



*Home of the Tualatin River National Wildlife Refuge*

**SHERWOOD CITY COUNCIL MEETING MINUTES  
22560 SW Pine St., Sherwood, Or  
January 17, 2017**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Krisanna Clark called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Councilors Dan King, Jennifer Kuiper, Kim Young and Sean Garland. Council President Jennifer Harris arrived at 5:36 and Councilor Sally Robinson arrived at 5:40 pm.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Police Sergeant Carlson, Community Development Director Julia Hajduk, Planning Manager Connie Randall, City Attorney Josh Soper, Public Works Director Craig Sheldon, Finance Director Katie Henry, Administrative Assistant Colleen Resch, and City Recorder Sylvia Murphy.

**4. TOPICS:**

**A. Park Projects Update**

City Manager Gall informed the Council that this information was recently provided to the Parks and Recreation Advisory Board and was well received. He said this is more for information sharing versus decision making. Public Works Director Craig Sheldon provided a presentation (see record, Exhibit A) and explained staffing levels, including FTE's and seasonal employees. He explained their work on City events and explained scheduling. He explained contracted services in parks for janitorial, landscaping, portable restrooms, parking lot sweeping, arborist and seal coating of trails and major repairs.

Craig recapped projects in 2016-17 and said a mower will be replaced and we are currently updating the design of the skate park, which was a Council goal last year. City Manager Gall added the location is the property next to the YMCA. Craig said the City met with the Sherwood School District last year and spoke about replacing the turf at the high school and said at that time they chose to go another year. He said the City recently met with them and they are wanting to replace the field in June and staff is currently in discussions about who will do the work. He said this will be happening this budget cycle and going into the next budget year. He said infill at Snyder Park soccer field will occur and explained what infill was. He said log benches at Snyder Park have been started and we have 1-2 more to complete the project. He said a variety of trail maintenance is scheduled for the spring and Trail 14 is scheduled for an overlay after construction on Division Street.

Council asked what is the cost to replace the turf at the high school, and Craig replied about \$440,000-\$460,000 and said it is the responsibility of the school district. He reported brick repair is scheduled for the cannery square and said the City has been spending about \$20,000 per year. He said they are working to combine this work with the installation of the restroom. He said the City is working with a company out of Roseburg on the restroom and said it's getting ready for the planning stage and said this process is about 12 weeks long. He said we will either purchase the actual bathroom through this company and said the other option is to go out to bid. He said the company is on a state contract and staff is looking at this. General questions were asked regarding bid threshold, and the bathroom style being the Portland loo style.

Craig recapped park signage and said City Manager Gall has examples of the signage in his office. Craig said the signage process went through the Parks Board and the City is ready to move forward. He said the sign at Langer Park will be removed and replaced and staff has spoken with the HOA. He said Snyder Park will get two signs and Stella Olsen will get one. Craig explained GMax testing at the turf sports fields. He stated this spring we will complete the installation of the recycling containers and in the spring of 2017 replacing the roof at the YMCA. Craig mentioned looking into the recommendation of a budget committee member on a type of roofing material and said of the five companies he spoke to only one would recommend it.

Craig recapped routine maintenance of parks, including trash pickup. He mentioned the water feature and the cost of approx. \$25,000-\$30,000 annually to maintain. He recapped mowing of sports fields, fertilization and routine maintenance of irrigation lines, including school district properties. He recapped maintenance of all facilities and assets, including fencing, restrooms, shelters, parking lots etc. He said the City works with contractors for tree and shrub pruning. He explained the cost difference between sweeping turf fields and mowing. He said they do striping of sports fields and prep for all spring and fall sports by renovating the fields including the school fields. He responded to a question about maintenance of the high school bleachers and said this is done through the asset management plan and the cost is split with the school district through the IGA.

Craig stated the City has a bit over 56 acres of developed parks, maintains four turf fields, and approximately 45 acres of sports fields. He said in 2015 they completed 155 park reservations, and 2016 numbers were not available yet. He confirmed this included all park shelters and will include Woodhaven. He said they maintain a bit over nine miles of trails. He said they use a computerized irrigation system which is operated remotely and explained they do budgeting through this system and it has the ability to notify of leaks. He said there are other systems, such as at the ridges school campus which was installed by the school district.

