



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, June 2, 2015

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

5:30 pm Council Executive Session
(ORS 192.660(2)(a) & (ORS 192.660(7), Employment of Public Officers)

6:15 pm Council Work Session

7:00 pm City Council Regular Meeting

URA Board of Directors Meeting & Executive Session
(ORS 192.660(2)(e)(f) Exempt Public Records & Real Property Transactions)
(following the regular City Council meeting)



Home of the Tualatin River National Wildlife Refuge

5:30 EXECUTIVE SESSION

- A. Employment of Public Officers

6:15 PM WORK SESSION

- A. Housing Needs Analysis & Sherwood West Update

REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- A. Approval of April 28, 2015 City Council Meeting Minutes
- B. Approval of May 5, 2015 City Council Meeting Minutes
- C. Resolution 2015-048 Authorizing the City Manager to execute a construction contract for the Columbia Street Regional Stormwater Facility Phase 2 Project (Craig Christensen)

6. PRESENTATIONS

- A. Recognition of "If I Were Mayor, I Would" Local Contest Winner
- B. Eagle Scout Recognitions
- C. Recognition of 2015 Robin Hood Festival Maid Marian Court Members
- D. Tri-met presentation on SW Service Enhancement Plan (Tom Mills, Tri-Met and Julia Hajduk)

7. CITIZEN COMMENTS

8. CITY MANAGER AND DEPARTMENT REPORTS

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN TO URA BOARD OF DIRECTORS MEETING

How to Find Out What's on the Council Schedule:

City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, by the Friday prior to a Council meeting. Council agendas are also posted at the Sherwood Library/City Hall, the YMCA, the Senior Center, and the Sherwood Post Office. Council meeting materials are available at the Sherwood Public Library. **To Schedule a Presentation before Council:** If you would like to schedule a presentation before the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder Sylvia Murphy, 503-625-4246 or murphys@sherwoodoregon.gov

AGENDA

SHERWOOD CITY COUNCIL June 2, 2015

5:30 pm Council Executive Session
(ORS 192.660(2)(a)
(ORS 192.660(7))

6:15 pm Council Work Session

7:00 pm City Council Meeting

**URA Board of Directors Meeting &
Executive Session**
(to follow Council Meeting)

**Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140**



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
April 28, 2015

REGULAR SESSION

1. **CALL TO ORDER:** Council President Sally Robinson called the meeting to order at 7:05 pm.
2. **COUNCIL PRESENT:** Council President Sally Robinson, Councilors Linda Henderson, Dan King, Jennifer Harris, and Jennifer Kuiper. Mayor Krisanna Clark and Councilor Beth Cooke were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Planning Manager Brad Kilby, Senior Planner Michelle Miller, Administrative Assistant Colleen Resch, and City Recorder Sylvia Murphy. City Attorney Chris Crean.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR KUIPER TO APPROVE THE AGENDA, SECONDED BY COUNCILOR KING. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR CLARK AND COUNCILOR COOKE WERE ABSENT).

Council President Robinson addressed the next item on the agenda.

5. PUBLIC HEARINGS

- A. **Ordinance 2015-005 Amending multiple sections of the Zoning and Community Development Code including Divisions I, II, and III as it relates to the regulation of medical marijuana dispensaries and declaring an emergency**

The City Recorder read the public hearing statement.

Senior Planner Michelle Miller recapped the staff report and said staff recommends the Council conduct their first hearing and reading, schedule the second hearing and reading for May 5, 2015 and approve Ordinance 2015-005. Ms. Miller provided a presentation (see record, Exhibit A) regarding amending the code to regulate medical marijuana dispensaries (MMD). She reminded the Council that the passage of Measure 91 which legalized the recreational use of marijuana was approved by the voters in November and noted that Sherwood voters did not approve the measure. She clarified that the hearing is not about recreational marijuana. She noted that in an earlier work session the Council and the Planning Commission indicated that Sherwood should not consider banning MMD.

She provided some history and said in 1998 voters approved the Oregon Medical Marijuana Act which provided an opportunity for medical marijuana patients to obtain marijuana from growers. She said the system worked for a number of years but there was excess amounts of marijuana created from the grow operations. She said in response to this problem the Oregon legislature passed HB 3460 which required MMD to register with the Oregon Health Authority (OHA). She said in 2014 Senate Bill 1531 authorized local jurisdictions to regulate dispensaries by imposing time, place and manner restrictions on their operations and also allowed a moratorium through May 1, 2015. She noted Sherwood enacted a moratorium last spring that expires on May 1.

She commented on the statewide MMD land use regulations which include: must be located in commercial, industrial, mixed use or agricultural zones, cannot be in the same location as a grow site, cannot be within 1,000 feet from a school or another MMD, operators must have a background check, must be a registered business in Oregon, must install a security system and cannot be mobile. She referred to a map illustrating what the statewide regulations mean for Sherwood. She said with this information the City conducted public outreach for developing local time, place and manner restrictions on MMD. She said the Planning Commission held a public work session on March 10, 2015 and a majority of the participants thought that MMD could be located in the commercial and industrial zones and indicated that a buffer was important for parks and placing some restrictions on the hours of operation and a staff level review would be appropriate. She said there was an online survey during the month of March which generated over 170 responses and the vast majority indicated a preference for industrial zones only, they approved the buffering for parks and plazas, limiting the hours of operation and adding security measures. She said the Sherwood Police Advisory Board (PAB) reviewed the proposed regulations on April 2, 2015 and they provided amendments to the Planning Commission. She said the PAB recommended restricting the size of the MMD to 2,500 sf, industrial zones only, not allowing deliveries and creating a definition of public plazas.

She said the Planning Commission considered all of the input and recommended changes such as adding the following definitions: medical marijuana dispensary, mobile vendor, and public plaza. Ms. Miller presented the zoning and buffer restrictions recommended by the Planning Commission which is a 1000 foot buffer from schools, parks and plazas and located in industrial zones only. She said a special use category was recommended which says MMDs have to register and comply with OHA under the Medical Marijuana Act and any violations of the OHA Rules are a violation on this code. She said the recommendation included a Type II land use process which requires notice to property owners within 1000 feet as well as other notice requirements and a staff level decision. She said it also created criteria for MMD in the Special Use Categories with hours of operation, added buffers and additional security measures. She commented on Type II land use processes and the type of review that is required.

She summarized the Planning Commission recommendation which: limits the land zone to industrial land only, reduces the allowable size of a dispensary to 3,000 sf, allows the dispensary to remain open from 10 am – 8 pm all days, and adds a definition for public plaza. She referred to a comparison of other jurisdictions' responses to medical marijuana regulations in terms of zoning, buffers, hours of operation and other regulations. She said specifically the Planning Commission recommends as follows: add definitions to Chapter 16.10, add medical marijuana to the Use categories in general and light industrial, add medical marijuana dispensary under a Type II process, and add criteria for MMD in Special Use category.

Councilor Kuiper referred to page 13 of the Council meeting packet which states a MMD is not to exceed 5,000 sf and asked why she mentioned 3,000 sf.

Ms. Miller said the information on page 13 is the first draft of the proposed code language that was subsequently amended and attached as exhibit A which is on page 66 of the packet. She said that is the official draft language for the code.

Council President Robinson referred to Attachment 1 to the staff report, the Final Rules for the Medical Marijuana Dispensary Program, which is dated January 28, 2015 and asked if those are the final rules and have they been provided previously.

Ms. Miller said this information was provided to the Planning Commission on April 14, 2015 as Exhibit B. She said she assumes the OARs are continually updating and that is the latest version.

City Attorney Chris Crean added that OHA has updated the rules for the dispensaries only and are currently going through the rule making for the recreational marijuana. He said the draft rules are available and they need to be completed before the end of this year. He stated these are the final rules for medical marijuana.

Council President Robinson asked if these are the rules for grow sites. Mr. Crean said yes, for medical marijuana grow sites and said the rules are on page 29.

Councilor Kuiper asked if there is any movement to allow co-location of MMD as well as recreational. Mr. Crean said he did not know. Ms. Miller said according to a seminar she attended they are not confident that SB 936 regarding co-location will be moving forward.

Council President Robinson asked if the City receives an application for a grow site and Sherwood's typical Type II process requires noticing around where the proposed site will be, and asked if the site is confidential how will this be handled.

Ms. Miller said she has asked the LOC that question and that is a grey area that they know exists and are working on. She said they are not required to divulge their grow operations or their dispensary operations but if they are going to be public they will have to provide an address.

Councilor Henderson said page 53 of the packet includes the definition of a park and said Sherwood is going to have a \$5 million path called the Cedar Creek Trail and she said path or trail is not listed in the definition of park. She asked if that is going to be a concern and commented on the public that will be using the trail.

Ms. Miller said these are existing parks that Sherwood has now and when we add a park or trail they will redefine. She said there are prohibitions now against smoking in public facilities and they would likely add a buffer.

Councilor Henderson referred to grow houses and how they are currently regulated under code. She asked if grow houses need a business license.

Mr. Crean said if they are conducting business in the City they should get a business license and if they are doing it in a residential zone they would need a home occupancy permit.

Chief Groth said grow houses need to register with the State as a caregiver which would allow them to provide marijuana to a registered card holder and grow sites would need to be registered as a provider of a caregiver or a caregiver.

Mr. Crean said he stands corrected and Chief is right that under the current regulations for medical marijuana a grow operation is not a commercial activity and is just growing for cardholders.

Chief Groth said his position that was presented to the Council in a letter dated April 7, 2015 is independent of the Police Advisory Board. He said the way the medical marijuana program is set up, it is not defined as a classic retail business commercial operation. He said they have the ability to get reimbursed for their cost of providing marijuana as medicine and that is it. He said someone that is growing just needs to register with the State and they are not defined as a business.

Mr. Crean said this is just the MMD and not the grow operations under the existing medical marijuana statutes and administrative rules and said a year from now it will be recreational and we will have this discussion again.

Councilor Henderson asked if you can have a grow site and a dispensary in the same building as long as they don't have the same address. She said that is her concern and asked staff to respond before the next hearing. She commented on recreational marijuana and medical marijuana and how they will be regulated by different agencies which are OHA and OLCC. She referred to an article in the Oregonian that OLCC has requested \$10 million to fund 23 positions to regulate this program based on estimated revenue.

