



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, February 7, 2012

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

6:30pm City Council Work Session

7:00pm Regular City Council Meeting

**7:30pm URA Board of Directors Joint
Work Session with SURPAC**



CITY COUNCIL WORK SESSION 6:30 PM

REGULAR CITY COUNCIL MEETING

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CONSENT:**
 - A. Approval of January 7, 2012 City Council Minutes**
 - B. Approval of January 17, 2012 City Council Minutes**
 - C. Approval of January 21, 2012 City Council Minutes**
 - D. Resolution 2012-004 Reappointing Diana Stanley to Library Advisory Board**
 - E. Resolution 2012-005 of the City of Sherwood approving employment related decisions of the Pro Tem City Manager consistent with Section 33 of the Sherwood Charter**
- 5. PRESENTATIONS**
 - A. Eagle Scout Recognition**
- 6. CITIZEN COMMENTS**
- 7. CITY MANAGER REPORT**
- 8. COUNCIL ANNOUNCEMENTS**
- 9. ADJOURN TO URA BOARD WORK SESSION**

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 February 7, 2012

6:30pm City Council Work Session

7:00pm Regular City Council Meeting

**7:30pm URA Board Joint Work
Session with SURPAC**

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



SHERWOOD CITY COUNCIL MINUTES
Annual Strategic Planning-Goal Setting
Police Facility - 20495 SW Borchers, Sherwood, Oregon
January 7, 2012

CITY COUNCIL WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 8:35 am.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Councilors Bill Butterfield, Robyn Folsom, Matt Langer, Krisanna Clark and Linda Henderson. Council President Dave Grant arrived at 8:43 am.
3. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Public Works Director Craig Sheldon, Finance Director Craig Gibons, Community Services Director Kristen Switzer, Police Chief Jeff Groth, Economic Development Manager Tom Nelson, IT Director Brad Crawford, Human Resource Manager Anna Lee, Planning Manager Julia Hajduk and City Recorder Sylvia Murphy.

4. **TOPICS DISCUSSED:**

A. Waldron HR Consultants. Mayor Mays introduced Heather Gentz and Jeremy Parks from Waldron HR. Heather briefed the Council on the draft City Manager recruitment profile document (see record, Exhibit A) and explained the recruitment process. Discussion followed with Council members providing feedback on minor scrivener error's and profile content. Discussion occurred regarding salary and benefits. Waldron to provide a final document to the Council the week of January 9th.

B. Council 2012 Strategic Planning. City Manager Pro Tem Tom Pessemier briefed the Council on the meeting overview and reviewed the meeting agenda. Council members were provided with a report (see record, Exhibit B) showing an overview of each City department, and each department lead provided a recap of their department report.

Public Works: Public Works Director Craig Sheldon recapped the following sections of the department report;

- Essential Services and Other Services – Craig provided an overview of listed essential services. Discussion occurred regarding portable restrooms in public areas, cost associated with this service, park levy and an opportunity to build permanent facilities. Staff to provide Council with estimated cost comparisons of portable restrooms verses permanent facilities.
- Additional 2012 Services – Craig briefed the Council on testing of water system meters, he provided information on purpose of testing. Discussion occurred regarding necessity, benefits and cost.
- Goals for 2012 – Craig explained goals for 2012 and cost estimates of various items listed. Discussion occurred regarding asset depreciation fund and replacement of the turf soccer field at

Snyder Park. Discussion occurred regarding continued discussions of this topic at the Budget Committee level. Craig informed the Council of street sweeping services and a possible opportunity with utilizing Clean Water Services to provide this service.

