SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 3, 2014

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Middleton called the meeting to order at 7:08 pm.

2. **PLEDGE OF ALLEGIANCE:**

3. **COUNCIL PRESENT:** Mayor Bill Middleton, Council President Linda Henderson, Councilors Dave Grant, Krisanna Clark, Bill Butterfield, Matt Langer and Robyn Folsom.

4. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Police Captain Ty Hanlon, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Planning Program Coordinator Kirsten Allen, Administrative Assistant Colleen Resch, and City Recorder Sylvia Murphy. City Attorney Chris Crean.

   Mayor Middleton addressed the Consent Agenda.

5. **CONSENT AGENDA:**

   A. **Approval of May 6, 2014 City Council Meeting Minutes**
   B. **Approval of May 20, 2014 City Council Meeting Minutes**
   C. **Resolution 2014-031 Authorizing the City Manager to sign an Intergovernmental Agreement for the Washington County Community Development Block Grant Program for program years 2015-2017**
   D. **Resolution 2014-032 Reappointing David Scheirman to the Parks and Recreation Board**
   E. **Resolution 2014-033 Reappointing Mary Reid to the Parks and Recreation Board**
   F. **Resolution 2014-034 Appointing David Sorensen to the Parks and Recreation Board**
   G. **Resolution 2014-035 Appointing Eric Evans to the Parks and Recreation Board**

   MOTION: FROM COUNCIL PRESIDENT HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCILOR FOLSOM, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

   Mayor Middleton addressed the next agenda item and was informed that the TVF&R Captain had not arrived, he adjusted the order of business under Presentations.

6. **PRESENTATIONS**

A. Boy Scout Recognition

No Scouts were present.

B. Recognition of Robin Hood Maid Marian Court Members

Mayor Middleton welcomed Kristine Mulkey the 2014 Robin Hood Festival Maid Marian Court Chaperone and the Junior and Senior Court members. Ms. Mulkey came forward and read a brief bio for each member of the court. The City Council presented the court members with a Certificate of Recognition. Senior Court members; Maid Marian Jessica Bertalotto. Lauren Kuiper, Madeleine LeCorre, and Jessica Mulkey. Junior Court members; Kendall Lee, Delaney Long, Tiffany Meissinger, Sophia Mulkey, Julia Pahukula.

Sandy Wallace, the Archery Chair came forward and said she started volunteering with the Robin Hood Festival in 1971 and has been Archery Chair since 1975. She referred to a letter she provided to the Council (see record, Exhibit A) and thanked the Council for their consideration. She informed the Council that two couples from Nottingham will be participating in the Archery Competition and requested that the Council officially welcome and recognize them. She said the couples would be knighted at the Knighting Ceremony. Mayor Middleton said that they would be recognized. She invited everyone to attend the Archery Competition on July 19-20 at Edy Ridge School from 9:00 am to 3:00 pm. She said it is unique and the only one in the world. She commented on a trip she took to Nottingham and the special and inviting treatment she received and stated it would be nice to recognize our visitors.

Maid Marian Senior Court member Whitney Groeger arrived late due to a previous commitment and Mayor Middleton presented her with a Certificate of Recognition.

C. Introduction of TVF&R New Sherwood Station 33 Captain, Brian Smith

Captain Brian Smith came forward and introduced his crew and said he began his career as a volunteer fire fighter in McMinnville and worked for McMinnville Fire for 3½ years before being hired by TVF&R in 2001. He stated that in October of 2013 he was promoted to Captain and he has been assigned to the Sherwood Fire Station. He said it is not very often that a newly appointed Captain gets the opportunity to choose a station and Sherwood was at the top of his list. He thanked everyone for their involvement in the recent Community Services Fair and said approximately 800 people attended. He thanked the voters of Sherwood for passing the levy replacement and said it passed with over 66% support. He said he was involved in the advocacy campaign and noted that the community of Sherwood had the most yard signs. He thanked Mayor Middleton for publically endorsing the levy. He commented that he is replacing Captain Dan who served for 15 years and stated how beloved he was by his crews and the community. He invited everyone to visit the fire station at any time.

Council President Henderson commented that the timing of the Community Services Fair gave Captain Smith the opportunity to meet members of the community. She thanked TVF&R for continuing the event that is so important to the children and noted that TVF&R partner with the Public Works Department and Life Flight.