Councilor Harris stated medical marijuana has been legal for 17 years. She clarified that the major change is they are allowing local jurisdictions to regulate. Ms. Miller said the program was fairly unregulated where card holders were registered and there were growers for the card holders that were allowed a certain number of plants. She said it was found that there was excess marijuana based on the production of the plants and the excess was going to these dispensaries and there wasn't a place for them to operate legally. She said in 2013 they created a registered dispensary program.

Chief Groth said the impudence was the dispensary issue. He responded to Councilor Henderson's previous question and said under OMMP (Oregon Medical Marijuana Program) a grow site can be next to a MMD they just can't be in the same addressed facility. Discussion followed regarding the same address but different suite numbers. Chief Groth reminded the Council that grow sites are not regulated and there is currently no mechanism to regulate them. He provided examples and said this could become a confusing topic.

Councilor Henderson referred to page 37 regarding packaging which states *containers designed and constructed to be significantly difficult for children under 5 years of age to open and not difficult for adults to use properly*, and asked how that is regulated and monitored.

Councilor Harris asked Chief Groth what issues have these MMD been experiencing. Chief replied there has been trouble with MMD dispensing to customers without medical marijuana cards, charging more

than they should and acting as a for profit business. Chief said for the most part the MMD program has flown under the radar and the vast amount of people involved do not wish to draw attention. He said there have not been any significant crimes associated with the program.

Councilor Harris said the two major issues the Chief stated are not being addressed by this proposed ordinance. Chief Groth said the issues are being addressed and incorporating the ORS into our code is a critical component because one of the complaints the OMMP has sustained is that it is unregulated. He said technically it is regulated by the OHA but they have a low number of individuals tasked with that. He stated his position is that the community is going to look to their Police Department to manage and supervise MMD's and make sure they are operating the way they should. He said without writing a new set of code language the simplest way to do that is to incorporate the ORS language into our code and give us the ability to enforce it.

Councilor Harris asked if location and hours of operation meet any of these issues. Chief Groth said hours is the least issue and needs to be reasonable and the medicine has to be available. He said the bigger issue is the location and said it is important that we make that decision carefully.

Councilor Henderson said she heard that you can buy up to 24 oz. a day, which makes you assume they are reselling the product, and asked Chief Groth how that information would be communicated to OHA or local law enforcement. Chief said it would not be reported to law enforcement. He said if the MMD is operating within the regulation they are not going to report. He said the regulation and inspection would potentially show a problem or violations occurring. He stated he would not expect any self-reporting.

Councilor Harris asked Chief if he is aware of customers buying from MMD and reselling. He said he could assume or speculate that if a customer is receiving a maximum quantity allowed on a daily basis they are probably not using themselves and could be stockpiling or could be a caregiver. He said you can be a grower or caregiver for multiple patients.

Councilor Henderson asked if caregivers have different cards for each patient. Chief said he would have to do some research.

Ms. Miller said the State legislature is realizing that all of this excess marijuana that is going out into the system needs to be curbed.

Chief Groth said the big concern is the grow sites that are supporting dispensaries, they are growing far more marijuana than the MMD needs and they are distributing it somewhere. He said customers could have a card of their own and be a caregiver.

Councilor Henderson referred to the Chief's remarks that we have caregivers and growers in Sherwood and don't know where they are. Chief said they do not have to report or register with the Police Department. He said that is a point that is important to medical users, that there needs to be confidentiality and trying to find the balance has been a challenge with the State. He said there is clear confidentiality and law enforcement does not have the authority to seek information. He said they can call and provide a name or an address and confirm that an individual or location is registered but that is all they can do.

Ms. Miller said in a few months people will be allowed to grow privately and you won't be able to determine the difference between a grow site and a personal use site. Chief Groth said if patients have a medical marijuana card they can self-support and may not ever need to go to a dispensary.

Councilor Harris said based on the grow sites the Sherwood PD is aware of, has there been problems with these sites. Chief Groth said no and stated the growers get into trouble if they are not registered and are over producing.

Councilor Kuiper asked if the grow operations are regulated on how much they can grow. Ms. Miller said they are regulated with the number of plants and the number of patients they grow for but noted it is expediential.

Mr. Crean said this is what LOC and AOC refer to as "card stacking" at grow sites. Chief Groth said you would get in trouble for growing more than you are registered to grow.

Councilor Kuiper asked if there are any regulations to avoid the card stacking. Mr. Crean said that is one of the major priorities.

Councilor Henderson commented on the lack of regulations and grey areas.

Councilor Harris said from her research there has been zero incidences of overdosing on marijuana. Chief Groth responded that he has not seen any research that would disagree with that. He said the industry will refer to overdosing on marijuana when discussing edibles and how they are produced.

Council President Robinson opened the public hearing.

Tony Bevel, Sherwood resident came forward and stated the Council spent an hour focusing on how the MMD system will be abused and said they need to focus on the benefits of medical marijuana. He provided a personal family experience and said it relieves pain. He said in a way Sherwood is banning MMD by regulating them so heavily. He asked if MMD patients will be able to inject or smoke in a park or within 1000 feet of a school. He said Sherwood is banning it by limiting location and limiting the time and noted that we don't regulate doctor's offices by location or time. He asked if people without a medical marijuana card will be able to get into these MMDs. He asked how many applications Sherwood has received.

Nancy Taylor, Sherwood resident approached the Council and said she visited Alcolism.com and shared information with the Council and asked them to consider this information as they are putting restrictions on people with medical needs. She commented on putting MMDs in industrial zones and asked how long does it take for the Police to get to the industrial zones. She said MMDs are prone to robbery.

Shawn Garland, Sherwood resident came forward and said he is member of the Police Advisory Board (PAB) and said they have spent most of their time discussing this issue and made a recommendation to the Planning Commission. He said the PAB decided to add additional regulations to what the State currently mandates. He said he was in the minority among the group and does not believe Sherwood should create any additional restrictions or barriers for medical marijuana patients to obtain their doctor prescribed prescriptions. He said this issue is strictly medical marijuana and not recreational. He commented on medical marijuana patients who are battling diseases and provided a personal family

experience and illustrated ways that medical marijuana can be beneficial. He encouraged the Council to move past stereotypes and not add additional burdens to medical marijuana patients by restricting access.

Ivonne Gebhardt, Sherwood resident approached the Council and provided a personal experience with medical marijuana patients. She said government is meant to protect people and not regulate to strangulate. She said we need to educate people on the topic. She said the Council is elected to represent Sherwood and asked them to be proactive with what the citizens want with regard to the recreational use.

Tess Kies, Sherwood resident came forward and referred to the ordinance title which states “declaring an emergency.” Councilor Henderson said that means the ordinance becomes effective upon adoption and most ordinances have a 30 day period before they become effective. Ms. Kies commented that MMD’s are non-profit and asked what the incentive is. She said it is her understanding the medical marijuana patients must have a prescription.

With no further public testimony, Council President Robinson closed the public hearing.

Councilor Kuiper thanked the Planning Commission and the Sherwood Police Advisory Board for their efforts.

Councilor Harris said she agrees with Mr. Garland and this is a medication that has been legal for 17 years and there is a need and she provided examples of conditions that medical marijuana has been known to treat. She shared a personal family experience where medical marijuana was beneficial. She said medical marijuana and recreational marijuana should be separate. She referred to the negative stigma of using medical marijuana. She said the medical benefits of marijuana are incredible. She stated alcohol is ten times more destructive to your body than marijuana. She said the State regulations are enough but she is not opposed to the other regulations being proposed.

Councilor Kuiper said she does not disagree with Councilor Harris and commented on the work that has been put into this proposal. She said the proposal is reasonable.

Councilor King said he approves of what the Planning Commission and the Police Advisory Board have proposed and noted that it is an experiment and adjustments can be made if this does not work.

Councilor Henderson asked Ms. Miller to remind the Council of what other municipalities have done regarding MMD’s. She said it doesn’t appear that Sherwood is making it more difficult for these businesses or the patients than our neighboring municipalities. She referred to the time and resources that have gone into combatting youth substance abuse in Sherwood. She stated these regulations can be changed later if they are not working. She provided a personal family experience where medical marijuana was beneficial but is concerned about access to youth whenever you are welcoming this type of business into the community. She reminded the citizens that this was the first reading and there will be another reading on May 5, 2015. She thanked everyone that worked on the proposal.

Council President Robinson asked if the Police Advisory Board recommended reducing the maximum size of the facility from 2,500 to 3,000 square feet. Ms. Miller said the initial recommendation from the Planning Commission was 5,000 square feet maximum size which is consistent with the industrial zone.

She said the Police Advisory Board recommended a 2,500 square feet maximum size. She said the Planning Commission recommended to the Council 3,000 maximum square feet and noted that Washington County also proposed 3,000 maximum square feet.

Council President Robinson said the Chief mentioned the importance of incorporating by reference the OARs and she asked if that is in the code. Ms. Miller said the regulations are for the ORS which are the medical marijuana statutes. She said the OARs are enabled under ORS by statute. She said OARs are the rules that the ORS allows to happen.

Council President Robinson referred to page 69 of the packet where they are proposing to add a new category to the code under 16.38.020 Medical Marijuana Dispensaries and asked if it would be appropriate there to say that these regulations incorporate the OHA, OARs and other rules. Mr. Crean said they are incorporated under 16.38.020.A.2. He noted that with respect to the ORS, or state statutes, a medical marijuana facility must have a current valid registration with the OHA under the statutory requirements. He said with respect to local enforcement the second sentence states *“failure to comply with Oregon Health Authority regulations is a violation of this Code.”*

Council President Robinson referred to 16.38.020.A.2 and said the section first refers to OHA rules and then refers to them as regulations. Mr. Crean said that is a statement of the subject of that provision more than an operative provision itself. He said rules and regulations are the same.

Council President Robinson asked if Council was in agreement with the recommended hours of operation. She said she prefers to coincide with liquor stores and close on Sundays. Mr. Crean said State law allows liquor stores to be open on Sunday and said some franchises choose not to. Ms. Miller said that liquor stores need to be open at least 8 hours and have the option of being open on Sundays.

Council President Robinson referred to the comparison chart and asked if the Chief is in agreement with the recommended hours. Chief Groth said he supports the 10 am - 8 pm, 7 days a week proposal. He said it needs to be made available to patients. Council President Robinson asked if he had adequate staff on Sundays. Chief Groth stated that he is adding responsibilities to the Department.

Council President Robinson said she does not like the regulation requiring security bars on doors and windows. Ms. Miller said it is not required and if the proprietor wanted to add security bars they need to be on the inside.