- Goals for next 5 years – Craig recapped items listed and discussion occurred regarding AMR for water meters (automatic meter reading), Mayor Mays suggested a future work session on this topic. Tom Pessemier informed the Council of possible federal grant opportunities for AMR and said staff was looking into these opportunities.
- Questions for Council – 1) Craig recapped questions for Council and discussion occurred regarding the City’s use of deicer (Mag Chloride), cost and environmental concerns. Staff informed Council there were no environmental concerns as the City must meet federal requirements. 2) Mayor Mays commented regarding paperless utility billing and opportunities to provide incentives, discussion occurred regarding incentives, cost savings of a paperless system and educating the public on paperless services. 3) Discussion occurred regarding Street Tree Trimming Program and initial cost, funding through general fund or street fund. No objections were received by the Council in regards to this program. Council discussion occurred regarding notifying the property owner of requirements. Staff offered to look at utility billing for opportunities for a payment program, scope of program and cost of implementation. Discussion occurred regarding utilizing the Sherwood Archer and other means of noticing the public to allow for educating and noticing. 4) Craig explained “purchasing green” and Council discussion occurred regarding it needing to make sense and provided comments that technology “isn’t there yet”. Staff to look at purchasing green on a fiscal basis. 5) Craig asked regarding open space maintenance and if Council wanted staff to explore options or continue to be complaint driven. Discussion occurred regarding utilizing volunteers, getting rid of evasive species and leaving natural areas “natural”. Craig explained Clean Water Services plan to work on projects. Discussion occurred regarding maintenance costs and opportunities to partner with R2R for maintenance and a possible future work session discussion on this topic.
- Tom Pessemier asked for Council feedback on the presentation of the Public Works Department. Council President Grant asked regarding an “asset depreciation fund” and Tom suggested a future discussion at the Budget Committee level. Councilor Butterfield stated he wanted to ensure we are operating within budget and said he believed Craig Sheldon was doing well in managing the department. Councilor Clark provided comments regarding how nice Sherwood parks are and said people come to Sherwood to use our parks.

Break: Council took a break 10:00-10:10am, Councilor Henderson left at this time and stated she would return later.

Community Development Division - Planning Manager Julia Hajduk provided this report and recapped;

- Essential Services and Other Services.
- Additional 2012 Services and Tom Pessemier informed the Council that staff would be looking at establishing a plan for managing Contract Services.
- Julia recapped Goals for 2012 and Council discussion occurred regarding a future work session to discuss the Town Center Plan. Mayor Mays explained MSTIP funds and the County’s 3D Plan for improvements, he explained MPAC and JPAC meetings and the importance of Sherwood participating in these meetings as well as other regional meetings.
- Julia recapped Goals for Next 5 Years and Council discussion occurred regarding underground water quality ponds and detention ponds. Staff offered to continue discussions in work session.

Discussion occurred regarding annexations and major road improvements and scheduling a work session to continue discussions.

Julia recapped Questions for Council and asked for feedback. Discussion occurred regarding Council concerns of growth and balancing commercial and residential growth and discussion occurred regarding the Tonquin Area. Comments were received regarding Sherwood being heavy on residential and needing to focus on commercial and industrial. Discussion occurred regarding failure of Brookman Area annexation and providing for an opportunity to be in control of development. Discussion occurred regarding Code Clean-up and a Town Center Plan and staff getting more public input and public engagement. Council comments were received regarding staff doing a good job. Discussion occurred regarding minimizing development barriers where sensible and minimizing conflicts. Discussion occurred regarding accessibility barriers in Sherwood, freeing up land, Oregon Street and Tualatin-Sherwood Road improvements, high development fees, expense of land and providing quality in Sherwood.

Council comments were received regarding scheduling a work session to discuss economic development.

Economic Development – Economic Development Manager Tom Nelson provided this report and recapped;

- Essential Services. Tom explained Economic Development Services and benefits and recapped projects. He informed of staff and Mayor's involvement in Greater Portland Inc., explained Oregon Prospector.com, explained Regional Partners and involvement of MTAC and benefits to the Sherwood area.
- Other Services and Additional 2012 Services, Goals for 2012. Tom recapped and informed Council of alley way development in Sherwood. He informed Council the HUD Grant sought by staff was not received. He informed Council Capstone Partners was looking to begin the residential portion of the Cannery Project in Spring 2012. He informed of the property on Main which was recently purchased and explained future construction and engineering.
- Tom recapped Goals for Next 5 Years.
- Tom sought Council/URA Board member feedback on Questions. 1) Regarding Tonquin area being brought into the URD boundaries, Mayor Mays stated more information was needed and currently doesn't see the value. 2) Discussion occurred regarding closing the URD in 6-9 years and opening another one. Tom explained changing boundaries to allow for growth and allowing for financing. 3) Discussion occurred regarding continued support of BOOTS (Businesses of Old Town) and how further discussion in work session was needed. 4) Tom asked if he should continue to focus on retention, expansion and recruitment of businesses, Council confirmed yes. 5) Tom asked if his department was meeting expectations. Comments were received regarding more education is needed on maximum indebtedness, and starting up another URD and an explanation as to why this is best for Sherwood's future. Comments were received regarding Council's appreciation of community involvement, what has been accomplished with maximum indebtedness, what worked well and what didn't work to increase economic development.

