



Home of the Tualatin River National Wildlife Refuge

**SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
November 29, 2016**

WORK SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 5:32 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Linda Henderson, Dan King, Jennifer Kuiper, and Renee Brouse. Councilor Sally Robinson was absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Community Development Director Julia Hajduk, City Engineer Bob Galati and City Recorder Sylvia Murphy.

Others in attendance: Sherwood School District Board Members, Jessica Adamson, Connie Hansen, Eric Campbell, Sue Hekker, Chief Financial Officer Phil Johanson, Director of Support Services Rob Fagliano, Gary Bennet Assistant Superintendent, Tianna Hubbenette Executive Assistant, School District Attorney Kelly Hosainni with Miller Nash Graham and Dunn. Consultants, Rick Rainone with Cornerstone, Adam Roth with KPFF and Dave Johnson with Dull Olson Weeks-IBI Group Architects.

4. TOPICS:

A. Sherwood School District Future High School Site Presentation

Sherwood School District Board Chair Jessica Adamson introduced those in attendance and thanked the Council for supporting the passage of the school bond. She shared the next steps for moving forward with the passage of school bond and an opportunity for an additional partnership with the City. She introduced Rick Rainone with Cornerstone who has recently been selected as the owner's representative.

Mr. Rainone said they have been analyzing the different sites and have put together a team of engineers to help evaluate the sites. He noted there is also an architectural firm involved to help lay out the preliminary conceptual plan for the site. He introduced Adam Roth with KRFF and said they have been working with the District for about 5 months analyzing potential school sites.

Mr. Roth provided handouts regarding the sites being considered and the analysis (see record, Exhibit A). He provided a summary of the site feasibility and due diligent study for each of the six school sites being considered. He discussed the five sites that were not selected and explained their disadvantages. He

stated site C is the preferred site on the northwest corner of Kruger and Elwert and discussed the advantages. He introduced Dave Johnson with Dull Olson Weeks-IBI Group Architect.

Mr. Johnson referred to the high level conceptual site plan and said it is the first pass at locating all of the things required for a comprehensive high school (see record, Exhibit A). He noted that the light green area is the 10 acres owned by the City. Discussion followed.

Sherwood School District Board member Connie Hansen said the passing of the school bond will solve the capacity issues and affords flexibility by building a new high school and repurposing existing schools. She noted the School District and the City share a constituency and the District is grateful for the partnership. She stated the District is eager to move forward and be able to have access to the properties and do some due diligence. She asked the Council to provide the School District with permission to bring professionals onsite to assess the property.

Mayor Clark thanked the District for the information and noted that Council does not make decision in work sessions.

B. Sanitary & Storm SDC Discussion

Community Development Director Julia Hajduk, City Engineer Bob Galati, Mike Carr with MSA and John Ghilarducci with FCS Group presented information to the City Council, (see record, Exhibit B). Julia stated information may appear familiar as much of it came from the FSC presentation back in August. Julia stated the Council previously received information in a binder and offered copies (see record, Exhibit B.1). Julia briefly recapped the presentation, including:

Key Characteristics of SDCs. – One time charges, not ongoing and are for growth, and for properties that are developing and do not apply to all ready developed property unless those properties redevelop. She said they are for capital only and include future and existing cost components, reimbursement as well as an improvement cost. She said they are for general facilities and not for local facilities. Julia reference state statute, ORS 223.297 - 314 that the City must comply with.

Julia stated there are two components to SDCs that we are speaking of, a Reimbursement Fee which is charging new development for their fair share of the existing capacity and an Improvement Fee which is charging new development their fair share of the planned or future capacity. She said these two combined creates the System Development Charge that we develop. She referred to the methodology calculation and explained. Julia explained credits and provided examples, and Bob further explained credit vouchers.

Julia explained Sherwood has multiple System Development Charges, and said tonight the Council is only speaking of the transportation, sanitary and storm. Julia recapped the status, (see Exhibit B). Julia explained two different scenarios analyzed and referred to the North Bethany area development. She said the two scenarios analyzed were "Uniform SDC", which applied to all existing City and growth areas and an "Overlay" scenario where they looked at the SDC that would be applicable to the existing City infill area versus Brookman Area and Tonquin Employment Area.

Julia asked the consultants to review the methodologies. Mr. Carr reviewed the Sanitary SDC and referenced Exhibit B and explained. He referred to the list of capital improvement projects mentioned in

the master plan. He said the projects are grouped in different categories and explained. He said most of the listed projects are not SDC eligible because they either reflect condition projects where things are being fixed and not adding capacity, and some of the Clean Water Services projects don't reflect on the City's SDC. He explained the projects that were SDC eligible. Mr. Carr briefed on reimbursements. He referred to the two different scenarios, Uniform versus Overlay and explained. Discussion followed. Mr. Carr explained growth EDU calculations for residential and business. Discussion followed.