Councilor Butterfield said that he dropped in at the station a couple weeks ago and spoke with the crew and said they were excited about having a new Captain.

Captain Smith recognized the crew and said Lieutenant Watson and Lieutenant Hertzog have been helpful with the transition.

D. Tree City USA Recognition, Ruth Williams, VP of Oregon Community Tree's

Ruth Williams with Oregon Community Tree's came forward and stated for 9 consecutive years Sherwood has received the Tree City USA designation which requires that you take care of street trees, acknowledge street trees and that you celebrate Arbor Day. She said Sherwood received an additional Growth Award this year from the Arbor Day Foundation for the tree inventory with over 700 trees. She said the Growth Award also considers the ongoing work that is done every year, such as planting over 3000 trees. She presented the City with an Arbor Day flag.

Mayor Middleton said that we are proud of how the Public Works Department manages the trees.

Community Development Director Julia Hajduk commented on the work performed by the Public Works Department and recognized Kirsten Allen as the coordinator of all the data and organizer of the Arbor Day Celebration.

E. Sherwood Main Street Presentation

Lee Weislogel, President of Sherwood Main Street provided an update to the Council and introduced the Executive Committee: Secretary Jennifer Fagerstrom, Treasurer Gregg Jacot and Vice President Bill Montgomery. He provided an overview of the organization and said the Main Street Program was established by the City in 2008 and they have advanced to the transforming level and stated there are 91 cities in Oregon in this program. He provided handouts (see record, Exhibit A) showing an overview and history. He commented on successes and mentioned, facilitating Old Town construction, being part of Sweet Story, 503 Uncorked, Da Mimmo's, Escape to Yoga, Cannery Row, Railroad Street Antiques and having Halloween in Old Town where 30 businesses participated.

Jennifer Fagerstrom commented on the importance of livability, community development and economic development. She said the purpose of Sherwood Main Street is to bring businesses and community organizations together and to create a sustainable and growing Old Town. She stated they have been working on establishing relationships supporting the Old Town community, the City and others throughout. She said they have been supporting programs and issues where they found the greatest need. She commented on the partnership with the City on the streetscape, which was a great success story. She said they have narrowed their focus down to three key areas: ways to drive traffic into Old Town, supporting community events and supporting Old Town economic development. She said there are opportunities such as the new housing being added, the new businesses, and the completed plaza. She commented on the trail projects as an opportunity with added activity and said they want to be part of that. She stated they are committed to collaborate with the City, the Chamber and community businesses and organizations to push things forward in a positive manner. She said they will be looking for input and thanked Council liaisons Krisanna Clark and Matt Langer. She noted there are challenges such as bandwidth and funding. She said the most successful Main Street Programs have a full or part time paid director and that is their long-term goal and needs to be a priority. She noted another challenge is the City does not have a dedicated Economic Development Director and mentioned the challenge of limited volunteer support.

Bill Montgomery said the main goal is to get more people into Old Town and referred to a map they developed with about 60 businesses listed. He said they distributed the map last month and have received gratitude and some assistance from the businesses. He said they plan to distribute them in visitor's centers, the Refuge, wineries, City Hall, the Library, apartments and where it will help. He referred to the historical walking tour map he developed which has 12 sites all originally built from 1890 to 1922 and it shows what businesses are on those sites now. He explained they had a tour of Sherwood with a group from Eugene last month and would like to do more of these types of events. He said they needed to get both maps printed before Sherwood Cruisin'. He commented on the committee requirements of Oregon Main Street Program and said with such a small number they are more task oriented.

Gregg Jacot said he attended an Oregon Main Street presentation in Dayton with Lee and Bill and said there were about 25 cities represented. He said one of the tools they decided to use is a calendar which shows the relationships and events which is shared at their monthly meetings, he said it lets them plan around the events and they can help promote events. He commented on the coordination of organizations at the Tree Lighting Ceremony and said he realized a need for someone to provide direction to let everyone know what was going on. He said they created a vest labeled "Main Street Ambassadors" to be worn by volunteers to provide direction and information to visitors at events such as Cruisin' this year.

Lee Weislogel thanked the Council and offered to answer questions.

Councilor Clark said she appreciates everything the group does and said they are making huge progress in supporting businesses and the community.

Councilor Langer said you can see the fruits of your labor with the maps and calendars and the events in Old Town. He said there is now traction and commented on their momentum and thanked them for all of their energy and time.