NOTE: Councilor Henderson returned at 11:40am

Break: Council took a lunch break at 11:45am and reconvened at 12:12pm.

Community Services Division – Community Services Director Kristen Switzer provided the report and recapped;

- Essential Services - Council Discussion occurred regarding management of Senior Center operations and transitioning of tasks to City operations.
- Other Services were explained and discussion followed. Kristen informed the Council that staff was looking at having other groups oversee Movies in the Park as possible fundraisers.
- Kristen recapped Additional 2012 Services and Goals for 2012. Discussion occurred regarding Community Center needs. Mayor Mays asked in regards to RFID (Radio Frequency Identification) Program and cost and revenue losses associated with the program. Kristen explained WCCLS hopes to have a team assembled to come out and do most of the work. Kristen explained the project scope, sensors and said more information on cost is forthcoming.
- Kristen recapped 5 Year Goals and provided comments regarding a Special District, Mayor Mays replied he was not supportive of Special Districts and explained. Discussion occurred regarding options for Sherwood library and operating levies.
- Kristen recapped Questions for Council and discussion occurred regarding 1) the future of the Community Center, needs to operate, opportunities for grants, utilizing volunteers and marketing. Discussion occurred regarding budgeting in 2012-13 for the Community Center and comments were received about this not being feasible at this time, booking of rentals by spring and a possible need for a supplemental budget. 2) Discussion occurred regarding expectations of Council and comments were received regarding groups being able to manage some of the programming and management of events. Discussion occurred regarding the Volunteer Coordinator position and summer events. 3) Discussion occurred regarding the future of the Field House and having future conversations in 2013-14 with the ongoing development of the cannery project.

Public Safety Division – Police Chief Jeff Groth provided this report and recapped,

- Essential Services, Other Services and Additional 2012 Services. Discussion occurred regarding leveraging K9/Narcotics with other jurisdictions and Chief Groth explained the need of the program and the need for the Sherwood School District to be supportive of the program. Chief Groth explained the challenges of the Accreditation Program and management of, as well as the benefits.

NOTE: Councilor Henderson left the meeting at 12:55pm.

- Chief Groth recapped Goals for 2012 and Goals for Next 5 Years. Discussion occurred regarding community development and commercial-retail development being a drain on public safety services in comparison to residential development.
- Chief Groth addressed Questions for Council and asked if overall police response/presence was adequate for the community, discussion occurred and Council response was yes. Discussion followed regarding service being adequate, officer interaction with youth and community. Council comments were received regarding Council members seeing a reduction of police presence in school zones. Discussion occurred regarding the number of officers on duty, response time to calls and priority of calls and types of calls. Discussion occurred regarding possible use of the Volunteer Coordinator and creation of a Community Watch Program. Discussion occurred regarding issues of drug and alcohol abuse by youth and general school issues and concerns.

Break: Council took a break at 2:10 and reconvened at 2:20pm.

Administration Division – City Recorder/Finance/Human Resources/IT

City Manager Pro Tem Tom Pessemier provided this report and recapped Essential Services, Other Services, Additional 2012 Services, Goals for 2012 and Goals for Next 5 Years.

Discussion occurred regarding Financial Software Analysis.

Tom addressed Questions for Council and discussion occurred regarding 1) what improvements can be made to the budget process with citizen members of the budget committee. 2) Staff asked if they were meeting Council expectations. Comments were received that staff was providing good budget information and explaining it well and the additional meetings were beneficial and helped to build relationships. 3) Staff asked if free WiFi access should be increased and if so what funding source should be utilized, General Fund or Sherwood Broadband. Brad Crawford, IT Director informed the Council the City could add Hotspots with current Sherwood Broadband. Hotspots could be added to Snyder Park, Stella Olsen Park, Woodhaven Park, with cost of approximately \$1500-\$2000 for each spot. Council discussion followed and Council supported Hotspots in Parks and the Cannery Plaza. 4) Staff asked regarding improvements to the City website. Discussion followed regarding Mobile face with and for iPhones and iPads, the Events page, having more easily accessible information with possible scrolling features, posting community events as marketing tool, comments were received from Mayor Mays regarding limiting to government events. Comments were received regarding have scrolling information on the cable access channel, with possibly advertising websites for events or other groups. Staff provided comments regarding staffing needs to provide additional services.

