



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, January 15, 2013

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

7:00pm Regular City Council Meeting



Home of the Tualatin River National Wildlife Refuge

REGULAR CITY COUNCIL MEETING

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. NEW BUSINESS**
 - A. Swearing In of Elected Officials**
 - B. Election of Council President**
- 5. CONSENT:**
 - A. Approval of December 18, 2012 City Council Meeting Minutes**
 - B. Approval of December 19, 2012 City Council Meeting Minutes**
 - C. Resolution 2013-001 Reappointing James Boscole to the Cultural Arts Commission**
- 6. PRESENTATIONS**
 - A. Proclamation, Declaring January 2013 as School Board Recognition Month**
- 7. CITIZEN COMMENTS**
- 8. CITY MANAGER REPORT**
- 9. COUNCIL ANNOUNCEMENTS**
- 10. ADJOURN**

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 City's bulletin board at Albertson's. Council meeting materials are available to the public at the Library.

To Schedule a Presentation before Council:

If you would like to appear before 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 by calling 503-625-4246 or by e-mail to: murphys@sherwoodoregon.gov

AGENDA

SHERWOOD CITY COUNCIL
January 15, 2013

7:00pm Regular City Council Meeting

Sherwood City Hall
22560 Pine Street
Sherwood, OR 97140



**SHERWOOD CITY COUNCIL MINUTES
22560 SW Pine St., Sherwood, Or
December 18, 2012**

REGULAR CITY COUNCIL MEETING

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:02 pm.
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Dave Grant, Councilors Matt Langer, Krisanna Clark, Bill Butterfield, Robyn Folsom and Linda Henderson.
5. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, Finance Director Craig Gibons, Police Chief Jeff Groth, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, City Engineer Bob Galati, Civil Engineer Jason Waters, Engineer Associate Craig Christensen, Accounting Manager Julie Blums, Building Official Scott McKie, Administrative Assistant Colleen Resch, City Recorder Sylvia Murphy and City Attorney Paul Elsner.

Mayor Mays addressed the Consent Agenda and asked for a motion.

6. **CONSENT AGENDA:**
 - A. **Approval of December 4, 2012 City Council Meeting Minutes**
 - B. **Resolution 2012-056 Extending the Portland General Electric Company Franchise Agreement through June 30, 2013**
 - C. **Resolution 2012-059 Canvassing returns of the November 6, 2012 Washington County General Election, proclaiming results and directing the City Recorder to enter the election results into the record**

MOTION: FROM COUNCILOR MATT LANGER TO APPROVE THE CONSENT AGENDA SECONDED BY COUNCILOR ROBYN FOLSOM. MOTION PASSED 6:0, ALL PRESENT COUNCIL MEMBERS VOTED IN FAVOR, (COUNCILOR HENDERSON NOT PRESENT FOR THE VOTE).

Mayor Mays announced that the Council would address Presentations on the agenda and return to Citizen Comment since we have a room full of guests to recognize.

7. PRESENTATIONS

A. Recognition of Sherwood Bowmen Football State Champions

Mayor Mays announced that earlier this month the Sherwood Bowmen Football team was successful in winning the 5A State Championship against Marist High School. Mayor Mays proceeded to list the accomplishments of the program over the past few years: 2nd State Title in 3 years with a 39-1 record. Prior to congratulating the coaches and players, Mayor Mays stated that he enjoyed recognizing the youth in our community. Councilor Butterfield congratulated the team and expressed his pride. Councilor Grant noted that the football program not only teaches our youth how to play football, but how to succeed at life. Bowmen football is an impressive program and the coaches have done great job. Councilor Langer noted how much the program has improved over the years and the great things they have accomplished for our youth and the whole community.

The Mayor Mays called forward Coach Greg Lawrence to say a few words. Coach Lawrence thanked the Council for inviting the team and allowing him to recognize these great young men. He stated, this was a great season and these young men represented our community well. They worked hard on the field, but also finished with the 3rd highest G.P.A. among all football programs in the state. Mayor Mays then presented each player with a Certificate of Achievement and Coach Lawrence with a Certificate of Appreciation and a plaque from the City of Sherwood.

Mayor Mays thanked Coach Lawrence and the parents and families for their support.

8. CITIZEN COMMENTS

There were no citizen comments, and Mayor Mays addressed the next agenda item.

9. NEW BUSINESS

A. Resolution 2012-057 Authorizing the City Manager to execute a license to allow adjacent homeowner to construct and maintain a fence on city property

City Engineer Bob Galati introduced City Engineer Craig Christensen, who recapped the staff report and informed the Council that this resolution is related to an earlier resolution (Resolution 2012-050) that authorized funding for the construction of a maintenance access road. According to the homeowner, the new maintenance access road has created increased pedestrian traffic and the owner is requesting a license to allow construction of a fence on the city's side of the property line.