Mr. Carr addressed Stormwater SDC and referred to a proposed list of projects. He addressed reimbursements and cost basis and explained. He said the recommendation proposed is a zero SDC. Discussion followed.

Tom Pessemier spoke and provided examples of scenarios where SDCs are much higher. Discussion followed.

John Ghilarducci with FCS Group briefed the Council on the Transportation SDC calculations to include reimbursements, improvement fees, compliance fees and total transportation SDC. He stated projected growth was captured for Brookman and the Tonquin areas and referred to trips per person.

Mr. Ghilarducci explained average daily person trips to include mobile, bike and pedestrian and transit. He referred and explained the overlay scenario. Discussion followed.

Julia added the information was complicated and not perfect and said this is one of the reason why the recommendation is the Citywide Uniform scenario. Bob Galati added it is more difficult to administer and does not imply that we would track the proceeds separately and spend them according to those collections. Discussion followed regarding the City not having a system in place to track receipt in as well as outgoing expenditures. Discussion followed.

Julia referred to the exhibit and spoke of the overall changes in SDCs based on the methodology scenario for Citywide with an increase of about \$1000 in residential and decreases in General office, General Light Industrial and shopping center. Julia referred to the Overlay scenario and the major differences and said for these reasons staff is recommending the Citywide Uniform.

Julia provided the Council with a handout, (see record, Exhibit C) showing examples of every use in the transportation scenario and showing land use categories that would be applied in the new transportation SDC. She stated Column A shows either an increase or a decrease, and the other columns show the different scenarios. Discussion followed.

Julia stated staff was recommending the Uniform SDC because it is easier to administer and explain, to implement, and is consistent with existing processes and is equal among all areas. She said it also allows for flexibility. Julia referred to exhibit B and comparisons to other municipality SDCs.

Julia concluded and stated transportation SDC changes depending on the use and average daily person trips, some will increase and others will decrease. Sanitary SDC will increase by \$1012.26 per Equivalent Dwelling Unit (EDU), based on the Uniform SDC, and Storm will decrease by \$143 per EDU. She stated the next steps include a public hearing on December 20, 2016 and staff is hoping to get head nods from the Council to move forward with the Uniform SDC to be able to bring legislation forward. No Council objections were received to move forward with the Uniform scenario.

5. ADJOURN:

Mayor Clark adjourned at 6:55 pm and convened to a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 7:08 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Linda Henderson, Dan King, and Jennifer Kuiper, and Renee Brouse. Councilors Sally Robinson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Community Development Director Julia Hajduk, Planning Manager Brad Kilby, Finance Director Katie Henry, Community Services Director Kristen Switzer, Library Manager Adrienne Doman Calkins and City Recorder Sylvia Murphy.

Prior to addressing Approval of the Agenda, Mayor Clark stated the City received a request to continue Ordinance 2016-016 to January (see record, Exhibit D). She stated the business would be moved to the next available Council meeting in January and staff clarified the date would be January 17, 2017 for this business item.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR KUIPER TO APPROVE THE AGENDA, SECONDED BY COUNCILOR HENDERSON. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (COUNCILOR ROBINSON WAS ABSENT).

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

5. CONSENT AGENDA:

- A. **Approval of October 18, 2016 City Council Meeting Minutes**
- B. **Resolution 2016-064 Completing the annual performance evaluation of the City Manager for the City of Sherwood**
- C. **Resolution 2016-065 Completing the annual performance evaluation of the City Recorder for the City of Sherwood**
- D. **Resolution 2016-066 Appointing Eleanor Simon to the Library Advisory Board**
- E. **Resolution 2016-067 Appointing Ursa Shaw to the Library Advisory Board**
- F. **Resolution 2016-068 Appointing Bernie Sims to the Cultural Arts Commission**
- G. **Resolution 2016-069 Revising the existing set of City Financial Policies**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA, SECONDED BY COUNCILOR KING. MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR. (COUNCILOR ROBINSON WAS ABSENT).

Mayor Clark addressed the next item on the agenda.

6. CITIZEN COMMENTS:

Nancy Taylor Sherwood resident came forward and thanked City Manager Joe Gall for his work on the Citizen's University. She thanked Councilor Kuiper for her efforts as well. She asked about the signs "Save Our Y" and said she felt it was an elitist group and she would like to find out how much the average citizen has paid for the YMCA so far.