Councilor Kuiper asked about smoked or darkened windows and asked if that is a State requirement. Ms. Miller said she will look into that and let Council know.

Council President Robinson recommended adding to the public park or plaza restrictions to add “owned by City or other government agencies”.

Councilor Harris asked about parks that are owned by HOAs. Ms. Miller said the definition of a public park or other recreational facility which is under the control, operation or management of the City or other governmental agencies. Ms. Miller said HOA parks would not be included in the buffer but they are in residential zones and would not be impacted.

Chief Groth followed up on previous questions and said the Sherwood Liquor Store is open 10:30 am – 7:30 pm Monday through Thursday and 10:30 am – 8:00 pm Friday through Saturday and closed Sunday. He said there is no requirement in the State statute concerning grey windows and said the requirement is that the product cannot be in public view through the window.

Mr. Crean noted that the OARs have detailed regulations for security at dispensaries but nothing with respect to smoked windows or bars.

Council President Robinson asked if the OHA shuts down a MMD for violation, will the City be notified. Ms. Miller said with a Type II staff level decision process those could be written into the conditions of approval.

Council President Robinson clarified the requirement by the State to have a fully operational security alarm system and asked if the MMD would need to have a permit. Ms. Miller said the City no longer requires permits for alarms.

Council President Robinson said there is a provision that allows for an employee with a medical marijuana card to consume marijuana on the premise and out of sight from the public. She asked if any neighboring jurisdictions have attempted to regulate this provision. Ms. Miller said she has not heard of any jurisdictions regulating that.

Councilor Harris clarified that you can't smoke marijuana in public. Chief Groth said that is correct and said the medical marijuana program does not allow for public consumption. He noted that the provision is specific to employees of MMD's and the rationale is if an employee is there for an 8 hour shift they may have a need to have some medicine. He said a customer card holder that comes in cannot buy a product and consume it on the site.

With no further comments, Council President Robinson asked for a motion.

MOTION: FROM COUNCILOR HARRIS TO APPROVE ORDINANCE 2015-005 AND PLACE IT ON THE NEXT AVAILABLE COUNCIL MEETING AGENDA FOR ADDITIONAL PUBLIC COMMENT AND CONSIDERATION AMENDING MULTIPLE SECTIONS OF THE ZONING AND COMMUNITY DEVELOPMENT CODE INCLUDING DIVISIONS I, II, and III AS IT RELATES TO THE REGULATION OF MEDICAL MARIJUANA DISPENSARIES AND DECLARING AN EMERGENCY. SECONDED BY COUNCILOR KUIPER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR CLARK AND COUNCILOR COOKE WERE ABSENT).

City Manager Gall said there will be a Town Hall Meeting related to the legalization of recreational marijuana on Thursday, May 29 at 6:30 pm at the Police Department. He said Senator Thatcher and Representative Davis will be on hand to update the public.

Council President Robinson addressed the next item on the agenda

11. ADJOURN:

MOTION TO ADJOURN: COUNCILOR KUIPER MOTIONED TO ADJOURN, SECONDED BY COUNCILOR KING. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (MAYOR CLARK AND COUNCILOR COOKE WERE ABSENT).

Council President Robinson adjourned the meeting at 8:50 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Krisanna Clark, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
May 5, 2015

WORK SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 6:15 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Sally Robinson, Councilors Linda Henderson, Dan King, Jennifer Harris and Jennifer Kuiper. Councilor Beth Cooke arrived at 6:40 pm.
3. **STAFF PRESENT:** City Manager Joseph Gall, Community Development Director Julia Hajduk, Assistant City Manager Tom Pessemier, Planning Manager Brad Kilby, Senior Planner Michelle Miller, Police Chief Jeff Groth, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy.

4. TOPICS:

A. Tonquin Employment Area (TEA) Implementation Plan

Julia Hajduk Community Development Director presented information to the Council on the Tonquin Employment Area and stated the plan was adopted in 2010 and was brought in by Metro and our identified vision in the plan was for an employment area for key industries and industry clusters including clean tech, tech and advanced manufacturing, outdoor gear and active wear. Julia said these are the types of industries we wanted to target. She said we adopted zoning for when it was brought into the City of Employment Industrial and we adopted zoning standards and zoning codes so that when this was brought in we would be ready to go. She said in 2013 the City voters preauthorized annexation. She explained the preauthorization was for when property owners in this area wanted to come to the City Council wanting to be annexed that the voters have preapproved that and the Council would not have to go back to the voters. She said there still has not been a lot of activity in this area. She said the City applied to Metro for Construction Excise Tax Grant Funds through the Community Development Planning Grant Program to do an implementation plan to see if: 1) We have a vision but nothing was happening, and we wanted to confirm whether or not our vision was too high and whether or not we needed to change our expectations or identify what we might need to do to remove barriers to help us get to our vision. She said we applied to Metro for a grant to do that and at that same time Washington County and other County jurisdictions also applied for a construction excise tax grant for large lot industrial site readiness studies. She said Metro thought that two of the grants were similar and one of the areas that was applied for was in the TEA, so Metro reduced the total grant amount that both parties were asking for and said they would fund more than each party asked for but they wanted a combined study. She said it turned out fortuitous as we were able to get Mackenzie on board as they had already been working with the County and had quite a bit of ground work laid. She said we were able to refine the scope, revise it

and incorporate an implementation plan for the TEA. She said through that project we identified the TEA Implementation Plan which is kind of a pilot project for the larger Metro area to essentially look at these industrial areas in more detail. She said the consultant team has been working on the project and will be back next month to present the plan and ask the Council to accept it. She said the plan would be a tool and you're not adopting any zoning, it's essentially a tool kit of things that we can use to strategize and prioritize and will be informational for the Council as we move forward in asking for additional grant funds or prioritizing capital expenditures.

Julia stated staff wants to introduce Council to the consulting team and give the Council an overview of the project and have the consultants identify initial findings and primarily give the Council an opportunity to ask questions. She stated additional information would be coming back to the Council on June 16th.

Record Note: Displayed on the projector was the City's Zoning Map for reference (see record, Exhibit A).

Todd Johnson, Project Manager with Mackenzie said Mackenzie has teamed up with Johnson Economics. He informed the Council the technical team was present tonight to talk about the analysis that has been done for transportation and water, sewer and some of the planning policies. He said and from the economic standpoint, to look at some of the uses to make sure they are still relevant in today's market.

Brian Varricchione Land Use Planner and Civil Engineer with Mackenzie provided handouts to the Council (see record, Exhibits B and C). Brent Nielson Civil Engineer with Mackenzie stated he was focused more on the utility side of the infrastructure. Brent Ahrend traffic Engineer with Mackenzie stated his role was to look at roadways and transportation infrastructure and what is needed to serve the area.

Chris Blakney with Johnson Economics stated his role in the project was to provide market context to the assumptions being made on the site, to give guidance on the types of uses that are likely to be interested in the area and doing some economic impact analysis in terms of trying to do some forecast projections of economic capacity on sites and what the ancillary benefits would be.

Todd Johnson informed the Council of other consultant teams that are part of their team but not present. He said Pacific Habitat is providing information about wetlands and habitat and APEX is doing the brownfields analysis and helping with questions about potential remediation.

Brian Varricchione referred to Exhibit B and discussion followed.

Chris Blakney referred to Exhibit C and discussion followed.

5. ADJOURN

Mayor Clark adjourned the work session at 7:00 pm and convened to a regular Council meeting.

REGULAR SESSION

1. CALL TO ORDER: Mayor Clark called the meeting to order at 7:10 pm.

2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Sally Robinson, Councilors Linda Henderson, Dan King, Jennifer Harris, Jennifer Kuiper and Beth Cooke.

3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Chief Jeff Groth, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Planning Manager Brad Kilby, Senior Planner Michelle Miller, Administrative Assistant Colleen Resch, and City Recorder Sylvia Murphy. City Attorney Chad Jacobs.

Mayor Clark addressed the next agenda item and asked for a motion.

4. **APPROVAL OF AGENDA:**

MOTION: FROM COUNCILOR KUIPER TO APPROVE THE AGENDA, SECONDED BY COUNCILOR KING, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Clark addressed the next item on the agenda. Council President Robinson stated she brought to the attention of the City Recorder scrivener errors on page 5 of the Council meeting packet. She stated in the first paragraph of her discussion, third line down, the language should be "update to" the master plan. On the next paragraph after 2012-13, the language should read, "then things have" and delete "has that." She stated there was another, but she has forgotten.

Mayor Clark stated scrivener errors are so noted and asked for a motion to approve the Consent Agenda.

5. **CONSENT AGENDA:**

A. Approval of April 21, 2015 City Council Meeting Minutes

MOTION: FROM COUNCIL PRESIDENT ROBINSON TO APPROVE THE CONSENT AGENDA WITH THE SCRIVENER ERRORS CORRECTED, SECONDED BY COUNCILOR HARRIS. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Clark addressed the next item on the agenda.

6. **PRESENTATIONS:**

A. Proclamation Proclaiming May 18-23, 2015 as Emergency Medical Services Week

Thomas Nole (SP?) Supervisor with Metro West Ambulance came forward and thanked the City and stated they are honored to be an EMS provider in Washington County and Sherwood. He said Metro West Ambulance has been around since 1953 and said EMS week is important to them as they provide services alongside with Fire and Police. He presented the City Council with a plaque thanking the City for their continued support. He invited everyone to a BBQ on May 21, 4-7 pm at Metro West Headquarters in Hillsboro. Mayor Clark read the proclamation and presented it to Mr. Nole.

B. Proclamation Proclaiming May 10-16, 2015 as National Police Week in Sherwood

Chief Groth stated this dates back to a 1962 Presidential Declaration declaring May 15 as Police Officers Memorial Day and the week in which that falls as National Police Week. He said it's a very important thing for the men and women that serve not only in Sherwood but everywhere. He said the City does a great job for the month of May recognizing National Police Week. Mayor Clark read the proclamation.

C. Eagle Scout Recognition

Mayor Clark recognized and congratulated Jared Denton and Nathan Christensen for obtaining the rank of Eagle Scout. Neither scout was present and Mayor Clark indicated the certificates would be mailed.

Proclamation declaring May 3-9, 2015 as Municipal Clerks (Recorders) Week

Mayor Clark addressed a proclamation not listed on the agenda, Proclamation Declaring May 3-9, 2015 as Municipal Clerks (Recorders) Week. Mayor Clark read the proclamation.