Craig recapped the pest management plan that was developed in 2014 and said it is reviewed on a quarterly basis by a committee comprised of staff. He stated the City currently has two licensed applicators and an apprentice. He explained contractors are compliant with the integrated pest management (IPM) plan and they must submit a list of products which must be approved by the City. He said chemicals that kill bees are not allowed. City Manager Gall commented regarding neighboring cities and local issues with use of pesticide that were killing bees. Craig noted that the City submits reports to the State on types of pesticides used, and stated property owners are not required to do so. Brief discussion followed.

Craig stated the park facility asset plan was completed in 2014 and it was shared with the Budget Committee and Council in a work session. He said the goal of the plan is a refurbishment and renovation of our existing parks assets. He stated it is to maintain the safety and integrity of our parks system and

projects range from removal and repair of liability problems in the play areas to user safety. He said it also allows the City to upgrade facilities to adhere to ADA guidelines. He stated once funding is available these projects should require only routine maintenance. He provided examples of routine maintenance and discussed the benefits.

Craig stated future projects include replacing the turf at Snyder Park baseball field, trail maintenance at Snyder Park, brick sealing at Snyder Park restroom facility, trail maintenance at Stella Olsen, miscellaneous bench replacement and trash receptacle replacement, playground replacement, replacing the turf at the High School football field, replacing the bases and home plate at the high school, re-crowning the middle school football field, replacing bases and home plate at the middle school, replacing bases and home plate at 4 elementary schools, trail maintenance and marker post replacement in Woodhaven, trail maintenance of Vineyard trail, trail maintenance on City parks, replacing 6 to 8 goals at elementary schools and resurfacing the tennis courts at Snyder Park. Craig discussed the possibilities of the City working with the Sherwood Village HOA regarding Langer Park. Discussion followed.

Craig commented on the IGAs with the School District for sports fields and grounds maintenance. City Manager Gall stated that the School District and the City are interested in renegotiating all the IGAs between the School District and the City as some of them are around 10 years old.

Councilor Garland asked what the plans are for a dog park. Craig said the current dog park costs \$10,000 a year to maintain and the City is considering a future dog park which is approximately 8,000 square feet. Discussion followed regarding City land on Pine Street adjacent to the dog park. Mayor Clark said the City should consider looking into selling that property. City Manager Gall said the Council could consider that during the upcoming goal setting session in February.

## **B. Comp Plan Update and Work Program**

Community Development Director Julia Hajduk and Planning Manager Connie Randall provided a Comprehensive Plan update. Julia noted that Connie was originally hired as a limited duration Senior Planner to work on the Comprehensive Plan update and has now been promoted to the Planning Manager. Julia said this is the first of many work sessions regarding the Comprehensive Plan work program.

Connie provided a presentation (see record, Exhibit B) and discussed the Comprehensive Plan history and said the first plan was adopted in 1980 and the current plan was adopted in 1991, which only updated the Community Development Plan portion. She stated from 1991 to present there have been a few ad hoc amendments to the Comprehensive Plan but the plan only forecasts to the year 2005. She referred to statewide planning goals that need to be addressed in the Comprehensive Plan.

Connie referred to the logo they will be using and the message of: *Today, Tomorrow and Together*. She said there are six phases to the plan and Phase 1 is project planning which is scheduled for September 2016-February 2017. She said it consists of a draft work plan and schedule, draft public involvement plan, work sessions, public awareness, appointing a Community Advisory Committee and initiating background topic area research. She referred to the project organizational chart and noted it is similar to the organizational chart for the Sherwood West Concept Plan. Discussion followed regarding the makeup of the Community Advisory Committee.

She discussed Phase II which is scheduled for March 2017-February 2018 and consists of public outreach, identifying community values and visions, establishes baseline data for existing conditions, assesses current goals and policies and develops action area topics. She noted the importance of community involvement and said it is a main focus. She provided the Council with a Comprehensive Plan Assessment of the Portland Plan Conditions, Trends and Issues (see record, Exhibit C) and said that a plan assessment would be a useful tool.