With no Council questions or comments, Mayor Mays asked for a motion.

MOTION: FROM COUNCIL PRESIDENT DAVE GRANT TO ADOPT RESOLUTION 2012-057, SECONDED BY COUNCILOR LINDA HENDERSON, MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

B. Resolution 2012-058 Directing staff to begin the process of determining and recommending an alignment for Cedar Brook Way

Community Development Director Julia Hajduk recapped the staff report and informed the Council the resolution is a follow up to PA12-03 that the Council adopted in October 2012 to change the functional classification of Cedar Brook Way to a Collector and confirming the intent to connect Cedar Brook Way from Handley to Elwert. Julia reminded the Council that during the hearings there was support, but also concerns about the exact alignment, and construction costs. Julia stated this resolution will direct staff to begin the process of determining and ultimately recommending an alignment for Cedar Brook Way.

With no Council questions or comments, Mayor Mays asked for a motion.

MOTION: FROM COUNCILOR LINDA HENDERSON TO ADOPT RESOLUTION 2012-058, SECONDED BY COUNCILOR ROBYN FOLSOM, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

C. Resolution 2012-060 Authorizing the City Manager to negotiate with the Sherwood School District to install lights on fields at the Ridges Campus and Sherwood Middle School

Community Services Director Kristen Switzer recapped the staff report and informed the Council that this topic came before the Parks and Recreation Board earlier this month and they voted to recommend that the Council authorize the City Manager to negotiate with the Sherwood School District.

Mayor Mays asked for questions or discussion from the Council.

Council Butterfield recused himself.

Councilor Robyn Folsom asked if this project affected the Parks and Recreation Master Plan.

Kristen Switzer replied that the installation of lights is on their priority list, but not at the top. However, the plans at the top of the priority lists, Woodhaven Park and Cedar Creek Trail, are too expensive to accomplish at this time.

Councilor Folsom noted that the Parks and Recreation Board has been dealing with less resources, but has been tenacious in looking for projects that can be accomplished at this time.

Councilor Linda Henderson asked if there is a budget for this project.

City Manager Joe Gall stated that the Parks and Recreation Board motioned not to exceed \$400,000 for both light projects.

Council Henderson asked whether this issue will come before the Council again.

City Manager Gall stated that the Council may see a contract and will be informed of the progress of the project. If approved, the City of Sherwood will begin working with the Sherwood School District to address the drainage problems at the Ridges Campus in conjunction with the light installation. Joe

stated we are trying to save money and time by working with the School District in addressing both issues together and providing more fields for sports programs.

Councilor Clark wanted clarification on the Ridges Campus lighting plan.

City Manager Gall stated that initially we are planning on installing lights on the field directly behind the school and some of the baseball fields. The current budget of \$400,000 will probably not be enough to light all the fields at the Ridges Campus. Joe reminded the Council that this is still preliminary and he will begin discussing the issue with the School District if the resolution is passed.

Council Clark asked in the Parks and Recreation Board voted on this issue.

City Manager Gall said it was a unanimous vote to provide a \$400,000 cap to explore additional lighting at these two locations, but they did not specify which fields, and he said with the SDC money coming in, they agreed this is the right time to make this investment.

Councilor Folsom asked Kristen Switzer whether there is going to be conversations with the groups that use these facilities to perhaps contribute in some form. Kristen replied there will be conversations with these groups and commented regarding the groups paying rental fees for lights and commented regarding contributing in some form.

With no other Council questions or comments, Mayor Mays asked for a motion.

MOTION: FROM COUNCIL PRESIDENT DAVE GRANT TO ADOPT RESOLUTION 2012-060, SECONDED BY COUNCILOR ROBYN FOLSOM, MOTION PASSED 6:0, ALL COUNCIL MEMBERS VOTED IN FAVOR, WITH A RECUSAL FROM COUNCILOR BILL BUTTERFIELD.

Mayor Mays addressed the next agenda item and asked the City Recorder to read the public hearing statement.

10. PUBLIC HEARINGS

A. Resolution 2012-061 Adopting a Supplemental Budget and making appropriations

Finance Director Craig Gibbons introduced a supplemental budget consisting of three changes. He explained, one change is to the Storm Fund, to create capital expenditure authority for a project that was not completed last year. In the General Construction Fund, we are transferring money in from the General Fund in the amount of \$300,000 and combining it with \$200,000 of capital construction fund contingency, to make a budget outlay of \$500,000 for the turf field replacement. Then in the General Fund, we are increasing administration, we are recognizing the transfer out to the General Construction Fund, and we are decreasing contingency, and all of the funds will stay in balance after this supplemental budget is approved.

Mayor Mays stepped away for a moment and in the absence of the Mayor, Council President Dave Grant asked for questions or concerns from the Council.