D. Arbor Day Report

Kirsten Allen Planning Department Program Coordinator came forward and reported on Tree City USA, a nationally recognized program sponsored by the National Arbor Day Foundation and facilitated by the Oregon Forestry Department. Kirsten said the City participates in this program and explained the criteria the City must follow. Kirsten displayed a photo of trees that were planted in 2006 at Middleton Elementary and showed a picture of those same trees today (see record, Exhibit D). She stated this is why we plant trees in Sherwood. She reported this year the City celebrated our 10th year as Tree City USA and said to mark the special event staff made bookmarks with an emblem made of recycled paper embedded with forget-me-not seeds. Kirsten stated the City also received a special flag commemorating the 10 year anniversary as being a Tree City USA and an award displayed in the Planning Department. Kirsten informed the Council this year's tree planting occurred at Sherwood View Estates.

City Manager Gall said the flag would be flown at Stella Olsen Park. He stated this program requires a lot of behind the scenes work and commended Kirsten Allen for her work in maintaining the program.

Mayor Clark also thanked Kirsten for her work and commented on this year's event with people of all ages planting trees.

7. CITIZEN COMMENTS:

Jim Claus Sherwood resident came forward and stated with no reflection on the staff he is moving along in a certain matter that something's need to be mentioned on the public record. He commented about the use of the term "stakeholders" and said he was at APA when this term was introduced. He mentioned others also in attendance when the term was introduced and said when he heard the term he was concerned because when you structurally move something you have caused certain decisions by that structure. He said when you designate people as stakeholders you have brought them into the process. He said the problem is once you move a staff into a position where they are funded by fees not taxes they become a stakeholder in the interest. He commented on potential conflict of interest. He noted a structure is being developed where certain densities start to favor certain decisions. He advised the Council that when you get benefits in your retirement or PERS it can cause problems and force decisions and once those decisions become structural they are benefitting named people. He referred to an apartment house

going in where the staff's 18% is more than what the landowners are getting. He said this will become an issue.

Jim Butler, Store Director of the new Haggens grocery store came forward and introduced himself. He said on April 4, 2015 Albertsons was converted to Haggens. He said Haggens picked the Sherwood store for a number of reasons including the variety of local products, the number of community events and the strong sense of community. He stated Haggens has five core values including: commitment to employees, homemade quality, genuine service, sustainable value and partnering with local communities. He said there is a local community meeting tomorrow at 5 pm at the Sherwood High School as a way to inform vendors of ways to get their products into the store. He provided examples of how Haggens has already partnered with the community.

Councilor Cooke asked about the potential removal of the traffic light at the entry and the impact. Mr. Butler said they have been discussing the issue and said the convenience and the safety factor are issues. He said the removal of the light would increase the speed of the traffic and would be inconvenient for the customers to enter the store.

Mayor Clark addressed the next item on the agenda.

8. NEW BUSINESS:

A. Resolution 2015-046 Authorizing the City Manager to Execute a Construction Contract with Brix Paving Northwest for the Sunset Boulevard and April Court Pavement Rehabilitation Project

Public Works Director Craig Sheldon recapped the staff report and said this is part of the Pavement Management Program for FY2014-2015. He said the April Court project includes complete reconstruction and treating it with cement to bring up the base to rebuild the road. He said the Sunset Boulevard project includes a grind and overlay. He said the construction costs for the project are \$339,569.88 with a 15% contingency for a not to exceed budget of \$390,505.36. He said there were 3 bidders on the project and it was advertised in the DJC and there was a mandatory pre-bid meeting.

Council President Robinson asked if this was the lowest bid. Mr. Sheldon said yes.

Councilor Kuiper asked if this project would use the equipment that grinds. Mr. Sheldon said Sunset Boulevard will be a grind and overlay where they grind it down about 1½ inches and repave. He said there are a few places where they have to rebuild the base. He said on April Court they will grind it all out and pretreat with a cement and repave over that.

Mayor Clark asked if that is the normal process. Mr. Sheldon said the April Court project can either be built with base rock or use cement treated.

Council President Robinson asked how long the project will last. Mr. Sheldon said they are hoping to have both projects done by the end of June. He said during the project there will be one lane of traffic open on Sunset.

With no further questions the following motion was received.

MOTION: FROM COUNCILOR KUIPER TO ADOPT RESOLUTION 2015-046, SECONDED BY COUNCILOR COOKE, MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

B. Resolution 2015-047 Approving the Intergovernmental Agreement with Metro for Solid Waste Community Enhancement Program

City Manager Joe Gall said Metro has had a Community Enhancement Program since 1988 and recently revised the program. He said previously the program covered three transfer stations in the region and it was a \$0.50 per ton charge. He stated Metro has increased the rate to \$1 per ton and has included three new facilities including our local Pride Recycling Company. He noted as of July 1, the Pride facility will collect \$1 per ton for the Community Enhancement Program. He said by partnering with Metro those dollars will come back to Sherwood. He said there are rules governing how the funds are used and the money has been segregated in his proposed budget, predicting \$70,000 in the first year based on previous tonnage. He said the money could be used for a variety of projects in the Sherwood area. He said his budget targets enhanced recycling in City facilities and Parks, and development of the first community garden. He stated this resolution is formalizing an IGA with Metro in order to participate and operate the program. He said if Sherwood does not partner Metro will retain the collected funds.

Councilor Harris asked if the program will cost the City anything. Mr. Gall said no, except for staff time to put the projects together in terms of utilizing the funds.

Mayor Clark stated Sherwood is fortunate to have the opportunity to participate in this program. She stated this checks off two of her projects that she wanted to bring forward as Mayor and now there is a funding source.

Council President Robinson referred to Exhibit A of the resolution which said the project selection committee will consist of the Mayor, CEO of the City, 3 citizens of the City appointed by the Mayor and the Metro Councilor. Mr. Gall said the alternative is the Council will be the committee to select the projects formally with Metro Councilor Dirksen. He said they will not form another committee to make the decision and will utilize the alternative which is the Council.

Mayor Clark said there are parameters to how the money can be spent and noted the recycling program and the community garden meet the parameters.

Mr. Gall said when they have definitive numbers for the recycling program and the community garden they will bring those projects before the Council for approval.

Councilor Kuiper asked when the City will receive the funds. Mr. Gall said on a quarterly basis from Metro.

Councilor Henderson noted that outside organizations can also apply as long as they are a nonprofit. Mr. Gall said he will do a public advertisement and outreach to notify the public that funds are available for projects within the City limits.

With no further questions, Mayor Clark asked for a motion.

MOTION: FROM COUNCILOR HARRIS TO ADOPT RESOLUTION 2015-047, SECONDED BY MAYOR CLARK, MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Mayor Clark addressed the next agenda item

9. PUBLIC HEARING:

A. Ordinance 2015-004 Amending Chapter 7 of Volume II of the Sherwood Comprehensive Plan and adopting the Sherwood Water System Master Plan

Planning Manager Brad Kilby came forward and reminded the Council the first reading of this ordinance was April 21, 2015 and this is the second reading. He provided a presentation (see record, Exhibit E) and said the purpose of the plan is to comply with the state drinking water program requirements. He said this is a long term guidance document which identifies the current system deficiencies, plans for facility upgrades and plans for service area growth and expansion. He noted this is a 20 year plan and identifies the needed improvement projects and develops a Capital Improvement Program (CIP) which will provide a roadmap for needed water system upgrades and projects to serve growth when and if it occurs. He said the CIP prioritization will be reviewed annually through the budget process. He said the plan identifies \$36.2 million in CIP improvements needed and of that only \$2.2 million would go to existing customers and the other \$34 million would be funded through future growth. He said in 2005 the plan was updated but the Sherwood Comprehensive Plan was not updated and they are proposing to update Chapter 7 of the Comprehensive Plan to make it relevant. He said there was a public hearing process and the Planning Commission has recommended that Council approve the Water System Master Plan and the proposed Comprehensive Plan amendments. He noted the proposed amendments do not adjust fees or rates.

Mayor Clark opened the public hearing. With no public coming forward, Mayor Clark closed the public hearing.

With no questions from the Council, Mayor Clark asked for a motion.

MOTION: FROM COUNCILOR HENDERSON TO READ CAPTION AND ADOPT ORDINANCE 2015-004, SECONDED BY COUNCILOR KING, MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Mayor Clark addressed the nest agenda item.

B. Ordinance 2015-005 Amending multiple sections of the Zoning and Community Development Code including Divisions I, II, and III as it relates to the regulation of medical marijuana dispensaries and declaring an emergency

Councilor Cooke recused herself and stepped down from the dais.

Senior Planner Michelle Miller came forward and provided a presentation (see record, Exhibit F). She reminded the Council the first reading of this ordinance was April 28, 2015 and this is the second reading. She said the State began regulating Medical Marijuana Dispensaries (MMD) in 2014 and allowed local jurisdictions a chance to impose a moratorium for a year to develop regulations and that expired on May 1, 2015. She said Sherwood enacted a moratorium and the Planning Commission held several work sessions and sought public input on regulating MMD. She said the Police Advisory Board (PAB) reviewed

the proposed regulations and made recommendations to the Planning Commission on April 2. She said the Planning Commission had a public hearing on April 14.

She referred to an amended Attachment 2 in the packet and said this doesn't change the information provided in the map, just the title of the map changed. She proposed amending a scrivener's error on Page 161 Section 2(C)2(c) to strike "form" and replace it with "from". Ms. Miller summarized the Planning Commission's recommendations and said the definitions have been changed to allow for the dispensary definition as well as other definitions relating to the proposed ordinance. She said the Planning Commission recommends limiting the land use zones to industrial land only, reduce the allowable maximum size of a dispensary to 3,000 square feet, allow the dispensaries to remain open from 10 am - 8 pm all days and create a special use category and Type II process which is a staff level review with notice to property owners within 1,000 feet. She referred to the zoning and buffer restrictions map which highlights the areas where a dispensary would be restricted to.

Council President Robinson asked if any city has passed an ordinance relative to MMD since the April 28 meeting. Ms. Miller said recently West Linn, Wilsonville and Lake Oswego implemented a ban and Clackamas County imposed limits on MMD. Mr. Gall said the ban involves extending the moratorium based on Federal law.