Krissi Kizziar Sherwood resident came forward with Shannon who is a Rotary Youth Exchange student from Taiwan. Ms. Kizziar presented Councilor Henderson with a token of appreciation on behalf of the Sherwood Rotary for her 12 years of service on the Council and 5 years of service on the Parks and Recreation Board. She recognized that Councilor Brouse's partial term on the Council ends on December 31, 2016 and thanked her for her service. She commented on the senior citizens in the community and their needs and said Washington County is willing to partner on grants and services. She stated the YMCA does have programs for seniors and she is proud of that. She encouraged the Council to contact Washington County Department of Aging and Veteran Service and find out what they project the senior needs to be in the future.

Tess Keis Sherwood resident came forward and commented on the relationship with the YMCA and stated the YMCA building belongs to the City of Sherwood and the YMCA is the operator.

7. PRESENTATIONS:

A. Proclamation Proclaiming December 10, 2016 as Human Rights Day

Mayor Clark read the proclamation. Peg Pfab with the Human Rights Council of Washington County came forward and stated this proclamation is particularly important this year because there has been so much polarization in the country. She said the goals of the Human Rights Council are education, advocacy, collaboration and action. She discussed the Council's actions over the past year and Mayor Clark presented Ms. Pfab with the proclamation.

B. Recognition of Eagle Scout Award Recipient

Mayor Clark recognized and congratulated Matthew Summers for obtaining the rank of Eagle Scout. Matthew was not present and Mayor Clark indicated the certificate would be mailed.

C. Recognition of Graduates, Sherwood Citizens University

City Manager Joe Gall thanked Councilor Kuiper and the Council for coming up with the idea and making it happen. He said this program will continue to evolve and improve. He thanked the staff for their efforts in putting the various classes together. He thanked the 17 graduates for being engaged in the process and being part of the first Citizens University. He asked the following participants to come forward and presented them with a certificate of completion; Nancy Ellingson, Anthony Bevel, Kim Young, Nancy Taylor, Beth Purta, Bill Purta, Barry Melvin, Lionel Loza, Carol Stroup, Roberta Swenson, Jeffrey Simon, Deanna McCord, Nancy Phillips, Tim Phillips, Erica Babjak, Sean Garland, and Greg Pauly.

D. Smockville Brew House - New Business at Arts Center

Assistant City Manager Tom Pessemier stated the Smockville Brew House owners were not in attendance. He stated the lease has been signed by Shannon Johnson, who owns and operates Tree's Restaurant and Catering. He said she is partnering with a brewing company who will occupy part of the space. He said they hope to open on March 1, 2017.

E. Employee Spotlight-Brad Crawford

Joe Gall called forward IT Director Brad Crawford and stated he is the employee spotlight of the month. He said Brad is a resident of Sherwood who graduated in 1999 with a double major from George Fox University. He started work for the City of Sherwood in November 2000. He highlighted Brad's accomplishments and stated that his responsibilities include both the IT Department and Sherwood Broadband. He said Brad is a very dedicated employee and Sherwood is lucky to have him on staff.

Council thanked Brad for his efforts and always going above and beyond. Councilor Kuiper gave Mr. Crawford accolades for leading the Sherwood Broadband program.

F. Introduction of New City Staff-Library

Library Manager Adrienne Dorman-Calkins introduced Youth Services Librarian Shay Glass and Adult Services Librarian Beth Gilbert. She noted that Shay's position is part time and was added this fiscal year and Beth's position was a vacant full time position.

G. Introduction of New City Staff-Police

Police Chief Jeff Groth introduced Arturo Garcia and stated he previously was a Reserve Officer for the City of Tigard and a Patrol Deputy with the Clackamas County Sheriff's Office. He said he started with the City on October 24. Officer Garcia greeted the Council.

Mayor Clark addressed the next item on the agenda.

8. PUBLIC HEARINGS:

A. Ordinance 2016-016 Amending the Comprehensive Plan and Zoning Map to redesignate approximately 2.66 acres of a 5.86 acre site from General Commercial to Medium Density Residential High

Mayor Clark referenced an email and stated the public hearing will be continued to January 17, 2017 (see record of emailed request to continue, Exhibit D).

10. CITY MANAGER REPORT:

City Manager Gall reported the December 6 City Council meeting will be a work session and the Annual Boards and Commissions Appreciation Dinner. He said the next meeting is December 20 with a fairly extensive agenda and the last Council meeting for Councilors Brouse and Henderson. He noted the new Councilor elects will be sworn in on January 3, 2017.

Councilor Henderson asked about the 40 month lease term of the new tenant at the Center for the Arts and said most commercial contracts are 5 years. Tom Pessemier commented that it is a 3 year lease agreement with 4 months between the time of the signing and occupancy.

Mayor Clark addressed the next item on the agenda.

11. COUNCIL ANNOUNCEMENTS:

Mayor Clark congratulated Councilors Elect Sean Garland, Kim Young and Dan King. She thanked everyone that participated in the election process and thanked the residents for reelecting her. She stated she will serve to the best of her ability and move positively forward. She announced the Winter Festival is this weekend with a parade at 4 pm and tree lighting. She attended the Cultural Art Commission meeting and discussed all of the upcoming events and encouraged everyone to look through the Art Center magazine. She said she will be attending the LOC Board of Directors orientation this week.

