



**SHERWOOD CITY COUNCIL MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**May 17, 2011**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 6:34 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Dave Grant, Councilors Robyn Folsom, Bill Butterfield, Matt Langer, Linda Henderson and David Luman.
3. **STAFF PRESENT:** City Manager Jim Patterson, Community Development Director Tom Pessemier, Finance Director Craig Gibons, Police Captain Mark Daniel, Public Works Director Craig Sheldon, Economic Development Manager Tom Nelson, IT Director Brad Crawford, City Engineer Bob Galati and City Recorder Sylvia Murphy.
4. **TOPIC DISCUSSED:** Construction Limited Streets (see record, Exhibit A). Questions and discussion followed.
5. **ADJOURNED:** Mayor Mays adjourned the Work Session at 7:05 pm and convened to the regular Council Session.

**REGULAR COUNCIL MEETING**

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:10 pm.
2. **PLEDGE OF ALLEGIANCE AND ROLL CALL:**
3. **COUNCIL PRESENT:** Mayor Mays, Council President Dave Grant, Councilors Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and David Luman.
4. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Police Captain Mark Daniel, Community Development Director Tom Pessemier, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, IT Director Brad Crawford, City Engineer Bob Galati and City Recorder Sylvia Murphy. City Attorney Chris Crean.

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

**5. CONSENT AGENDA**

- A. Approval of April 19, 2011 City Council Minutes**
- B. Resolution 2011-039 Adopting 2011 City Council Goals**

**C. Resolution 2011-040 Authorizing the City Manager to enter into an Intergovernmental Agreement (IGA) with Washington County for the 2011 Slurry Seal Program**

**MOTION: FROM COUNCILOR LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY COUNCILOR BILL BUTTERFIELD. ALL COUNCIL MEMBERS VOTED IN FAVOR.**

Mayor Mays addressed the next agenda item.

**6. PRESENTATIONS**

**A. Eagle Scout Recognitions**

No Scouts were present.

Mayor Mays addressed the next agenda item.

**7. NEW BUSINESS**

**A. Resolution 2011-041 to ratify the Contract Agreement between the City of Sherwood and the American Federation of State, County and Municipal Employees (AFSCME); and to authorize the City Manager to sign the Successor Collective Bargaining Agreement between the City of Sherwood and the American Federation of State, County and Municipal Employees (AFSCME)**

Human Resources Manager Anna Lee came forward and presented Resolution 2011-041 she stated it was the same resolution as Resolution 2011-016 from March of this year with two differences. This contract is for two years and the COLA has been changed.

Mayor Mays asked for questions on the resolution.

Councilor Henderson asked if the insurance benefit has always been for employees 20+ hours per week and was this coverage similar to other jurisdictions. Ms. Lee responded yes, and explained that it was similar to other jurisdictions, whereas other jurisdictions will stipulate 40 hours or every employees, it is up to the jurisdiction. Ms. Lee confirmed that the average was 20+ hours and that the insurance was pro-rated for employees working between 20-40 hours per week.

Mayor Mays asked for discussion or a motion.

**MOTION: FROM COUNCIL PRESIDENT DAVE GRANT TO ADOPT RESOLUTION 2011-041, SECONDED BY COUNCILOR DAVID LUMAN. ALL COUNCIL MEMBERS VOTED IN FAVOR.**

Mayor Mays moved on to the next item of business.

**B. Resolution 2011-042 Providing for the creation of a new fund and the reclassification of an existing fund**

Finance Director Craig Gibbons explained that this resolution is a modification of the existing street fund, breaking it into two parts; an Operations Fund and a Capital Projects Fund. The purpose is for clarity and to meet generally accepted accounting principles.

The Mayor asked for questions on the proposed resolution.

The Mayor explained that this topic was discussed in the Budget Committee meetings, that he appreciates Mr. Gibons bringing this forward to Council, and that the City wants to follow best practices.

The Mayor asked for discussion or a motion.

**MOTION: FROM COUNCILOR ROBYN FOLSOM TO ADOPT RESOLUTION 2011-042, SECONDED BY COUNCILOR LINDA HENDERSON. ALL COUNCIL MEMBERS VOTED IN FAVOR.**

Mayor Mays moved on to the next agenda item.

**C. Resolution 2011-043 authorizing the purchase of a Cisco Phone System and network equipment**

IT Director Brad Crawford came forward and explained the resolution and reminded Council that this item was included in the FY 2010-11 Budget.

Mayor Mays asked what the new system will do for the community and City. Mr. Crawford answered that it will provide a reliable source of telephone and communication. This system will last for many years and may be the last whole system the City will buy with upgrades as needed. Mr. Crawford also indicated there is a significant cost savings per year in the amount of services being purchased from Frontier. He said the new system also addresses the needs of some departments that have a higher volume of calls like Utility Billing and Court. Mayor Mays confirmed that the new system will not only be a benefit to City employees, but also to the citizens and businesses of the City.

Mayor Mays asked if there were any other questions for Mr. Crawford.

