



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, December 4, 2012

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

5:30pm City Council Executive Session
(Pursuant to ORS 192.660(2)(i), Performance Evaluation)

6:00pm City Council Work Session

7:00pm Regular City Council Meeting

URA Board of Directors Meeting
(to follow the City Council Meeting) (Tentative URA Board Work Session)



Home of the Tualatin River National Wildlife Refuge

5:30PM EXECUTIVE SESSION

6:00PM WORK SESSION

REGULAR CITY COUNCIL MEETING

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CONSENT:
 - A. Approval of November 14, 2012 City Council Meeting Minutes
5. PRESENTATIONS
 - A. Eagle Scout Recognition
 - B. Proclamation Human Rights Week
6. CITIZEN COMMENTS
7. CITY MANAGER REPORT
8. COUNCIL ANNOUNCEMENTS
9. 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 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

December 4, 2012

**5:30pm City Council Executive Session
(Pursuant to ORS 192.660(2)(i))**

6:00pm City Council Work Session

7:00pm Regular City Council Meeting

**URA Board of Directors Meeting &
Tentative Work Session
(to follow the City Council Mtg.)**

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



SHERWOOD CITY COUNCIL MINUTES
22560 SW Pine St., Sherwood, Or
November 14, 2012

CITY COUNCIL WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 6:04 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Dave Grant, Councilors Matt Langer, Krisanna Clark, Bill Butterfield, Robyn Folsom and Linda Henderson.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Finance Director Craig Gibons, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Police Chief Jeff Groth, Municipal Court Administrator Lisa Layne, Municipal Court Judge Jack Morris and City Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Mike and Kristin Leichner with Pride Disposal.
5. **TOPICS DISCUSSED:**
 - A. **Municipal Court Annual Report:** Finance Director Craig Gibons, Court Administrator Lisa Layne and Municipal Court Judge Jack Morris presented an annual fiscal year 2011-2012 report to the Council (see record, Exhibit A). Discussion followed.
 - B. **Solid Waste Management Franchise, Proposed Code Amendments:** Public Works Director Craig Sheldon briefed the Council and provided a letter (see record, Exhibit B) from Kell, Alterman and Runstein LLP, a firm representing Pride Disposal. Discussion followed regarding proposed City Code/Franchise Agreement amendments. Council conceded to have staff review with legal counsel, proceed with language amendments, and bring back proposed language for Councils consideration.
6. **ADJOURN:**

Mayor Mays adjourned the work session at 6:30 pm.

REGULAR CITY COUNCIL MEETING

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:02 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Dave Grant, Councilors Matt Langer, Krisanna Clark, Bill Butterfield, Robyn Folsom and Linda Henderson.

3. **STAFF AND LEGAL COUNSEL PRESENT:** Assistant City Manager Tom Pessemier, Finance Director Craig Gibbons, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Police Chief Jeff Groth, and City Recorder Sylvia Murphy. City Attorney Chris Crean.

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

4. **CONSENT:**

- A. **Approval of October 2, 2012 City Council Meeting Minutes**
- B. **Approval of October 16, 2012 City Council Meeting Minutes**
- C. **Resolution 2012-054 Reappointing Lynn Snyder to the Parks and Recreation Board**
- D. **Resolution 2012-055 Reappointing Marney Jett to the Parks and Recreation Board**

MOTION: FROM COUNCILOR LINDA HENDERSON TO APPROVE THE CONSENT AGENDA SECONDED BY COUNCILOR ROBYN FOLSOM. MOTION PASSED 7:0, WITH ALL COUNCIL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item and called forward Cindy and Roger Aggson.

5. **PRESENTATIONS**

A. **Proclamation and Recognition of Give n' Gobble Coordinators**

Mayor Mays stated next week is Thanksgiving and in addition to the holiday is the Give n' Gobble Run/Walk and Food Drive. Mayor Mays recognized Cindy Aggson as Founder and Event Co-Director and recognized Roger Aggson as Co-Director. Mayor Mays also recognized Shelly and Mike Rath as Event Co-Directors and read the Proclamation proclaiming November 22, 2012 as Give n' Gobble Run/Walk and Food Drive Day.

Mayor Mays thanked Cindy and Roger Aggson and Mike and Shelly Rath for all their dedication and service to the community and recognized the following volunteers:

Event Registration: Laura Tranquil, Becky Freeman, Dawn Perazzo & Family, Julie Oliveros, Shelly Churilla & Family, Tera Sands & Family, Cindy Perone, Staci Lieuallen, Lana Cole & Family.

Refreshment Coordinators: Barbara Kern, Michael Carlson, Angi Ford, Rhea Bishop, Molly Zettlemyer, Tom Nelson, Kim Guarnaccia, Joe Reinstadler and Greg Hanson & Family.

Course Marshalls: Cory Stark, Scott Olheiser, Councilor Krisanna Clark & Family, Renee Browse, Mike & Melanie Mills, Brian Stetcher, Councilor Linda Henderson and Jonathan Hawes.

Auction/Promotion/Entertainment: Patti Orta, David Yasnoff, Cindy Francois, Amber Gardner, Tracey Oakley, Megan Cole and Alyse Vordermark.

Cindy stated the event has received amazing support from businesses, schools, elected officials and community members and said no one has turned down the opportunity to support the event.

B. **Proclamation, Human Rights Week**

Mayor Mays stated the Council will not be recognizing the proclamation this evening and addressed another item not on the agenda, and called forward John and Dorothy Alto former owners of Alto's Chevron. Mayor Mays recognized the Alto's for their many years of contributions and services to the Sherwood community. Mayor Mays stated the Alto's have supported scouts and sports teams and many events including the Old Engine Event and said the Alto's will be retiring and have sold the business to Chevron Corporate. Mayor Mays confirmed the Altos' will be staying in the community and presented them with a Certificate of Appreciation.

Councilor Henderson mentioned and recognized the Alto's for the hundreds of jobs provided by Alto's Chevron.

Councilor Folsom stated she will miss the Alto's and services they have provided.

Mayor Mays addressed the next agenda item.

C. Presentation, Bank of Oswego

Tim Heine with Bank of Oswego and Bridget Smith, Director of PR and Marketing and Phil Chek Designer with Phil Chek and Associates Design came forward and presented information on the relocating of the current Bank of Oswego Sherwood branch to the Sherwood Old Town area. Tim Heine briefed the Council on their business as a community bank based out of Lake Oswego, which started in 2004 with a target market of small to midsize businesses. Mr. Heine stated they are currently number one in market share in the Lake Oswego zip code with \$150 million in assets. Mr. Heine stated they are a very capitalized bank, a very strong bank, that spends a lot of time in the community, spending time and energy with local nonprofit, education and youth organizations and have built good relationships with these organizations. Mr. Heine explained at their current location in the Six Corners Area of Sherwood, the people are more operational and they have now decided to further their commitment in Sherwood and are behind the City and what they are trying to do with economic development in Old Town. Mr. Heine stated he and two others will be working out of the new location off Railroad Street. Mr. Heine informed the Council this is their third location and they also provide a courier service of picking up deposits and returning them to the bank and said this location is referred to as a Business Banking Center, technically a Loan Production Center. He further explained they do not have a teller line and someone cannot cash a check at this location, they will have an ATM and their goal is to be a full service location.

Bridget Smith commented they are very excited of their commitment to the Old Town area and excited about the building. Ms. Smith stated they are very committed to the community and the heart of Sherwood. Ms. Smith stated informed the Council they are excited to work with Phil Chek and Associates and they will be preserving the historic elements of the building and said one element of the facility is to provide a community room available for the community to use.

Mr. Chek stated he was contacted by the Bank of Oswego and is very excited to work with them on the historic building and said he specializes in preservation and renovations of historic structures and has worked on the Benson and Heathman Hotels in Portland as well as the US Bank. Mr. Chek stated they have been in business for 25 years and were excited when approached by Bank of Oswego. He stated all the materials they will be using in the building will reflect what you might have seen 50 years ago and gave examples of various design elements. Mr. Chek informed the Council of an existing vault in the old building that will be renovated. Mr. Chek briefed the Council on exterior changes and said they should have the renovations completed in approximately two months.

Ms. Smith added they hope to be in operation on January 14th.

Mr. Heine added they still have a permit they must obtain but doesn't foresee any issues and said the bank will be scheduling an open house in February.

Mayor Mays commented regarding how wonderful it is to see another business making a commitment to Old Town and is confident they will be very successful. He stated this is another example of a business in Old Town that is thriving and hopes other businesses will make similar commitments.

Council President Grant commented regarding Mr. Heine's participation in the community including his involvement with the Chamber of Commerce and commended Tim for his involvement and dedication to the community.

Councilor Folsom stated she is the Vice President of an organization that he supports and commended Mr. Heine for their partnership and support of performing arts and stated she appreciated what they are doing for Old Town.

Mayor Mays thanked the representatives and addressed the next agenda item.

6. CITIZEN COMMENTS

There were no citizen comments received and Mayor Mays addressed the next agenda item and called forward Public Works Director Craig Sheldon.

7. NEW BUSINESS

A. Ordinance 2012-013 Declaring certain sidewalks in the City to be defective under Sherwood Municipal Code Chapter 12.08 and ratifying prior acts with respect to such sidewalks

Craig Sheldon stated back on August 7th staff brought before the Council a resolution to move forward on the first round of sidewalk repairs on our Assistance Program and said staff should have brought an ordinance before the Council and not a resolution. Craig stated this ordinance is a cleanup item that will take effect in 30 days if approved.