Council President Harris thanked Mayor Clark for attending the Cultural Arts Commission meeting in her absence. She stated the Art Walk is December 15 and said it will be holiday focused. She noted the Library received over \$23,000 in gifts with 13 new donors. She encouraged everyone to check the Library website for programs and closures during the holiday.

Councilor King referred to the earlier work session with the Sherwood School District seeking permission to have access to the City land as a potential building site. He said they need a response from the Council as to whether they can go on the City property and do that work and he made the following motion.

MOTION: FROM COUNCILOR KING TO ALLOW SHERWOOD SCHOOL DISTRICT ACCESS TO THE CITY OWNED PROPERTY.

Mayor Clark asked if the Council needs to give permission or just direct staff.

MOTION SECONDED BY COUNCILOR HENDERSON.

Mr. Gall said it is not required but a motion will create a record.

City Attorney Josh Soper added that Council can demonstrate their support with a motion and staff can work to negotiate the terms of the agreement.

Council President Harris clarified that the motion would just allow them to go on the property.

Mr. Gall said the School District needs permission from the owner of the property.

Mayor Clark clarified that this will allow the SSD to go on the property and it is not making any decision about what will happen with the property. She noted that decisions cannot be made in work sessions and the SSD made this request in the work session preceding this meeting.

With no further discussion, Mayor Clark called for a vote.

MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR. (COUNCILOR ROBINSON WAS ABSENT).

Councilor King thanked the voters for participating in the election and reelecting him to the City Council.

Councilor Kuiper said the work at Woodhaven Park appears to be on schedule. She thanked Susan Danz of the Robin Hood Festival for her hard work on the Winter Festival. She said there will be a children's craft at the Rebekah Lodge. She said after the tree lighting there will be an Irish Christmas event at the Center for the Arts. She said December 10 is the Voices of the Performing Arts Christmas Show at 2:30 pm and 7:30 pm.

Councilor Brouse said she attended the Advocating for Senior Adults in Sherwood meeting at the Sherwood Police Department regarding Elder Safe. She said the School Board updated the strategic plan at a recent meeting she attended. She said they are on track to meet the goals of insuring positive school outcomes, build a positive culture and optimize use of district resources and facilities. She said the Winter Festival still needs volunteers. She congratulated the Give N Gobble staff for another successful year. She noted there are a number of charities in the area offering help to those in need. She said the next Chamber meeting is December 13 at Al's Garden Center.

Council President Henderson acknowledged Parks and Recreation Board member Marney Jett who recently had surgery and thanked her for her service throughout the years. She said on December 15 and 17 Elf will be performed at the Center for the Arts and ticket proceeds will benefit Love Inc. She said she attended the Community Block Grant meeting and toured the Barcelona which is a 3 story affordable housing unit in Beaverton.

Chief Groth noted the Police Advisory Board meeting in cancelled for December in lieu of the Boards and Commissions Annual Appreciation dinner.

Council President Harris announced that Food for Fines is December 5 – 11 at the Library.

12. ADJOURN:

Mayor Clark adjourned at 8:24 pm and convened to a Work Session.

WORK SESSION

- 1. CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 8:32 pm.
- 2. COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Linda Henderson, Dan King, Jennifer Kuiper, and Renee Brouse. Councilor Sally Robinson was absent.
- 3. STAFF PRESENT:** Assistant City Manager Tom Pessemier, City Attorney Josh Soper and City Recorder Sylvia Murphy.
- 4. TOPICS:**

A. City Attorney Contract and Compensation Discussion

Tom Pessemier provided the Council with a handout, City Attorney Annual Salary, (see record, Exhibit E). Discussion followed.

B. City Manager Contract and Compensation Discussion

Tom Pessemier provided the Council with a handout, City Manager Compensation Survey 2016, (see record, Exhibit F). Discussion followed.

Staff offered to prepare legislation for Council consideration of amendments to contracts and or compensation at an upcoming Council meeting.

5. ADJOURN:

Mayor Clark adjourned at 9:35 pm and convened to an Executive Session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 9:37 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Linda Henderson, Dan King, Jennifer Kuiper, and Renee Brouse. Councilor Sally Robinson was absent.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier and City Attorney Josh Soper.
4. **TOPICS:**

- A. Pursuant to ORS 192.660(2)(e) Real Property
- B. Pursuant to ORS 192.660(2)(f) Exempt Public Records

Council discussion on Exempt Public Records did not occur.

5. ADJOURN:

Mayor Clark adjourned the Executive Session at 10:01 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Krisanna Clark, Mayor