Council President Robinson asked if the State Legislature was going to enact a measure that would not allow jurisdictions to ban MMD. City Attorney Chad Jacobs said the joint committee on implementing Measure 91 did consider a proposal last week that would limit the size of grow sites for MMD as well as placing specific language within the law that expressly preempted local jurisdictions from prohibiting the location of MMD within city limits. He said the vote has been postponed to later this week. He said he heard it is a tradeoff to be able to limit the grow sites they want to also make sure that medical marijuana is available. He said there are multiple jurisdictions that are looking at this and notwithstanding the possible preemption of State law, are moving forward and prohibiting the location of MMD within their jurisdictions based on the idea of a Federal preemption. He said currently Cave Junction and Sandy are facing litigation relating to that matter. He noted there is a risk of litigation for banning MMD.

Mayor Clark opened the Public Hearing.

Anthony Bevel, Sherwood resident approached the Council and said people need this product to alleviate pain. He said there is not a big public outcry regarding this issue. He does not agree with limiting MMD to industrial zones and it is giving the impression that this is not a valid form of medication. He stated recreational marijuana will be an issue soon and the biggest fear is children. He said we have to educate the public and we have to be parents.

With no further comments, Mayor Clark closed the Public Hearing.

Council President Robinson said she is not in favor of restricting MMD to industrial zones and said her preference is allow commercial and industrial zoning but noted we can always amend it later and extend it into the commercial zones. She said we are not limited in the future and she is in favor of the ordinance as it is written currently with the expectation things are going to change over time. She said she is receptive to meeting the needs of the medical marijuana community. She stated she is opposed to opening the facilities on Sundays.

Councilor Harris said she agrees with Council President Robinson that commercial and industrial zones are more appropriate for medical marijuana. She agreed with Mr. Bevel regarding public outcry and said the City received less than 200 responses to the online survey. She said she supports the ordinance as the Planning Commission has written it with the exception of the industrial zones only.

Councilor King stated he does not object to the ordinance as written. He said adjustments can be made in the future.

Councilor Kuiper said considering the State legislature is still dealing with recreational marijuana it is prudent to allow MMD in industrial zones as written in the ordinance. She said the Police Advisory Board and the Planning Commission did an admirable job and she supports the ordinance as written.

Mayor Clark said this is a cautious plan and she appreciates the work of the Planning Commission and the Police Advisory Board and staff's outreach. She said she is opposed to banning MMD. She noted medical marijuana is here and the City needs to deal with it. She said this will allow people the opportunity and ability to buy something they are prescribed to have for a medical condition. She said she supports the ordinance as written.

MOTION: FROM COUNCILOR HARRIS TO READ CAPTION AND ADOPT ORDINANCE 2015-005, AMENDING MULTIPLE SECTIONS OF THE ZONING AND COMMUNITY DEVELOPMENT CODE INCLUDING DIVISIONS I, II, AND III AS IT RELATES TO THE REGULATION OF MEDICAL MARIJUANA DISPENSARIES AND DECLARING AN EMERGENCY, SECONDED BY MAYOR CLARK, MOTION PASSED 6:0. ALL MEMBERS VOTED IN FAVOR. (COUNCILOR COOKE RECUSED).

10. CITY MANAGER REPORT:

City Manager Gall commented on the May 19, 2015 election where the Mayor's former seat which is currently occupied by Councilor Cooke is being considered. He noted less than 22% of the registered voters participated in the March election and encouraged citizens to vote in the upcoming election. He said there are School Board positions on the ballot as well. He announced the Planning Commission will have a work session regarding backyard chickens on May 12, 2015 at 6:00 pm. He said the Council will not meet on May 19, 2015. He stated the proposed FY2015-2016 City Budget is available and on the City website. He said May 13, 2015 will be the first Budget Committee meeting in the community room from 6-9 pm. He said May 20, 2015 will be the second Budget Committee meeting in the community room from 6-9 pm. He stated there will be a third Budget Committee meeting if necessary on May 27, 2015.

Council President Robinson asked about Bark for Your Park. Mr. Gall said cities can begin nominating themselves on May 13, 2015. He will nominate Sherwood on May 13 and promote the program through a variety of means including the new Facebook and Twitter accounts. He stated Sherwood almost made it to the semi-finals last year and encouraged everyone to vote. He said Bark for Your Park is a national competition and the grand prize winner receives \$100,000 for their dog park. He stated the 3 runner-up winners will receive \$25,000. He said there is a desire for a dog park in Sherwood and it is currently in the proposed budget and it would be nice to have outside dollars to financially support a dog park. Council President Robinson noted that if Sherwood wins \$100,000 for the dog park the City can use the money currently budgeted somewhere else.

Mayor Clark stated this is another opportunity for an outside funding source.

11. COUNCIL ANNOUNCEMENTS:

Councilor Harris announced the Sherwood Center for the Arts has a new Facebook page and the website is forthcoming. She said the Library had two events on Saturday, Star Wars Day and Coffee Tasting. She stated the Library hosted the Robin Hood Festival Maid Marian Coronation last night. She said Jon Nakada, a Japanese American Internment Camp survivor will be in the community room at 6:00 pm on Wednesday, May 6 to discuss his experience. She announced Adam Sawyer will be in the community room on Thursday, May 7 at 6:00 pm to discuss hiking waterfalls in Oregon. She said on Saturday, May 16 at 2:00 pm in the Sherwood Center for the Arts, Alter Wiener a Holocaust survivor will have an encore performance.

Council President Robinson announced the open house for the Sherwood West Concept Plan Citizen Advisory Committee on May 21. She said she wanted to give a shout out to our State Representatives who attended a Town Hall discussion on recreational marijuana held on April 29. She said in attendance was Chief Groth, Washington County District Attorney and Assistant DA, Washington County Sheriff and OLCC representatives. She said Representative John Davis did a great job with the presentation and offered to let Sherwood City Council use the presentation at a future meeting. She commented that the issue of recreational marijuana is much more complex than medical marijuana and they don't anticipate it getting rolling until mid to late next year and said we look forward to participating in that.

Councilor Kuiper reported she also attended the recreational marijuana discussion and said her take away from that is the state is still grappling with how to manage and monitor the growing distribution and use of recreational marijuana. She reported on Parks and Recreation and said HPR consultants are working with the City on developing the plans for Woodhaven Park Phase II. She said there was a design charrette for the public to look at what was planned for the park and make adjustments and the final design plan was approved by the Parks and Recreation Board yesterday. She expounded on specific design elements of the park and said it is a great plan and believes it will be a great neighborhood park. She said it should be permitted through mid-summer with a bid package going out in September. She reported on the Dog Park and said plans are coming along and said the project is in the budget the Council will be looking at and said the construction should be starting sometime this summer. She reported on Thoroughly Modern Millie and the amount of talent of the students. She reported the Friends of the Refuge is having the Song Bird Festival on May 16. She reported the Voices for the Performing Arts in the coming weeks, May 15-16 will be performing with the Sherwood Chorale.

Councilor Cooke commented regarding National Police Week and suggestions from community members to include activities regarding child safety, including biking helmet safety. She reported Representative Davis and Senator Thatcher will be hosting Boy Scout Troop 224 tomorrow at the State Capital as part of their earning towards merit badges. Councilor Cooke followed up to her questions to the Hagen employee regarding the light at that center and said she continues to be concerned about the impact it will have on that development and the development across the street.

Councilor Henderson reported on the Senior Center and said they are having a Mother's Day lunch on Friday in partnership with Rose's who will be providing a dessert bar. She reported they had a steering committee meeting last week and the center is on par for its fundraising obligation, however the congregant meals are down as well as meals on wheels. She said this is not unique to Sherwood and they are seeing this all over the service district. She said they are not sure why this is happening and said she was at the center today and there were 5 or 6 tables. She reported the Sherwood Historical Society

has a history camp every year and believes it's the fourth weekend in June and believes scholarships are offered for members of the community in need of assistance. She said the Historical Society is open Tuesdays and Saturdays and information should be posted to their website soon. She commented tonight is the first rehearsal for Into the Woods, a summer musical that will be held at Stella Olsen Park on July 8-11 for Sherwood Foundation for the Arts. She thanked staff for assistance with the events permit and said every year we are getting more efficient with this process. She provided feedback to staff and said requiring a \$2 million liability policy is becoming a challenge for non-profits.

Record Note: Council President Robinson left the meeting at 8:35 pm.

Mayor Clark reported last week she was in Washington DC for the City and commended Julia Hajduk for accompanying her on this lobbying trip. She stated every year JPAC, Washington County, Clackamas County and Metro come together and lobby our federal legislators for money to come to Oregon. She said it's an opportunity where if you don't ask, you don't receive. She said it's a high pressure and high intensity opportunity to talk to federal legislators. She said we were very fortunate in the past through lobbying to get a \$200,000 EPA grant for our brownfields assessment. She said she thanked the legislators for those funds and requested another \$200,000 for the cleanup stage. She said she asked for funding for our Cedar Creek Trail and said we have funds to do the trail but don't have funds to take care of the crossing to Hwy 99 to be able to get people to our National Wildlife Refuge. She said they spoke to them about the Tonquin Employment Area and the need for funds. She said Congresswomen Bonamici was fantastic and took the time to speak with her about the things that are near and dear to us. Mayor Clark stated Congresswomen Bonamici visited our Center for the Arts and said she put the plug in that now that we have the center we could use some help in funding programming. She said they saw varying federal agencies and lobbied them for information to obtain funding. She thanked Julia for her hard work and said it's above and beyond her daily work and commented on the scope of the work performed. She said the trip was fruitful and believes they got a lot done and said they asked for funding in transportation as the earmarks are now gone and we are not receiving the funding, ODOT is getting it all and we are responsible for maintaining the roads and are not getting the funding to do that. She said they were very open to our requests and said they are the reason for getting this funding.

Mayor Clark reported she attended the Robin Hood Festival Coronation and had an opportunity to speak with the court members that represent Sherwood.

Mayor Clark reported the Center for the Arts is being used and commented on the events being scheduled. She reported this Saturday Sherwin Williams will be having their grand opening from noon to 3 pm. Mayor Clark reported the Sherwood Center for the Arts is scheduled to host "When Kids Are Hurting Presentation", what parents and families can do. She said it's a free forum with a local counselor, Tara Matson, to discuss depression, social media, self-harm, low self-esteem, anxiety and brain development. She said there will be an opportunity to have discussions and highly recommended the free forum.

Mayor Clark commented on the upcoming election and encouraged people to vote.

12. ADJOURN:

Mayor Clark asked for a motion to adjourn.