Mayor Middleton announced that they are now voting on the Pix on the Bricks. He said County Commissioner Roy Rogers and the transportation group is still working on the railroad to see if they can come up with something for the use of the tracks and said they have a small amount of money to do studies. He said Sherwood Main Street should be involved.

Council President Henderson commented on the usefulness of the map and said it is practical and will be a great resource.

Gregg Jacot said the dream is to have a newsletter and website up and functional with this map and a calendar. He commented that it is difficult when you are just working with volunteers. He said the next step is to get the media portion update.

Lee Weislogel referred to the cost of printing the maps and the donations they have received so far.

City Manager Joe Gall said the City has resources to cover the cost and suggested they speak with Assistant City Manager Tom Pessemier.

Council President Henderson commented that Lee Weislogel used to serve on the City Council and has been involved in this program for years and thanked him and all of the executive members for their service.

Councilor Folsom commented on the traffic in Old Town on Saturday and said it is very exciting and congratulated the committee and said their work is paying off.

Mayor Middleton addressed the next agenda item.

7. CITIZEN COMMENTS

Renee Brouse and Ben Bole with Sherwood Rotary approached the Council and commented on the 15th Annual Tree Sale held in Albertson's parking lot and said it is the fundraiser that helps them give back to the community with projects such as Murdock Park. She said they could not do this without the City's support and thanked them for the permits and allowing them to store their trailer at the Public Works building and now at Sentinel Storage.

Mayor Middleton addressed the next agenda item.

8. NEW BUSINESS

A. Resolution 2014-036 Authorizing the City Manager to enter into a contract with Rychart Excavation, Inc. to replace storm system on Lincoln Street between Willamette and Division

Public Works Director Craig Sheldon came forward and said this is part of the Pavement Management Program that is being funded by Storm Water Fees and said prior to any road project they go in and televise and video the storm and sanitary system which they found failure on Lincoln Street. He said the lower part of Lincoln has a lot of collapse in it and said we have elevation issues in the upper part of Lincoln if we ever want to pave that road. He asked that this contract be awarded to Rychart for $87,986.47 with a 20% contingency because they know they will run into some issues as they have to dig close to retaining walls and power lines and there are spring issues on Lincoln. He said if the resolution is approved they will have a schedule tomorrow for Rychart to do the work and notices will go out to property owners on Lincoln Street and the contractor will start the work within the next few weeks. He said they are currently in design for pavement management and said we should see something in August for approval of a pavement contract.

Mayor Middleton asked for questions from Council or a motion.

MOTION: FROM COUNCIL PRESIDENT HENDERSON TO ADOPT RESOLUTION 2014-036, SECONDED BY COUNCILOR FOLSOM, MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

B. Ordinance 2014-010 Amending the Sherwood Municipal Code Chapter 12.08, Sidewalks Construction and Repair

Craig Sheldon said the original ordinance is from 1977 and staff worked with the City Attorney's office to update the code to reflect what currently occurs. He said some of the changes will benefit the homeowners as well as the City. He explained currently, it could be up to 8 weeks before we notify them

by the time staff brings something to Council for approval. He said in the new ordinance they are asking that staff work directly with the property owner so the staff will not have to bring 140 items to Council for approval then wait 30 days, which means there can be 6 to 8 week before they can talk to the property owner about a sidewalk issue. He said the other change is regarding noticing and explained now they are required to notice in the newspaper, which runs about $400 to $1000 every time you notice and said this would save that cost. He said the notices would be a certified mailing for the first original notice as they do now and if they can't contact the property owners staff would be able to use the door hanger method. He explained there is a small amount of interest charged in the new ordinance if the owner does not pay the bill or does not do anything with the sidewalk program, he said this makes it so staff does not have to come to Council in order to work with the property owner and wait 6 to 8 weeks. He said that is the biggest change.

Mayor Middleton asked if we needed to have a public hearing. The City Recorder replied it is not required as this is not a land use issue and the Council may accept comments. Mayor Middleton asked if anyone would like to comment. With no comments received he closed the public hearing.

Council President Henderson asked if "work with the homeowner" meant an alternative payment plan. Craig responded that they would work with the homeowner as opposed to coming to the Council and getting approval of working with multiple properties. He said staff will send a certified mailing to the customers to let them know there is a sidewalk issue and said the customer can call Public Works and staff will explain the program. Ms. Henderson asked if they are still rolling the program out in phases. Craig replied yes. He said if you approve this we will only need to come back to Council for consideration of a lien if it goes that far.