Councilor Henderson asked if the City went out for bid on this project. Mr. Crawford said they have worked with several vendors and are going with WSCA, a State Contracting alliance. Councilor Henderson asked how this will be an improvement for Utility Billing. Mr. Crawford explained some of the new call center capabilities will handle a higher volume of calls based on the nature of the call. Ms. Henderson asked further questions about the system and asked if the new system will help eliminate calls that cycle through the phone tree, causing frustration. Mr. Crawford answered that the new system has voice recognition capability (integrated voice response) and said it is a modern system that replaces the current system that is over ten years old.

Councilor Bill Butterfield asked what risk there may be with staying with the current system. Mr. Crawford stated that there may not be parts available for the phone system, to continue to pay the high phone service rates, and the current system is less efficient. Mr. Butterfield asked if the hardware was being phased out or are not being maintained any longer. Mr. Crawford confirmed that a lack of parts or software patches may become a problem.

Mayor Mays asked for questions or comments from Council.

Councilor Luman stated that he likes that the City can take advantage of a 0% interest lease and conserve money on the conversion.

Councilor Folsom wanted to make note that the cost savings is approximately \$12,000. Mr. Crawford clarified that it is a \$7000 a year savings in phone services and a one time savings of \$5000 for the equipment.

**MOTION: FROM COUNCILOR BILL BUTTERFIELD TO ADOPT RESOLUTION 2011-043, SECONDED BY COUNCIL PRESIDENT DAVE GRANT. ALL COUNCIL MEMBERS VOTED IN FAVOR.**

Mayor Mays thanked Mr. Crawford and moved on to the next agenda item.

## **8. PUBLIC HEARING**

### **A. Ordinance 2011-007 adding a new Chapter 12.24 to the Sherwood Municipal Code relating to fees for streets, sidewalks and other public places, and declaring an emergency**

Community Development Director Tom Pessemier explained that this ordinance is a precursor to the following resolutions. It was recommended by the City Attorney that the Municipal Code be amended in order to allow for a process for the City to adopt street fees through a resolution process.

Mayor Mays asked to receive public testimony.

As there was no public testimony, Mayor Mays closed the public hearing and asked for Council comments. With no comments received he asked for a motion.

**MOTION: FROM COUNCILOR LINDA HENDERSON TO READ CAPTION AND ADOPT ORDINANCE 2011-007, SECONDED BY COUNCIL PRESIDENT DAVE GRANT. ALL COUNCIL MEMBERS VOTED IN FAVOR.**

### **B. Resolution 2011-044 repealing Resolution 2007-058, adopting an updated Street Utility Fee and establishing a goal for street operating conditions**

Community Development Director Tom Pessemier explained that this resolution is about an underfunded street maintenance fund as well as the liability that the City has to keep and maintain streets properly. For the past several year staff has had several work sessions with Council and most recently this subject has been discussed in Budget Committee meetings. This resolution sets a goal of 80 PCI (Pavement Condition Index) by the year 2020. The resolution repeals Resolution 2007-058. The fees will take effect with the new Fee Schedule for the FY 2011-12 Budget. Mr. Pessemier explained that the resolution establishes a methodology for fees based on user and gave specific amounts.

Mayor Mays thanked Mr. Pessemier for the hard work and staff time spent preparing the methodology. Mr. Mays commented that he thinks the methodology is fair and a responsible approach to manage a key asset of the City, noting that other jurisdictions have dealt with this issue differently and he hopes this is the best approach.

Mayor Mays asked for any questions from Council.

Council Butterfield confirmed with Mr. Pessemier that the fees were a monthly fee and asked when it would go into effect. Mr. Pessemier answered that if it is adopted it will be adopted as part of the Fee Schedule and be effective July 1, 2011.

Councilor Luman asked if MFR (Multi-Family Residential) properties have a common water source and if there was a way to account for vacancies in terms of billing. Mr. Pessemier was unsure that there was, that he would have to defer to Utility Billing. Councilor Luman inquired if the intent was to have each renter pay the fee. Mr. Pessemier answered that it would be up to the individual multi-family residence owner to determine how they would distribute the costs.

Councilor Langer commented that after he was able to reconcile the need for the new fees he feels that they make sense. He advises all to realize that currently there is no mechanism to fund street maintenance and that this was needed many years ago.

City Recorder Sylvia Murphy asked the Mayor to note a small typographical error on the resolution. Mayor Mays confirmed with City Attorney Chris Crean that there was no need to have a formal amendment. Mr. Crean confirmed, but reminded the Mayor that public testimony needed to be heard.

Mayor Mays asked to receive public testimony on the proposed resolution. With no testimony received, the Mayor closed the public hearing and asked for a motion.

**MOTION: FROM COUNCIL PRESIDENT DAVE GRANT TO ADOPT RESOLUTION 2011-044, SECONDED BY COUNCILOR BILL BUTTERFIELD. ALL COUNCIL MEMBERS VOTED IN FAVOR.**

Mayor Mays moved on to the next item on the agenda.

**C. Resolution 2011-045 adopting a time-limited Pedestrian Pathway Construction Fee near schools**

Community Development Director Tom Pessemier expanded on some of the specifics of the resolution. He commented that in order to provide some public safety there is an obvious need for pathways near schools where development in the near future is unlikely. The target area is around Laurel Ridge and Edy Ridge schools with some areas defined near Middleton Elementary, and said other areas that are identified can be added. There is a time limit of 5 years on the resolution and the intent is to start as soon as possible.

Mayor Mays added that historically sidewalks gaps were added in a timely fashion because development was robust. He said the City encourages youth to walk or ride a bike to school and safety is important.

Mayor Mays asked for questions or comments.

Councilor Butterfield asked if the fee would go away in five years. Mr. Pessemier confirmed that it would unless Council chose to extend it.

Councilor Luman asked what other funding methods were explored to fund this project. Mr. Pessemier answered that traditionally the sidewalks are part of a development project, and where some of the schools are on the very edge of the City, development isn't going to be available. System Development Charge fees are not ideal either. The only other source would be the general fund which was just used for some street maintenance. Mr. Luman asked about County money for the streets that abut the County. Mayor Mays answered that the County does not typically fund sidewalks for existing streets. Mr. Pessemier commented that if it had been possible it would have been part of the school project.

Mayor Mays asked for public testimony on the proposed resolution. With no comments received, the Mayor closed the public hearing and asked for any comments from the Council or a motion.

**MOTION: FROM COUNCILOR ROBYN FOLSOM TO ADOPT RESOLUTION 2011-045, SECONDED BY COUNCILOR LINDA HENDERSON.**

Mayor Mays asked for discussion on the motion.

Councilor Langer commented that assuming Council does not extend the fee, he will celebrate in five years when this fee goes away.

Mayor Mays asked for a vote on Resolution 2011-045.

**VOTE: ALL COUNCIL MEMBERS VOTED IN FAVOR.**

## **9. CITIZEN COMMENTS**

No citizen comments were received.

Mayor Mays addressed the next agenda item.

## **10. CITY MANAGER REPORT**

City Manager Jim Patterson asked Police Captain Mark Daniel to provide Council with the Police Department report. Captain Daniel referred to the report given to Council (see record, Exhibit B) and stated he would be willing to address any questions. Captain Daniel then expounded on a recent arrest that was made possible by the cooperation with the media and some leads from observant citizens.

Mayor Mays complimented the Police Department on their hard work and community involvement. City Manager Patterson also took the opportunity to compliment the Police Department on the exceptional work that they do and suggested that everyone should take the opportunity to thank a law enforcement officer.

Mr. Patterson thanked Councilor Folsom and those associated with the Voices for Performing Arts for the opportunity to judge and attend the concert for the Small Town Big Talent contest held in May.

Mr. Patterson reported the paver project in Old Town is going to be complete soon. He thanked Economic Development Manager Tom Nelson and Community Development Director Tom Pessemier for their work on getting the project done.

Mr. Patterson reported on the restrooms at Stella Olsen Park and said it's anticipated that they will be open by Memorial Day weekend or the first week of June. Final inspections need to be performed and the security system needs to be tested.

Mr. Patterson stated the school district adopted their budget, including the funding for a school resource officer. The City attorney will be working on an IGA between the City and the Sherwood School District, then an officer will be hired. Mr. Patterson thanked the Sherwood School

Superintendent Heather Cordie and the School Board for their cooperation and commitment to safety in the schools.

Mr. Patterson commented regarding a meeting he had with the Sherwood Junior Baseball League regarding use of Sherwood ball fields.

Mr. Patterson informed the Council of a recently sworn in Police Officer Joseph Twigg.

Mayor Mays addressed the next agenda item.

## 11. COUNCIL ANNOUNCEMENTS

Councilor Henderson thanked Voices for Performing Arts for inviting her to the talent show and commented on how great it was to have Michael Allen Harrison come every year to perform. Ms. Henderson also recommended attending future swearing in ceremonies as she learned so much about our new police officer, Joseph Twigg. Lastly, tickets for the Sound of Music are available for purchase.

Councilor Folsom thanked all who attended the concert and the school district for providing the venue. Councilor Folsom reported she attended a luncheon for Loaves and Fishes with Community Services Director Kristen Switzer. Ms. Folsom is grateful to have Loaves and Fishes as part of our community and encouraged anyone with free time to check the Sherwood Senior Center and see what they can do to help support Loaves and Fishes. Ms. Folsom thanked staff and the Parks Board for their work on the new restrooms at Stella Olson Park.

Councilor Langer explained the mission of BOOTS (Businesses of Old Town) and said there is an opportunity for citizens to get involved in one of four committees being formed by BOOTS; Promotion, Design, Economic Restructuring, and Organization and to contact Angie Ford at the Sherwood Chamber of Commerce for more information or to make a financial contribution.

## 12. ADJOURN

With no other announcements, Mayor Mays adjourned the meeting at 8:12 pm to convene to a URA Board of Directors meeting

Submitted by:



Kirsten Allen, Administrative Asst.



Keith S. Mays, Mayor