Tom Pessemier stated the next Council Goal Setting work session was scheduled for Saturday, January 21st at Sherwood City Hall.

Council President Grant commented regarding the meeting format and “Other Services” listed by staff and the Council’s need to review these services.

5. ADJOURN: Meeting was adjourned at 2:55pm.

Submitted by:

Sylvia Murphy, CMC, City Recorder

Keith S. Mays, Mayor



SHERWOOD CITY COUNCIL MINUTES
22560 SW Pine St., Sherwood, Or
January 17, 2012

CITY COUNCIL JOINT WORK SESSION WITH PLANNING COMMISSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 6:07 pm.
2. **COUNCIL AND PLANNING COMMISSIONERS PRESENT:** Mayor Keith Mays, Councilors Bill Butterfield, Matt Langer, Robyn Folsom and Linda Henderson. Councilor Krisanna Clark arrived at 6:10 pm. Council President Dave Grant was absent. Planning Commission members Patrick Allen, Michael Carey and Brad Albert. Commissioner John Clifford arrived at 6:15 pm.
3. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Planning Manager Julia Hajduk, Senior Planner Brad Kilby, Associate Planner Zoe Monahan, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Sally Ho with the Oregonian.
5. **TOPICS DISCUSSED:**
 - A. **Trees on Private Property:** Zoe Monahan presented a power point presentation (see record, Exhibit A) and provided a handout (see record, Exhibits B). Discussion occurred regarding proposed new language for trees on private property and the goals for tree coverage on commercial and residential properties.
 - B. **Temporary and Portable Signs:** Brad Kilby presented a power point presentation (see record Exhibit C) and provided a handout (see record, Exhibit D). Discussion followed. Brad explained the need to clarify the existing code regarding temporary and portable signs.
6. **ADJOURN:** Mayor Mays adjourned the work session at 7:15 pm.

REGULAR CITY COUNCIL MEETING

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:25 pm.
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**

4. **COUNCIL PRESENT:** Mayor Keith Mays, Councilors Bill Butterfield, Matt Langer, Robyn Folsom, Linda Henderson and Krisanna Clark. Council President Dave Grant was absent.
5. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Police Captain Jim Reed, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon, Planning Manager Julia Hajduk, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy.

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

6. CONSENT AGENDA

A. Approval of January 3, 2012 City Council Minutes

MOTION: FROM COUNCILOR LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCILOR ROBYN FOLSOM, ALL PRESENT COUNCIL MEMBERS VOTED IN FAVOR (COUNCIL PRESIDENT GRANT WAS ABSENT).

Mayor Mays addressed the next agenda item.

7. CITIZEN COMMENTS

Eugene Stewart PO Box 534 Sherwood came forward and stated he was still looking through the figures presented in the audit of the URA and said he is still puzzled with the figures. Mr. Stewart quoted various figures from the URA Audit and the previous budget. He commented regarding outstanding debt and expressed concerns with the City and URA audits not being available on the State website in comparison to other city's who's audits are posted. Mr. Stewart urged the review of the figures and offered to review them with Council members.

Mayor Mays thanked Mr. Stewart and addressed the next agenda item.

8. NEW BUSINESS

A. Resolution 2012-003 Authorizing the City Manager Pro-Tem to enter in to an IGA between the Cities of Sherwood and Wilsonville regarding Transmission Segment 3A: Reimbursement for work completed and ownership thereof; and regarding Transmission Segment 3B: payment by Sherwood to Wilsonville for work Previously accomplished, easement acquisition costs and process, Environmental Permitting, Pipeline Design Services, and terms of advance Sherwood funding for construction of Segment 3b

Public Works Director Craig Sheldon explained the resolution consists of an IGA with the City Wilsonville for the last section of pipeline. Craig explained that 2500 lineal feet have to be designed and constructed, which will include permitting fees, acquisition costs and administrative fees as negotiated in the IGA and asked the Council for approval in order to continue work on the project.

Mayor Mays asked regarding the design firm chosen and if their qualifications have been reviewed and the bid is comparable for a good product for both communities. Craig confirmed stating they have met a few times and all candidates were qualified and comparably priced.