Mayor Middleton thanked Craig for the information he provided for his Homeowner's Association.

Councilor Clark clarified that Public Works is still offering the incremental payment plan. Craig said there is a sidewalk fee and they offer a program to property owners in certain areas, as the City is divided up into 4 areas. He explained staff comes in and inspects the sidewalks each budget year and they have about $50,000 each budget year. He said the City splits the cost of repair 50/50 with the property owner and they have up to a year to pay. He stated they are getting calls from other cities that are trying to do the same thing.

Mayor Middleton asked for questions from the Council or a motion.

MOTION: FROM COUNCIL PRESIDENT HENDERSON TO READ CAPTION AND ADOPT ORDINANCE 2014-010, SECONDED BY COUNCILOR BUTTERFIELD, MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

C. Ordinance 2014-011 Amending Section 13.24 of the Sherwood Municipal code to authorize extending the duration of a Reimbursement District

Julia Hajduk said this proposed ordinance will amend Section 13.24 of the code and said currently we have provisions for establishing reimbursement districts and how they are developed and allocated but there is no process to extend. She said the Council received a request from the School District, which is the only reimbursement district that we currently have, requesting the Council consider amending this section of the code to allow a process to consider an extension and that is what the proposed language does. She said if this ordinance is approved you are not giving the reimbursement district an extension

you are opening the door for the School District to have the ability to request the Council to extend. She said the rational to extend is the slowing of the economy. She said this would allow the Council to consider other situations in the future and would outline a process for Council to consider and provide criteria to consider and outlines the notice procedure to ensure that we are properly noticing the property owners.

Council President Henderson asked when the extension request would come back. Julia replied that is up to the School District and said it will be effective 30 days after adoption and once effective they could come in any time between then and 2018.

With no other questions or comments, the following motion was received.

MOTION: FROM COUNCILOR BUTTERFIELD TO READ CAPTION AND ADOPT ORDINANCE 2014-011, SECONDED BY COUNCIL PRESIDENT HENDERSON, MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Middleton addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS

Councilor Butterfield announced the Parks and Recreation Board does not meet this month and they have four new Board members. He stated he is the liaison to the School Board and he is glad the ordinance passed.

Councilor Folsom reminded everyone to Bark for Your Park and vote online twice a day to win money for our proposed dog park. She said the information is on the City website and Sherwood has 1100 votes. Mr. Gall said that Sherwood is in 21st place nationally and we need to be in 15th place and have 3 days left to vote, he encouraged everyone to spread the word. Councilor Folsom said that would help as the Parks Board has already designated a place for the dog park which is up at Snyder Park. She commented on how spectacular Snyder Park is and thanked Public Works for all of their hard work. She announced that the Senior Center is having a Father's Day event on June 13th and are hosting an Abraham Lincoln performer and have invited the Mayor and the Councilors. She said lunch will start at 11:30 am and the performance will start at 12:30 pm. She congratulated the Sherwood High School Band Wind Ensemble who was awarded 2nd place at State. She said the Sherwood High School choir competed at State for the 2nd consecutive year and the Mixolydians, the a-cappella group, competed at the sign off competition and have also been invited to perform at the Rose Festival. She announced that the Planning Commission passed the TSP which will be coming to Council and thanked the Planning Commissioners for their hard work and encouraged people to come to a meeting or watch online. She announced the Cultural Arts Commission has a new Chair who has been involved in arts for 30 years and is an advocate for the arts. She commented on the Altered Arts Festival that will be in Veterans Park this Saturday from 10 – 4 with over 30 vendors. She said the commission is partnering with SFA on the Missoula Children's Theater and the first play is Black Beard the Pirate from June 23-28 and the second play is Pinocchio from July 7-12. She said registration can be found at sherwoodarts.org and is open, she encouraged everyone to sign up early. She announced they are doing a survey on the website regarding the Summer Movie Program, asking if they want to stay at Cannery Square or return to Stella Olsen Park and said the votes are split, she encouraged everyone to take the survey. She added that they will host four movies this summer starting in August and The Gardner Team is the sponsor. She announced that an Italian nonprofit group is partnering with SFA to host an Italian festival

on Friday August 15th in Cannery Square from 4-7 pm with lots of vendors and entertainment. She said that she and Council President Henderson met with Representative Davis to discuss things that are going on in Salem and she encouraged everyone to contact their legislatures. She stated that they discussed the mechanism for school funding and Rep. Davis feels there is an opportunity now with the economy improving and they need to hear our concerns. She said this is an opportunity and there has been a lot taken away from the schools over the last 10-15 years. She stated Rep. Davis said he rarely hears from anyone about education issues. She commented that Sherwood has great schools and are an example for doing a lot with a little and the community helping to support the schools and said maybe now is the time to take advantage of an improving economy.