MOTION TO ADJOURN: MOTION FROM COUNCILOR KUIPER TO ADJOURN, SECONDED BY MAYOR CLARK, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (COUNCILOR ROBINSON WAS ABSENT).

Mayor Clark adjourned the meeting at 8:45 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Krisanna Clark, Mayor

TO: Sherwood City Council

FROM: Craig Christensen PE, Engineering Associate II

Through: Bob Galati PE, City Engineer
Julia Hajduk, Community Development Director
Joseph Gall ICMA-CM, City Manager

SUBJECT: **Resolution 2015-048 authorizing the City Manager to execute a construction contract for the Columbia Street Regional Stormwater Facility Phase 2 Project**

Issue:

Should the City Council authorize the City Manager to execute a construction contract with the lowest responsive bidder from a July 10, 2014 bid opening for the construction of storm sewer within SW Main Street and SW Division Street and a new storm sewer beneath the Portland and Western Railroad?

Background:

Last year a regional water quality swale was installed as part of an agreement between City of Sherwood and Clean Water Services for the construction of the Cannery Public Improvements. As part of that project a bid alternate for installing a new storm sewer within SW Main Street and SW Division Street to collect untreated storm water and route it to the new regional water quality swale was submitted. A bid alternate for installing a new 24-inch diameter storm sewer to be bore beneath the Portland and Western Railroad tracks and SW Wildlife Haven Court was also submitted. Due to financial limitations, the bid alternates were not able to be performed during the summer of 2014.

To collect storm runoff from the property south of SW Division Street and west of SW Main Street for drainage to the new water quality swale, the existing storm sewer within SW Main Street will be replaced with a new deeper sewer along with a new storm sewer in SW Division Street. This work was bid under Bid Alternate "B". This work is necessary since water quality treatment of storm water discharges are required to be in compliance with the National Pollutant Discharge Elimination System.

A new pipe bore beneath the railroad tracks and SW Wildlife Haven Court was bid under Bid Alternate "A" to add flow capacity due to an undersized 21-inch diameter culvert creating ponding issues east of the railroad. The new casing will be 36 inches in diameter with a 24-inch diameter carrier pipe and will be parallel to the existing culvert. Both the existing and new culverts will have inlet structures at the upstream end to minimize plugging. A new access road to maintain these inlets and pipes is included in the design.

The City solicited competitive bids from contractors and opened bids on July 10, 2014 to determine the lowest responsive bid. The seven (7) day protest period concluded with no protests. The lowest responsive bidder was Banzer Construction Company. The bid for Bid Alternate "A" (pipe bore) was \$115,089 while the bid for Bid Alternate "B" (storm sewer) was \$191,089.

City staff expects the work to begin around July 1, 2015 and to be completed by the end of October, 2015. Construction will be contained to city property and public right-of-way. Construction will be completed in a manner to minimize disruption for access to neighboring properties. SW Main Street will be closed during weekdays from 9:00 am to 3:00 pm for the construction of the storm sewer within the street for approximately 3 to 4 weeks. There will be short delays and limited access to driveways at

times as needed for the contractor to complete the work. City staff will be providing general notification to area residents. Door hangers will be placed a week in advance of the work.

Staff requests that Sherwood City Council pass a resolution authorizing the City Manager to execute a construction contract with the lowest responsive bidder (Banzer Construction Company) in Base Contract Amount of \$306,878 with Construction Contingency of \$46,031.70 (15%) of the Base Contract Amount.

Financial Impacts:

The construction of the storm improvements has a budgeted Base Contract Amount of \$306,878 with Construction Contingency of \$46,031.70 (15%) of the Base Contract Amount. Funding for the project was included in the proposed FY2015-16 budget.

Recommendation:

Staff respectfully requests City Council adoption of Resolution 2015-048 authorizing the City Manager to execute a construction contract for the Columbia Street Regional Stormwater Facility Phase 2 Project.



RESOLUTION 2015-048

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE COLUMBIA STREET REGIONAL STORMWATER FACILITY PHASE 2 PROJECT

WHEREAS, the City needs to construct a pipe bore beneath the Portland and Western railroad tracks to alleviate under capacity issues with the existing storm culvert and construct storm sewer within SW Main Street and SW Division Street for the routing of untreated storm water runoff to the new treatment facilities; and

WHEREAS, the City completed the design and produced bid documents to solicit contractors using a competitive bidding process meeting the requirements of local and state contracting statutes and rules (ORS 279C, OAR 137-049); and

WHEREAS, the City opened bids on July 10, 2014 and issued the Notice of Intent to Award with the mandatory seven (7) day protest period being completed without protest at the time of original bid; and

WHEREAS, the work to be performed under this resolution was included as Bid Alternate "A" (Pipe Bore) and Bid Alternate "B" (Storm Sewer) in the bid opened by the City on July 10, 2014, however after all bid proposals were reviewed and the lowest responsive bidder identified, it was determined that Bid Alternate "A" and Bid Alternate "B" would need to be delayed until funding could be budgeted; and

WHEREAS, the City has now budgeted for the construction cost of Bid Alternate "A" and Bid Alternate "B" within the proposed FY2015-16 budget; and

WHEREAS, Banzer Construction Company has agreed to honor their original bid for Bid Alternates "A" and "B"; and

WHEREAS, the City has determined that there is little likelihood that new bids would come in lower than the bid already received from Banzer Construction Company and that rebidding the project would result in additional time delay; and

WHEREAS, City staff recommends that the City Council authorize the City Manager to execute a construction contract with the lowest responsive bidder from the original July 10, 2014 bid opening (Banzer Construction Company) in a Base Contract Amount of \$306,878.00 with Construction Contingency of \$46,031.70 (15%) of the Base Contract Amount.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: The City Manager is hereby authorized to execute a construction contract with the lowest responsive bidder (Banzer Construction Company) in a Base Contract Amount of

\$306,878 with Construction Contingency of \$46,031.70 (15%) of the Base Contract Amount for the completion of the Columbia Street Regional Stormwater Facility Phase 2 Project.

Section 2: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 2nd day of June 2015.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Sherwood Field House Monthly Report April 2015

| <u>April-15</u> | <u>Apr-15</u> | | <u>YTD</u> | | <u>Apr-14</u> |
|----------------------|-----------------|------------------|--------------|----------------|----------------|
| Usage | | People | | People | People |
| | <u>Count</u> | <u>Served*</u> | <u>Count</u> | <u>Served*</u> | <u>Served*</u> |
| Leagues | 4 | 392 | 24 | 5112 | 350 |
| Rentals | 94 | 1504 | 796 | 13343 | 1455 |
| Other (Classes) | | | | | |
| [1] Day Use | 11 | 92 | 79 | 596 | 57 |
| Total Usage | | 1988 | | 19051 | 1862 |
| | | | | | |
| | | | | | |
| Income | <u>Apr-15</u> | <u>YTD</u> | | | |
| Rentals | \$2,800 | \$49,309 | | | |
| League fees (indoor) | \$6,329 | \$67,814 | | | |
| Card fees (indoor) | \$350 | \$3,390 | | | |
| Day Use | \$245 | \$1,777 | | | |
| Advertising | | | | | |
| Snacks | \$416 | \$5,131 | | | |
| Classes | | | | | |
| Total | \$10,140 | \$127,421 | | | |
| | | | | | |
| FY 13 14 | | | | | |
| Income | <u>Apr-14</u> | <u>YTD</u> | | | |
| Rentals | \$2,605 | \$39,821 | | | |
| League fees (indoor) | \$5,747 | \$74,381 | | | |
| Card fees (indoor) | \$130 | \$3,529 | | | |
| Day Use | \$199 | \$1,626 | | | |
| Advertising | | \$1,500 | | | |
| Snacks | \$275 | \$4,491 | | | |
| Classes | | | | | |
| Total | \$8,956 | \$125,348 | | | |

*Estimated number of people served based on all rentals have a different # of people. Along with each team will carry a different # of people on their roster.



Sports Fields and Gyms

Youth Soccer played 8 more games this month at Snyder Park and they continued to practice at the Ridges.

Youth softball played a total of 16 games at the high school softball complex and held practice during every dry day.

Youth baseball held a bunch of practice games. The the older kids have started league games of which they held 14 games on Sherwood fields.

Greater Portland Soccer District rented Snyder Park for 12 hours in April.

I had some softball teams rent open gyms when the weather was bad for their practice.

Field House

We are still running 4 adult leagues.

Sherwood Youth Soccer is running an indoor league in our facility, they are here a couple hours on Friday and 12 hours on Saturdays.

We had a good month of pre-school play as we had 92 kids in the Field House over 11 dates.

We had a couple of baseball teams rent the Field House for practice because of the weather.