Councilor Henderson asked if the timeline for completion remains the same. Craig answered that it depends on the time required to obtain a permit and said the construction may be completed by 2013.

Councilor Henderson asked if the money was coming from the water fund. Craig confirmed.

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

MOTION: FROM COUNCILOR LINDA HENDERSON TO APPROVE RESOLUTION 2012-003, SECONDED BY COUNCILOR ROBYN FOLSOM, ALL PRESENT COUNCIL MEMBERS VOTED IN FAVOR. (COUNCIL PRESIDENT GRANT WAS ABSENT).

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

9. PUBLIC HEARING

A. Ordinance 2012-002 Amending Section 12.12 of the Municipal Code relating to the use of bicycles, unicycles, roller-skates, roller-blades, scooters and skateboards in public places

Police Captain Jim Reed explained the ordinance and stated with the completion of the Sherwood Cannery Plaza is becomes important for the City to be able to regulate the use of facilities for their intended use. Captain Reed defined a public place as any real property, right-of-way, or other interest owned or held by the City for public use, including parks and open squares. Captain Reed explained that the areas will be signed and voluntary compliance through education is hoped for, but as a last resort will refer issues to the courts. Captain Reed stated that the fine is in line with the violation at \$50.

Mayor Mays asked if the fee was part of the fee schedule or imbedded in the ordinance. City Manager Pro Tem Tom Pessemier replied that the fee was imbedded in the ordinance and does not refer to a future fee schedule. Mayor Mays commented that it could be addressed later if council supports the ordinance.

Mayor Mays opened the public hearing to received testimony.

Steven Soto 17795 SW Dodson Drive Sherwood came forward and stated he rides his bike as transportation to work, for recreation, and as a family activity, stating he felt the ordinance marginalized the use of bicycles and some other methods listed as valid means of transportation and suggested amending language in Section D of the ordinance exhibit to allow the legal use of bicycles on roadways governed by proper vehicular code or to revise the definition of a public place not to include roadways. Mr. Soto commented that the way the code was written, riding a bicycle on Pine Street would be in violation of the ordinance.

Mayor Mays thanked Mr. Soto and asked to receive other testimony; with none received he closed the public hearing and asked for staff's comments regarding Mr. Soto's testimony.

City Manager Pro Tem Tom Pessemier expressed his appreciation for Mr. Soto's comments as the City moves forward with plans to complete the Cedar Creek Trail project and other projects that seek to support those different modes of transportation. Tom referenced section D.2 of the ordinance exhibit and said a public place includes right-of-way and a street is designed for such use and is an allowed use both legally and technically. Tom stated he believes this is covered in the ordinance and appreciates the testimony to keep bicycles in use and said staff will keep this in mind as we do signage.

Mayor Mays asked if there was value in adding language and suggested adding "such as roads and public right-of-way". Tom replied he thought so and said this gets around the 30 foot section mentioned by Mr. Soto in Item B.

Councilor Butterfield asked about damage done to property and if there was a means for restitution for damages. Captain Reed stated that damage to property is a civil issue and the ordinance does not address more than a fine beyond the \$50. Tom Pessemier added that Chief Groth mentioned this in work session that there were already sections of the Municipal code that covered damages to City property.

Councilor Henderson asked for clarification on riding on the road passed the Cannery Plaza and if there were other similar City facilities.

Mayor Mays commented that the ordinance refers to areas that are specifically designed for such use so there are other areas other than streets or sidewalks, like the City trails and areas like the pathway that runs along City Hall and the Library.

Mr. Pessemier commented that a specific concern from the work session was in parks and stated that an area within a park can be signed to show the intent of the use.

Councilor Henderson asked for clarification, "is it 30 feet from the sign", Tom replied no, it's 30 feet from a building.

Mayor Mays stated that a space or building would be clearly signed to communicate what is or isn't allowed in a specific area and gave an example of signage at the tennis courts.

Tom replied the way he understands the language is its "30 feet of a public building, or other public place", and suggested adding a comma before the word "or".

Councilor Henderson commented and gave examples of kids on skateboards at Snyder Park and riding them on tables and the water feature and having signage for those areas as there are other areas of the park where skateboarding and riding scooters is fine. She wanted to make sure the ordinance was clear.

With no other Council discussion, the following motion was received.

MOTION TO AMEND: FROM MAYOR MAYS TO AMEND ORDINANCE 2012-002, 12.12.235, SECTION D, SUBSECTION 2 ADDING THE WORDS AT THE END OF THAT LINE, "SUCH AS ROADS AND PUBLIC RIGHT-OF-WAY", SECONDED BY COUNCILOR LINDA HENDERSON. ALL PRESENT COUNCIL MEMBERS VOTED IN FAVOR (COUNCIL PRESIDENT GRANT WAS ABSENT).

Mayor Mays asked for Council discussion on the amendment, with none had, the following motion was received.

MOTION: FROM MAYOR MAYS TO READ CAPTION AND ADOPT ORDINANCE 2012-002 AS AMENDED, SECONDED BY COUNCILOR LINDA HENDERSON. ALL PRESENT COUNCIL MEMBERS VOTED IN FAVOR (COUNCIL PRESIDENT DAVE GRANT WAS ABSENT).

Mayor Mays addressed the next agenda item.

10. CITY MANAGER REPORT

City Manager Pro Tem Tom Pessemier reported that there has been a work session to discuss the potential YMCA Parks levy and after interviewing with a few firms we are looking to sign a technical assistance letter with Trust for Public Lands who has a great track record for working these types of projects. Tom stated they do not require a contract as they are a non-profit, but do want a technical assistance letter.

Mayor Mays addressed the next agenda item.

11. COUNCIL ANNOUNCEMENTS

Councilor Folsom informed of Big Talent Small Town contest is happening with a deadline for submissions on February 1, 2012. Go to www.vpafoundation.org for more information.

With no other Council announcements received, Mayor Mays adjourned to a URA Board of Directors meeting.

12. ADJOURN

Mayor Mays adjourned the Council meeting at 7:49 pm.

Submitted by:

Sylvia Murphy, CMC, City Recorder

Keith S. Mays, Mayor



SHERWOOD CITY COUNCIL MINUTES
Annual Strategic Planning-Goal Setting
Sherwood City Hall 22560 SW Pine St., Sherwood, Oregon
January 21, 2012

CITY COUNCIL WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 8:45 am.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Dave Grant, Councilors Bill Butterfield, Robyn Folsom, Matt Langer, Krisanna Clark and Linda Henderson.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, City Recorder Sylvia Murphy, City Attorney's Paul Elsner and Pam Beery.

4. TOPICS DISCUSSED:

- A. Council Rules.** Pam Beery reviewed Council Rules adopted in April 2007 via Resolution 2007-032 (see record, Exhibit A). Council discussion occurred regarding Section D-Agenda of the rules and Council not receiving citizen comments for items listed on a meeting agenda. Council discussed allowing citizen comments under the Citizen Comment section of an agenda.

Ms. Beery explained and Council discussed processes for accepting citizen comments for items listed on the agenda; the process would be for a council member to ask the Mayor or presiding officer to allow public comments and if no objections from other council member or members are received then public comments would be allowed, keeping within the established time limits. If an objection is received to not allow public comments, then a second to the objection must be received followed by a majority vote of the Council. Council discussed public comment exceeding the allowed time limits.

Council discussed not engaging in dialog with person presenting public comments, but a Council member may ask the Mayor if they may ask clarifying questions of the speaker. Discussion occurred regarding receiving public comments during work sessions.

Council discussed "Council Announcement" and types of topics that Council members should be announcing. Mayor Mays stated Council members should be reporting on their liaison positions to City Boards & Commissions and providing reports from these meetings and providing brief comments on community events.

Ms. Beery provided a copy of the City Charter (see record, Exhibit B) and discussion occurred regarding Council suggestions being made to the City Manager during the City Manager report

given during a Council meeting. Discussion occurred regarding Council member communications with the City Manager and what communications/topics should be shared with the entire Council and this being at the discretion of the City Manager.

Ms. Beery addressed Section E of Council Rules, Council Discussions and Decorum and discussion followed regarding the visibility of elected officials in the community, accepting and respecting the decisions of the Council whether one agrees with or voted for the final decision. Council discussed what is considered the "Majority of Council".

Council discussed the City Charter and processes for proposing charter amendments, practices of other jurisdictions and formation of a committee to review proposed changes.