City Recorder note: Mayor Mays returned to the meeting.

Councilor Folsom asked how the Supplemental Budget impacts the Budget Committees' mission statement and goals.

Craig stated that the Supplemental Budget does not impact those goals, in that the General Fund balance stays above 20 percent. It does take a hit to the General Fund of \$300,000 to \$400,000, but we are still above the target of 20 percent.

Mayor Mays asked if staff wished to provide more information before public testimony was received.

With no additional information from staff, Mayor Mays opened the public hearing to receive testimony.

With no public comments received, the public hearing was closed.

With no other Council questions or comments, Mayor Mays asked for a motion.

MOTION: FROM COUNCILOR LINDA HENDERSON TO ADOPT RESOLUTION 2012-061, SECONDED BY COUNCILOR BILL BUTTERFIELD, MOTION PASSED 7:0, ALL COUNCIL MEMBERS VOTED IN FAVOR.

Craig Gibons informed the Council that once again the City of Sherwood was awarded GFOA for the budget document and wanted to recognize Julie Blums, the Accounting Manager who was responsible for putting the budget document together. The Council congratulated Julie Blums and noted that Sherwood is 1 of 20 municipalities to earn the award this year, out of 243 cities in Oregon.

B. Appeal PA12-01, Pankard Building

City Recorder Note: This business was not addressed by the Council.

Mayor Mays addressed the next agenda item.

11. CITY MANAGER AND DEPT REPORTS

City Manager Joe Gall reminded the Council that the next meeting would be January 15, 2013.

12. COUNCIL ANNOUNCEMENTS

Mayor Mays wished everyone and Merry Christmas and a safe and happy holiday.

13. ADJOURN to URA Board of Directors Meeting

Mayor Mays adjourned the Council meeting at 8:20 pm and convened to a URA Board of Directors meeting.

Submitted by:

Sylvia Murphy, CMC, City Recorder

Keith S. Mays, Mayor



SHERWOOD CITY COUNCIL MINUTES
22560 SW Pine St., Sherwood, Or
December 19, 2012

CITY COUNCIL WORK SESSION with City Boards & Commissions

1. **CALL TO ORDER:** Appreciation Dinner began at 6pm, no formal call to order was conducted.
2. **COUNCIL, BOARDS & COMMISSION MEMBERS AND STAFF PRESENT:** See sign in sheet, (not everyone in attendance signed in).
3. **BUSINESS:** No formal business was conducted, copies of the Annual reports from City Boards and Commissions were available at the meeting for discussion, (see record, Exhibit A).
4. **ADJOURN:**

There was no formal adjournment to the meeting, dinner concluded at approximately 7pm.

Submitted by:

Sylvia Murphy, CMC, City Recorder

Keith S. Mays, Mayor

Council Meeting Date: January 15, 2013

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Kristen Switzer, Community Services Director

Through: Joseph Gall, City Manager

SUBJECT: Resolution 2013-001, a resolution reappointing James Boscole to the Cultural Arts Commission

ISSUE:

Should the City Council reappoint James Boscole to the Cultural Arts Commission?

BACKGROUND:

James Boscole was appointed to the Cultural Arts Commission by resolutions 2009-078 and 2011-001 and James has requested reappointment.

Because James has served 2 terms we would typically advertise the opening and invite James to apply. However, due to the fact that we currently have 3 vacancies, there is no need to hold off on reappointing James.

Council Liaison Robyn Folsom and the Chair of the Cultural Arts Commission Doug Pedersen, with assistance of staff, are recommending James for reappointment.

According to Chapter 2.08.010 of the Sherwood Municipal Code, members of the Cultural Arts Commission shall be appointed by the Mayor with consent of the City Council for a two year term.

RECOMMENDATION:

Staff recommends approving Resolution 2013-001, reappointing James Boscole to the Cultural Arts Commission.



RESOLUTION 2013-001

A RESOLUTION REAPPOINTING JAMES BOSCOLE TO THE CULTURAL ARTS COMMISSION

WHEREAS, James Boscole was appointed to the Cultural Arts Commission by Resolutions 2009-078 and 2011-001;

WHEREAS, the Cultural Arts Commission currently has vacancies and James Boscole has requested reappointment; and

WHEREAS, Council Liaison Robyn Folsom and the Chair of the Cultural Arts Commission Doug Pedersen, with assistance from staff, are recommending James Boscole for reappointment; and

WHEREAS, according to Chapter 2.08.010 of the Sherwood Municipal Code, members of the Cultural Arts Commission shall be appointed by the Mayor with consent of the City Council for a two year term.

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

Section 1. The Mayor is authorized to reappoint James Boscole to a two year term, expiring January 2015.

Section 2: This Resolution is effective upon its approval and adoption.

Duly passed by the City Council this 15th day of January 2013.

Bill Middleton, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder