occurs. Booker recommended large concrete stepping stones off the path that pedestrians, including middle school students, could use. Munsterman asked what the best way to contact Public Works if a citizen has a concern. Sattler stated that either calling or going to the website would be good options. Booker let the Board know that an inventory of trails, roads, etc was being prepared by the Transportation Safety Committee and that he had shared the goals from the Parks Master Plan with that committee. Brown expressed that hard pack dirt or concrete on trails vs wood chips are better for citizens using wheelchairs or scooters. Khodadadian felt that lighting would be helpful on trails. Booker shared that the Little Woodrose Nature Park on Boones Ferry in Tualatin gives a good example of soft surface/crushed stone and would be worth checking out.

C. Murdock Park Update (Sattler)

Switzer reported that City Council awarded the contract for Murdock Park to Lango Hansen. They will make the project shovel-ready, which will allow the City to apply for grants. Booker asked if there was a way to track grants. Switzer let him know that staff and the City's lobbyist track federal, state, and local grants regularly. Scott emphasized how the role of Boards & Commissions is advise and enact policy and staff's is administrative.

7. PARKS MAINTENANCE REPORT (Blythe)

- a) Lit snowflake decorations have been hung throughout Old Town.
- b) The holiday tree is up in Cannery Square and will be decorated within the week.
- c) The Holiday Festival and Parade is scheduled for December 6, 2025.

- d) Solar lights have been added to the bronze deer sculptures on the Oregon roundabout.

8. STAFF UPDATE (Switzer)

Switzer announced that the holiday parade on December 6, 2025, would start at 4:00pm and the tree lighting would be approximately 5:15pm. The Winter Art walk was scheduled for December 2, 2025. The Annual Boards & Commissions meeting with City Council is scheduled for December 2, 2025. City Council used that information during their goal setting meeting in January.

9. COUNCIL UPDATE (Scott)

Scott stated that City Council has a fairly light agenda for December. There will be no meeting on December 16, 2025.

- 10. OTHER** – Booker asked about the status of the grant application for the Highway 99W under crossing. Sattler let him know that the City was not awarded that grant.

Scheirman announced that the next meeting will be February 2, 2026.

11. ADJOURN 7:45pm