Council discussed communication of elected officials with newspapers regarding columns, editorials and other publications and communicating issues or concerns with the entire Council to allow for Council discussion before publicizing. Discussion occurred regarding being able to state ones opinions as a citizen and community member.

Council discussed the Council meeting Agenda Forecast and Council members wanting to have knowledge of future agenda items. Council discussed the Mayor communicating with the entire Council of potential cancelled meetings, future meeting topics and intent or possible direction of the Council on a subject.

Council discussed Charter amendments and timing of elections and placement on a particular ballot.

Council discussed work session meeting processes and concluding a work session knowing the consensus of the Council on topics before going into a regular session to make a decision.

Council discussed elections and conduct of Council members during a campaign, conduct of currently seated elected official and conduct as a candidate. Discussion occurred regarding Section G of Council Rules, Council Member Conduct and Censure, and processes for proceeding with censure.

Council discussed Section H of Council Rules, Confidentiality and specifically executive sessions and not speaking of executive session discussions outside of the session as this allows the media to report on discussions.

Council discussed Section M Ex Parte Contacts and Disqualifications. Paul Elsner briefed Council on this section and explained proper communications and declarations.

Council discussion occurred regarding communications of elected officials directly with the City's attorney's office and communications of elected officials with other legal counsel and not being protected by attorney client confidentiality privileges when communicating with other attorneys. Discussion occurred regarding communications of Council members going through the City Manager's office.

Break: Council took a break 10:55-11:05 am, Paul Elsner and Pam Beery left the meeting after discussion of the Council Rules.

B. Goal Setting Meeting One Review

City Manager Pro Tem Tom Pessemier recapped his report and notes from the January 7th Council Strategic Planning Work Session (see record, Exhibit C). Tom explained Goal Setting procedures and follow up practices of prior City Managers and wanting to obtain Council direction on topics presented at the January 7th meeting.

Tom recapped Public Works and Council discussion occurred regarding street tree trimming and who's responsible City or property owner, Tom clarified responsibilities.

Tom recapped Green Equipment and brief discussion occurred. Tom recapped the City's partnership with R2R and how they are a good resource for the City.

Tom informed the Council of the new Director at the Refuge and opportunities and possible opportunities to utilize the facility.

Tom briefed the Council on comments regarding Public Works staff being maxed out and the risk of losing employees, Tom explained added services are taxing employees.

Tom briefed the Council on decreased revenues from RedFlex and future budget discussions that will occur regarding this revenue. Discussion occurred regarding utilizing volunteers and the importance of the Volunteer Coordinator.

Tom recapped Community Development and stated staff understood Council wanted a work session on the Town Center Plan and confirmed he would schedule this.

Brief discussion occurred regarding water quality facilities and Councilor Langer clarified his concerns raised at the previous strategic planning session.

Tom recapped the UGB expansion west of Sherwood and said staff would continue to work on this. Discussion occurred regarding 124th and Tonquin extension.

Tom recapped concerns expressed by Council regarding "barriers" in development and incentives for SDC's and said staff would be scheduling a future work session on this topic. Councilor Folsom asked for a refresher on how SDC's work.

Brief discussion occurred regarding MSTIF and County 3D Plan and TSP amendments to include projects.

Tom recapped Urban Renewal and Economic Development and said staff would be providing more information. Discussion occurred regarding BOOTS and the Main Street Program and the functions and relationship between BOOTS and the Sherwood Chamber and said staff heard that the Council wanted additional information on the financial role of the City. Discussion occurred regarding the Main Street Program and staff working on an agreement or Memo of Understanding with a future work session to be scheduled.

Council discussed the membership make-up of SURPAC and the relationship between BOOTS and the Sherwood Chamber. Brief discussion occurred regarding a Paver Project and scheduling a future joint Council work session with SURPAC .

Tom recapped Community Services and discussion occurred regarding Movies in the Park and the potential to have this event coordinated by non-profit groups.

Tom stated staff will be following up with additional information on the Library RFID (Radio Frequency Identification Device) and informed the Council the self-check system in the library has been removed.

Discussion occurred regarding the Community Center and a work session to be scheduled in February and possibly getting the Steering Committee back together. Council briefly discussed the timeline for the Community Center, funding, facility amenities and backstage area. Discussion occurred regarding URA maximum indebtedness and the facility funding.