Councilor Langer announced that Cruisin' is June 14th and the YMCA is gearing up for the annual maintenance project later in the summer and said there will be quite a bit of investment in the facility.

Councilor Clark announced that the Sherwood Middle School Band with their dance class will be participating in the Junior Rose Festival Parade. She announced that June 7th from 8 to noon at the Tualatin Triathlon, the Legacy Health Center is going to be sponsoring a program for helmets where they fit children and adults with helmets of all kinds for a reasonable price. She announced there is a car wash fundraiser at Kohl's parking lot for the Wildlife Camp on Saturday and the Summer Reading Program kicks off at the Sherwood Library. She said the Wildcat Haven is having a dog walk at Stella Olsen Park on June 28th from 11 am to 3 pm and you can sign up online.

Council President Henderson announced that Library Manager Pam North is retiring this month and invited everyone to the retirement party on June 23rd in the Community Room. She congratulated Julia Hajduk on the CDBG grant. Julia commented that the City received notice from the EPA last week that we were invited to the next step for a $200,000 Site Assessment Grant through the EPA and said this was really competitive and said she led the efforts but there was support from a consultant and Craig Sheldon, Tom Pessemier, and Julie Blums all provided support. She said this was actually the second year and last year they received some great comments that allowed them to write a successful application and said the grant will allow them to assess more thoroughly the Tannery Site. She explained that the site is foreclosed upon by the County and there have been some assessments on a large part of it but not on the smaller more buildable piece and this will allow us to do some assessments and look at the feasibility of the City acquiring that property and putting it into reuse. She it is not recommended to acquire the property without first realizing the liabilities so they will explore that more thoroughly. Councilor Henderson said that when she traveled to Washington DC with Tom Pessemier they met with EPA staff that encouraged them to redirect the efforts with the grant and said we also had support from the local the EPA office. She commented they spent less than $3,500 to go to Washington DC and in return received very valuable information from members of staff on a grant that is six figures and said it is a very competitive process. She congratulated staff for putting it together and said she is looking forward to someday figuring out what it is going to take to clean up that site.

Council President Henderson referred to the newly widened sidewalks and the new businesses in Old Town and asked staff if there is any coordination with the special events permit process for when people want to set up seasonal seating that they leave outside and asked if there are any requirement to leave sidewalks open.

City Manager Gall replied that the code is silent on that and there is not a sidewalk café permit and said they are talking about having some regulations around it but not necessarily the permit route, something more tangible that would be a win for both the businesses and the City. He commented on the money

spent to widen the sidewalks on Railroad Street and the businesses are taking advantage of that. He said there are issues of liability and pedestrian access. He stated the businesses have approached the City and want permission to use the sidewalks. He said we don't have a process yet but the conversation is starting so it can be controlled.

Councilor Henderson reported that the Charter Review Committee continues to meet and announced that they had a successful vote with all of the ballot measures passing by approximately 85%. She said she wished the voter turnout was more than 23%. She said the Charter Review Committee will be meeting on Wednesday, June 18th at 6:30 pm.

Mayor Middleton thanked Councilor Folsom for the tickets to the VPA and said it was outstanding and is looking forward to programs in the new Community Center. He said he did the Run for the Love of Schools and said it was organized and Sherwood had a nice turnout. He stated he will be walking in the Rose Parade with Charlie Hales and other Mayors.

Mayor Middleton addressed the next agenda item.

10. CITY MANAGER AND DEPARTMENT REPORTS

Mr. Gall reminded everyone that in November the Mayor's seat and three Council seats are up for election and tomorrow is the first day to file for those seats and said the primary contact is the Elections Officer Sylvia Murphy.

Mayor Middleton announced that they would have a work session on July 1 at 7:00 p.m. in order to discuss the TSP and the Police Advisory Board.

11. ADJOURN

Mayor Middleton adjourned the meeting at 8:28 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Bill Middleton, Mayor