Mayor Mays thanked Craig and asked for questions of the Council.

Mayor Mays indicated this type of ordinance does not require a public hearing and confirmed with City Attorney Chris Crean. Mr. Crean confirmed.

Councilor Henderson confirmed there were no changes in the program the Council previously adopted. Craig confirmed there were no changes and stated it's still a 50/50 split and it's the same amount of addresses listed in the resolution.

Councilor Langer stated he has seen some sidewalk activity relative to this item. Craig replied we have been working on this and said it's been very successful and informed the Council, of the 150 locations listed in this resolution, we have had approximately 7 that have been noncompliant, with 2 complaints and everyone else has signed up for the program.

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

MOTION: FROM COUNCILOR KRISANNA CLARK TO READ CAPTION AND ADOPT ORDINANCE 2012-013, SECONDED BY COUNCILOR BILL BUTTERFIELD. MOTION PASSED 7:0 WITH ALL COUNCIL MEMBERS VOTING IN FAVOR.

Mayor Mays addressed the next agenda item.

B. Ordinance 2012-014 Declaring certain sidewalks in the City to be defective under Sherwood Municipal Code Chapter 12.08

Craig Sheldon stated this is the same program discussed in the previous legislation and said back in 2012 we did sidewalk inspections and located 1700 issues and this ordinance before the Council has another 109 addresses that need to be addressed for fixing the sidewalks by either signing up for the program or making the repairs themselves within the ordinance. Craig informed the Council this is still a 50/50 split with the resident having 12 months to pay if they sign up for the program.

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

MOTION: FROM COUNCILOR LINDA HENDERSON TO READ CAPTION AND ADOPT ORDINANCE 2012-014, SECONDED BY COUNCILOR ROBYN FOLSOM. MOTION PASSED 7:0 WITH ALL COUNCIL MEMBERS VOTING IN FAVOR.

Mayor Mays addressed the next agenda item.

8. CITY MANAGER AND DEPARTMENT REPORTS

Assistant City Manager Tom Pessemier, filling in for City Manager Joe Gall reported that on December 3rd at the Tualatin Police Department there will be a SW Corridor Plan meeting, a community planning forum, from 6-8pm. Tom informed the Council this meeting is a great meeting to attend to gather information on the plan.

Kristen Switzer Community Services Director reported that the Sherwood Library would be conducting their Food for Fines program where nonperishable food items will be accepted to cover library fines at the rate of one food item for every dollar owed. Kristen stated this year we are partnering with Sherwood Helping Hands and Willow Brook Food Bank. Dates of the event are December 3-9th, 2012.

Mayor Mays addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS

Mayor Mays reminded of the Give n Gobble event to be held on Thursday, November 22nd.

Councilor Folsom reported that the Sherwood Senior Center Holiday Artisan Bizarre will be this Saturday from 9am-4pm and they are in need of volunteers to setup on Friday afternoon and teardown. Ms. Folsom stated the Senior Center is also selling See's Candy that can be preordered with the orders being available for pick up the next Wednesday. Ms. Folsom stated they can also

take corporate orders. Ms. Folsom said the Senior Center gift shop is open daily from 9am-4pm and has many handcrafted gifts.

Councilor Henderson reported she recently participated in a Police ride-along with Officer Drummond and recapped the event and highly recommended others to participate in ride-alongs. Ms. Henderson stated she experienced a little bit of crime that people may not realize exists in Sherwood and experienced an amazingly professional and kind response from our officers. Ms. Henderson stated she was extremely impressed with Officer Drummond and Officer Miller who was in training. Ms. Henderson stated there's a large volume of people that come through our community and even though we are only 4 square miles, it's a lot of territory to cover, especially when we only have two officers after midnight. Ms. Henderson stated she hopes the Council can discuss this at the beginning of the year and address where we think we are going and maybe get some insight from Chief Groth. Ms. Henderson said members of the community can also request a ride-along and thanked Chief Groth for making the arrangements for her ride-along and thanked City Manager Joe Gall.

Assistant City Manager Tom Pessemier reminded the Council of the upcoming Tree Lighting Ceremony to be held on Saturday, December 1st in Old Town with the parade beginning at 4pm and said this will be the first year we will have the tree at the Cannery Square Plaza.

With no other reports, Mayor Mays adjourned to a URA Board of Directors meeting.

10. ADJOURN to URA Board of Directors Meeting

Mayor Mays adjourned at 7:35pm.

Submitted by:

Sylvia Murphy, CMC, City Recorder

Keith S. Mays, Mayor