Note: Councilor Butterfield left the meeting at 11:57am.

Tom recapped the Public Safety Division and discussion occurred regarding staff wants and needs and community safety being met. Discussion occurred regarding a possible future work session on a Community Watch Program and staff will continue to work with the Sherwood School District on drug issues.

Tom recapped the Administration Division, brief discussion occurred regarding resources and revenues, staffing needs and further evaluations.

C. Boards and Commissions Council Liaison Assignments

Mayor Mays addressed Council liaison positions to Boards & Commissions (see record, Exhibit D), brief discussion occurred and no changes were made to the current assignments.

D. Other Topics

Mayor Mays addressed the SWOT reports (see record, Exhibit E) provided by City Boards & Commissions in December, brief discussion occurred regarding the Cultural Arts Commission and getting feedback on the needs of the Community Center.

Council discussion occurred regarding the Robin Hood Festival Association (RHFA) and in-kind contributions and a request to increase the City's contribution by supporting the event with funding of musical performances. Discussion occurred regarding RHFA fundraising efforts and receiving support from other community groups and the association's major expenses.

Mayor Mays briefed the Council on MSTIP projects and explained Scholls-Sherwood round-about project verses Kruger-Elwert Road project proposed by the County, Council conceded to support the Kruger-Elwert project.

Mayor Mays briefed on road improvement projects on Tualatin-Sherwood Road, Roy Rogers Road and future projects likely changing Sherwood intersection traffic lights.

Tom Pessemier provided an update on Adams Ave. North.

Mayor Mays informed Council that road improvement projects on Tonquin and Edy Road were not on the County's list nor were other improvements to Elwert Road.

Note: Council Henderson left the meeting at 12:32 pm.

Councilor Langer asked for information on current residential lots in comparison to prior years.

Mayor Mays provided an update on the water project and other neighboring jurisdictions of Tigard, Tualatin and Lake Oswego.

Mayor Mays briefed the Council on his attendance at a Whitehouse Briefing.

5. ADJOURN: Meeting was adjourned at 12:40 pm.

Submitted by:

Sylvia Murphy, CMC, City Recorder

Keith S. Mays, Mayor



RESOLUTION 2012-004

**A RESOLUTION REAPPOINTING DIANA STANLEY TO THE
LIBRARY ADVISORY BOARD**

WHEREAS, Diana Stanley was appointed by Resolution 2008-047, has served her assigned term and has requested reappointment; and

WHEREAS, the Library Advisory Board, with assistance of staff, is recommending reappointment to the Mayor and City Council; and

WHEREAS, according to Chapter 2.12 of the Sherwood Municipal Code, members of the Library Advisory Board shall be appointed by the Mayor with consent of the City Council.

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

Section 1. The Mayor is authorized to reappoint Diana Stanley to a four-year term, expiring at the end of March 2016.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th day of February 2012.

Keith S. Mays, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder



RESOLUTION 2012-005

A RESOLUTION OF THE CITY OF SHERWOOD APPROVING EMPLOYMENT RELATED DECISIONS OF THE PRO TEM CITY MANAGER CONSISTENT WITH SECTION 33 OF THE SHERWOOD CHARTER

WHEREAS, Section 33 of the Charter requires City Council appoint a manager pro tem when the City Manager position becomes vacant;

WHEREAS, the City has appointed Tom Pessemier as City Manager Pro Tem;

WHEREAS, Tom Pessemier, as City Manager Pro Tem has the authority and responsibilities of the City Manager except relative to the appointment and removal of City employees which can only be done with City Council approval;

WHEREAS, the City Council has been informed that the City has need to appoint and remove individuals to certain positions to ensure the City's continuing municipal operations, and;

WHEREAS, the Human Resource Manager, by and through the City Manager Pro Tem, has informed the City Council that all appointments and removals for which City Council approval is sought are done consistent with the City's long-established human resource policies, procedures and protocols.

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

Section 1. The City Council hereby approves the termination of the person listed on the attached Exhibit A consistent with the terms thereof.

Section 2: This Resolution shall be effective as of the date of its adoption by the City Council.

Duly passed by the City Council this 7th day of February 2012.

Keith S. Mays, Mayor

Attest:

Sylvia Murphy, CMC, City Recorder

Exhibit A

Termination of employee:

Curtis Stoecklin, Senior IT Analyst