Respectfully Submitted

Lance Gilgan

May 1, 2015

Sherwood Public Library
Monthly Management Report
February 2015

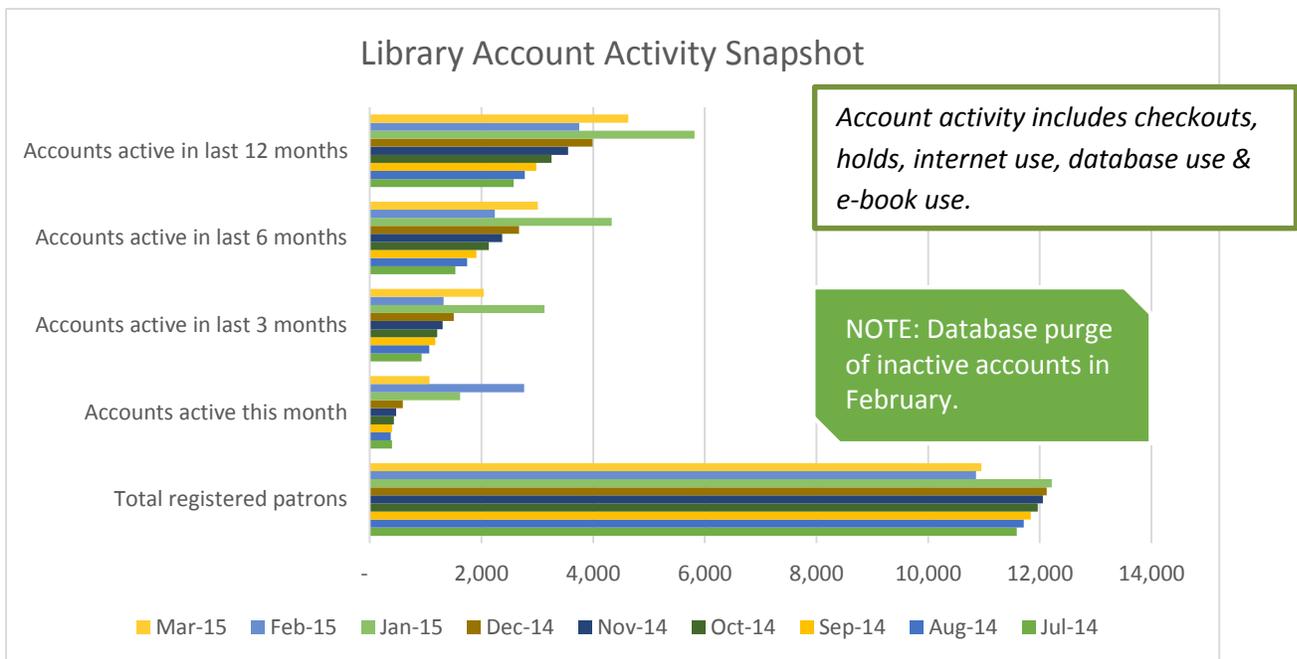


Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics



| Monthly Patrons | Nov-14 | Dec-14 | Jan-15 | Feb-15 | Mar-15 |
|-----------------------------------|--------|--------|--------|--------|--------|
| Total registered patrons | 12,057 | 12,121 | 12,217 | 10,855 | 10,954 |
| Accounts active this month | 472 | 594 | 1,619 | 2,766 | 1,069 |
| % change from prev. month | 9% | 26% | 173% | 71% | -61% |
| Accounts active in last 3 months | 1,304 | 1,502 | 3,127 | 1,319 | 2,042 |
| % change from prev. month | 8% | 15% | 108% | -58% | 55% |
| Accounts active in last 6 months | 2,371 | 2,675 | 4,335 | 2,242 | 3,011 |
| % change from prev. month | 11% | 13% | 62% | -48% | 34% |
| Accounts active in last 12 months | 3,550 | 3,993 | 5,815 | 3,752 | 4,629 |
| % of patrons active last 12 mos. | 29% | 33% | 48% | 35% | 42% |
| New library cards | 95 | 64 | 96 | 71 | 99 |
| Growth with new cards | 0.8% | 0.5% | 0.8% | 0.7% | 0.9% |

| Door count | Jan-15 | Feb-15 | % Change from last month | Feb-15 Open hours | Open days | Patrons per hour | Patrons per day | Avg physical checkouts & renewals per hour | Monthly checkouts per FTE |
|------------|--------|--------|--------------------------|-------------------|-----------|------------------|-----------------|--|---------------------------|
| Total | 21,357 | 18,956 | -13% | 240 | 28 | 79 | 677 | 114 | 2,994 |

Sherwood Public Library checkouts continue to rise slightly, defying the trend in libraries across the country.

| Monthly Circulation | Jan-15 | Feb-15 | February last year | % Change from last year | % Change from last month |
|--------------------------------|--------|--------|--------------------|-------------------------|--------------------------|
| Physical check outs & renewals | 30,871 | 27,446 | 27,178 | 1.0% | -11.1% |
| Self-checkouts only | 7,729 | 7,299 | 6,177 | 18.2% | -5.6% |
| % @ self-check | 25% | 27% | 23% | 17.0% | 6.2% |
| Digital checkouts (Library2Go) | 939 | 1,114 | n/a | n/a | 19% |
| Digital checkouts (3M) | 331 | 272 | n/a | n/a | -18% |
| Total digital checkouts | 1,270 | 1,386 | n/a | n/a | 9% |
| % of total checkouts | 4.0% | 4.8% | n/a | n/a | 22% |
| Total check outs | 32,141 | 28,832 | 27,178 | 6.1% | -10.3% |
| Check ins | 20,545 | 19,571 | 19,157 | 2.2% | -4.7% |



| Collection Development | Jan-15 | Feb-15 | Monthly avg last FY |
|------------------------|--------|--------|---------------------|
| Count of items added | 773 | 599 | 562 |

| Volunteers | Hours | Equivalent FTE | # of volunteers |
|-------------------------------------|---------------|----------------|-----------------|
| Bulletin Board | 4 | 0.02 | 1 |
| Checkin (returns) | 81.75 | 0.47 | 12 |
| Checkin (tasket processing & holds) | 56 | 0.32 | 7 |
| Clerical/office asst | 12.5 | 0.07 | 1 |
| Requests to fill | 37.75 | 0.22 | 6 |
| Homework Helper | 6 | 0.03 | 1 |
| Shelving | 6.25 | 0.04 | 1 |
| Checkin total | 137.75 | 0.79 | 19 |
| Grand Total | 204.25 | 1.18 | 29 |
| Last month | 169 | 0.98 | 22 |
| % change | 17% | 17% | 24% |

Programs & Activities

Youth & Family Programs:

- Homework Help: 10 teens (4 sessions)
- Paperback Pals book group: 5 children
- Read to the Dogs: 5 people (2 sessions)
- Infant & Toddler sign language: 5 children, 5 adults—10 total
- Saturday Crafterday Valentine's Day crafts: 7 children, 7 adults—14 total
- Secret Life of Birds, Tualatin River National Refuge: 4 children, 6 adults—10 total
- Storytimes:
 - Saturday Family Storytime -- 9 children & 7 adults—16 total
 - Toddler Storytimes, Tuesdays & Wednesdays: 223 children, 147 adults—370 total people (8 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 201 children, 118 adults—319 total people (8 storytimes)
 - Baby Time: 38 babies, 26 adults—64 total people (4 storytimes)

Total participants: 823 people

Adult & All Ages Programs:

- Mary Poppins Preview in the Stacks. “Spoonful of Sugar” with Mary Poppins, Jane and Michael Banks, Voices for the Performing Arts—100 total (estimate)
- Mountain Men and the bringing of Oregon to Statehood: 6 adults

Total participants: 106 people

Outreach:

- Rotary presentation (evening group), by Adrienne Doman Calkins
- Helping Hands, share library fliers

Growing Partnerships:

- Art of the Story Grand Finale plans continue. This Washington County Cooperative Library Services program will be held at the Sherwood Center for the Arts.
- Voices for the Performing Arts performed a preview of Mary Poppins and wishes to perform future previews at the library.

Other Activities:

- Displays: Black History Month, Blind date with a book
- Projects:
 - Planning Spring & Summer programming
 - Training new volunteers
 - Magazine Monday (free magazine giveaway--ongoing)
 - Weeding outdated materials (ongoing)
- Recruitments:
 - Youth Services Librarian II position, vacated by Tracy Malek. Position closed 2/6/2015. 22 applications
- Washington County Cooperative Library Services Meeting attendance:
 - Adult Services (Pinn Crawford)
 - Adult Summer Reading (Crystal Garcia)
 - Art of the Story (Jenny)
 - CircUs (Jenny)
 - Executive Board attendee (Adrienne Doman Calkins)
 - Policy Group (Adrienne Doman Calkins)
 - Publicity Committee (Jenny Swanson)
 - WCCLS Users Group (Jenny)
 - Youth Services (Jenny)
- Other meetings:
 - Main Street meeting (Adrienne)
- Staff trainings:
 - Edelweiss / Advance Copies Readers Advisory (Crystal)
 - Young Adult Readers Advisory (Jenny)
 - Digital photography (Jenny gave training to WCCLS staff)

Service Stories

I just updated a card over the phone. When we were done, the patron said: “Oh thank goodness, we are in Ireland right now for a few months and I couldn’t get by without Library2go!” Our reach is long. —*Pinn Crawford, Adult Services Librarian*

I facilitated the Paperback Pals yesterday and was so impressed by these kids—they are incredibly articulate, engaged, and passionate about reading and discussing books. Two of the fifth graders are even interested in recruiting their friends to help us start a reading group for 6th graders so they can keep participating next year. I’d love to keep the momentum going!—*Adrienne Doman Calkins*

Sherwood Public Library
Monthly Management Report
March 2015

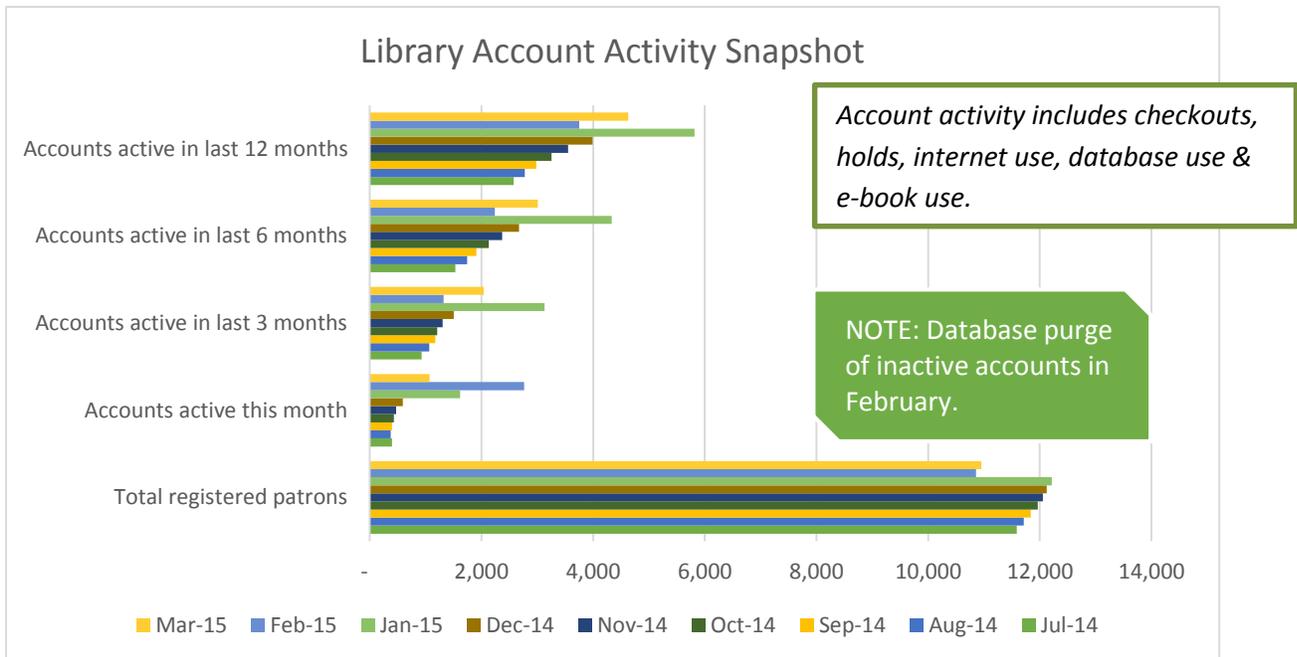


Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

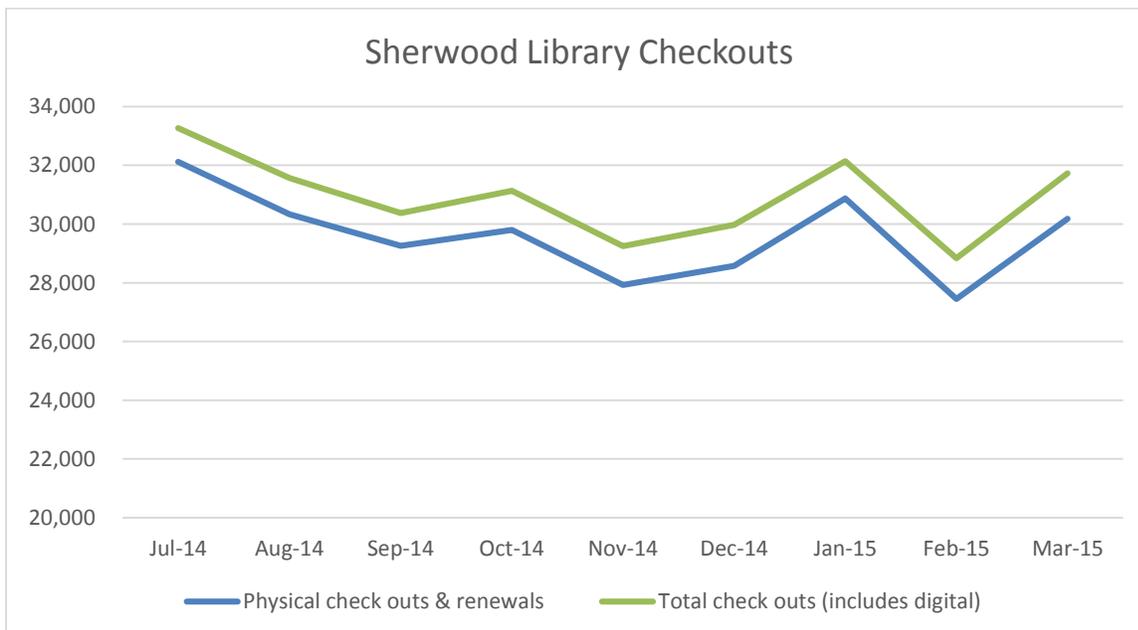


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| % change from prev. month | 9% | 26% | 173% | 71% | -61% |
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| % change from prev. month | 8% | 15% | 108% | -58% | 55% |
| Accounts active in last 6 months | 2,371 | 2,675 | 4,335 | 2,242 | 3,011 |
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| Accounts active in last 12 months | 3,550 | 3,993 | 5,815 | 3,752 | 4,629 |
| % of patrons active last 12 mos. | 29% | 33% | 48% | 35% | 42% |
| New library cards | 95 | 64 | 96 | 71 | 99 |
| Growth with new cards | 0.8% | 0.5% | 0.8% | 0.7% | 0.9% |

| Door count | Feb-15 | Mar-15 | % Change from last month | Mar-15 Open hours | Open days | Visits per hour | Visits per day | Avg physical checkouts & renewals per hour | Monthly checkouts per FTE |
|------------|--------|--------|--------------------------|-------------------|-----------|-----------------|----------------|--|---------------------------|
| Total | 18,956 | 21,301 | 11% | 265 | 31 | 80 | 687 | 114 | 3,295 |

The Library had nearly 700 visits per day, 1,071 program participants and a 12% increase in digital checkouts in March.

| Monthly Circulation | Feb-15 | Mar-15 | March last year | % Change from last year | % Change from last month |
|--------------------------------|--------|--------|-----------------|-------------------------|--------------------------|
| Physical check outs & renewals | 27,446 | 30,177 | 32,894 | -8.3% | 10.0% |
| Self-checkouts only | 7,299 | 7,625 | 7,222 | 5.6% | 4.5% |
| % @ self-check | 27% | 25% | 22% | 15.1% | -5.0% |
| Digital checkouts (Library2Go) | 1,114 | 1,240 | n/a | n/a | 11% |
| Digital checkouts (3M) | 272 | 310 | n/a | n/a | 14% |
| Total digital checkouts | 1,386 | 1,550 | n/a | n/a | 12% |
| % of total checkouts | 4.8% | 4.9% | n/a | n/a | 2% |
| Total check outs | 28,832 | 31,727 | 32,894 | -3.5% | 10.0% |
| Check ins | 19,571 | 22,061 | 22,855 | -3.5% | 12.7% |



| Collection Development | Feb-15 | Mar-15 | Monthly avg last FY |
|------------------------|--------|--------|---------------------|
| Count of items added | 599 | 400 | 562 |

| Volunteers | Hours | Equivalent FTE | # of volunteers |
|-------------------------------------|---------------|----------------|-----------------|
| Bulletin Board | 4 | 0.02 | 1 |
| Checkin (returns) | 81.75 | 0.47 | 12 |
| Checkin (tasket processing & holds) | 56 | 0.32 | 7 |
| Clerical/office asst | 12.5 | 0.07 | 1 |
| Requests to fill | 37.75 | 0.22 | 6 |
| Homework Helper | 6 | 0.03 | 1 |
| Shelving | 6.25 | 0.04 | 1 |
| Checkin total | 137.75 | 0.79 | 19 |
| Grand Total | 204.25 | 1.18 | 29 |
| Last month | 169 | 0.98 | 22 |
| % change | 17% | 17% | 24% |

Programs & Activities

Youth & Family Programs:

- Homework Help—10 teens (3 sessions)
- Paperback Pals book group—6 children, 1 adult—7 total
- Read to the Dogs—11 participants
- NEW: Spring Break Movies
 - *Boxtrolls*—21 children, 7 adults—28 total
 - *Big Hero 6*—14 children, 10 adults—24 total
- Stuffed Friends Sleepover—16 children, 7 adults—23 total
- NEW: Lego Maniacs with Mr. Blair, Master Builder—35 children, 22 adults—58 total
- Storytimes (note: no storytime first week of March)
 - Saturday Family Storytime -- 9 children & 6 adults—15 total
 - Toddler Storytimes, Tuesdays & Wednesdays: 154 children, 129 adults—283 total people (7 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 123 children, 121 adults—244 total people (7 storytimes)
 - Baby Time: 90 babies, 53 adults—143 total people (4 storytimes)

Total participants: 846 people

Adult & All Ages Programs:

- Oregon Humanities Conversation Project “Mind the Gaps”—5 adults
- Six Word Story Contest—220 participants, judged by Councilor Harris, Joe Gall, Elizabeth Beechwood.

Total participants: 225 people

Outreach:

- Helping Hands, share library fliers

Growing Partnerships:

- Art of the Story Grand Finale plans continue. This WCCLS program will be held at the Sherwood Center for the Arts.

Other Activities:

- Displays:
 - Women’s History Month
 - Staff Picks
 - St. Patrick’s Day
- Projects:
 - Planning Spring & Summer programming
 - Training new volunteers
 - Magazine Monday (free magazine giveaway--ongoing)
 - Weeding outdated materials (ongoing)
 - Tour to Canby City & Library staff (Adrienne)
 - Shelving / Collection space planning (Adrienne & Mary Madland)
- Recruitments:
 - Hired Jaime Thoreson as Youth Services Librarian II position, soft start in April.
- Washington County Cooperative Library Services Meeting attendance:
 - Adult Services (Pinn Crawford)
 - Adult Summer Reading (Crystal Garcia)
 - Art of the Story (Jenny Swanson)
 - CircUs (Jenny)
 - Executive Board (Adrienne)
 - Policy Group (Adrienne)
 - Publicity Committee (Jenny)
 - WCCLS Users Group (Jenny)
 - Youth Services (Jenny)
 - CATS (Mary)
 - Latino Services (Crystal)
- Other meetings:
 - Main Street meeting (Adrienne)
 - Friends of the Library (Adrienne)
- Staff trainings:
 - Digital Literacy: Public Technology Training in Libraries (Pinn)
 - Leadership & Self-Awareness Seminar (Jenny)
 - Policy Group retreat—“What do we measure” (Adrienne)
 - Novelist Readers Advisory (Jolene Sakaino & Becky Gray)

Service Stories

“Hi Pinn, ... I want to let you know how much my mom appreciate what you do for her. She does not drive, and speak very little English. You and the library give her the gifts of reading with all those Chinese books that you've been getting her. She want to personally ‘Thank You’...Thank you so much. Aida and Lanny”

The patron (Aida) is of Chinese descent and her mom only really reads in Chinese.—*Pinn Crawford (Adult Services Librarian)*

At Paperback Pals, for 3rd through 5th graders, we discussed a book called Rules, by Cynthia Lord, about a girl coming to terms with her brother’s autism and learning about friendship with a paraplegic boy she meets. We had five repeat attendees from previous Paperback Pals, along with a new member, Jason, and his mother. The mother had heard about the book we were reading and thought it would be the perfect vehicle for her family to talk about Jason’s brother’s autism and the impact on all of them. They read and discussed the book as a family and were able to better understand each other’s perspectives. The two of them also shared their experience with our group and helped shed light on a real-life version of the story. Afterwards, I recommended further reading of books about autistic characters and discussed more options for her autistic son’s reading level. I love how this one program is touching so many lives.—*Adrienne Doman Calkins*

I was able to refer a patron to the Oregon Talking Book and Braille Library to be able to listen to audio books with many more options to slow the speed down, compared to the standard audio books we have. He qualifies for this free services because of being legally blind, as a complication of autism. His mother was thrilled to learn about the details I relayed from the OTBBL. – *Adrienne Doman Calkins*

Facebook comments from the Stuffed Friends Sleepover:

“We had fun! This was the first time we went and we're very glad we did. :) Thanks!”

“Such a fun idea!!! My kids enjoyed this so much. Thanks”

“Bear is playing Legos just like his buddy at home. Love this! It’s perfect!”