She discussed Phase III which is scheduled for February 2018-July 2018 and consists of community values and vision results, develops community vision for the Comprehensive Plan and establishes priorities for alternative development.

She recapped Phase IV which is scheduled for August 2018-March 2019 and consists of developing Comprehensive Plan alternatives, identifying preferred alternatives, drafting plan policies and preparing draft Comprehensive Plan Chapters.

She said Phase V is scheduled for April 2019-June 2019 and consists of public review and comment on the draft Comprehensive Plan and draft Comprehensive Plan revisions.

She discussed Phase VI which is scheduled for July 2019-September 2019 which involves a Planning Commission public hearing and recommendations, City Council public hearing and decision, initiating zoning and Community Development Code regulation updates and implementing adopted plan, and initiating other programs and efforts to implement the adopted plan.

Julia noted that this is an ambitious timeline and a major concern is a potential lack of resources. She said the budget includes the Senior Planner position which is currently vacant and needs to be filled. She stated there are no funds for project consultants. She noted that Sherwood West received a METRO grant for over \$200,000 which helped fund the consultant. She said there is some money in the budget for other professional and technical services and \$50,000 has been earmarked. She said staff will be looking for grant opportunities and possibly using PSU students. She reminded the Council of current planning priorities and said due to the 120 day time limit, current planning often takes precedence. She commented on the other planning projects on the horizon which could cause deviation from the proposed timeline. Discussion followed regarding filling the vacant position and the proposed work plan timeline.

Councilor Robinson suggested having a residential developer on the Community Advisory Committee and not a high school student. Discussion followed regarding the potential makeup of the committee and what the budget request will include for this plan.

## **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 Dan King, Jennifer Kuiper, Sally Robinson, Kim Young and Sean Garland.

**3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director Katie Henry, City Engineer Bob Galati, Administrative Assistant Colleen Resch and City Recorder Sylvia Murphy.

**4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR KUIPER TO APPROVE THE AGENDA, SECONDED BY COUNCILOR ROBINSON. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

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

**5. CONSENT AGENDA:**

- A. Approval of January 3, 2017 City Council Meeting Minutes**
- B. Resolution 2017-001 Appointing the Budget Officer for Fiscal Year 2017-18**
- C. Resolution 2017-002 Adopting Council Rules**
- D. Resolution 2017-003 Authorizing the City Manager to Sign an Intergovernmental Agreement with the Sherwood Urban Renewal Agency**

**MOTION: FROM COUNCILOR ROBINSON TO APPROVE THE CONSENT AGENDA, SECONDED BY COUNCILOR KUIPER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

**6. CITIZEN COMMENT:**

With no citizens coming forward, Mayor Clark addressed the next item on the agenda.

**7. PRESENTATIONS:**

**A. Recognition of Sherwood High School Student Athletes-1st Place Girls Soccer State Championship**

Mayor Clark said due to the weather the Girls Soccer State Championship team members that were unable to attend would be invited to the February 7 meeting. She presented team members Daria Brandt and Madison Kilcoin with certificates and the Council congratulated them on their victory.

**B. Proclamation, Proclaiming January 2017 as School Board Recognition Month**

Mayor Clark read the proclamation and proclaimed January 2017 as School Board Recognition Month. She encouraged residents to thank the School Board members for their service.

**C. Employee Spotlight**

City Manager Gall asked Debra Czysz to come forward and stated that Brenda Graves was unable to attend. He said Debra and Brenda were chosen for the employee spotlight this month for their part in the new finance software transition. Finance Director Katie Henry highlight their efforts and thanked them for their dedication.

Mayor Clark addressed the next item on the agenda.

## **8. PUBLIC HEARING:**

### **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**

Community Development Director Julia Hajduk stated the applicant has requested a continuance to March 7, 2017. With no questions from the Council, the following motion was stated.

**MOTION: FROM MAYOR CLARK TO CONTINUE 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 TO MARCH 7, 2017, SECONDED BY COUNCILOR KUIPER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next agenda item.

### **B. Resolution 2016-075 Adopting the Sanitary Sewer System Development Charge Rate Methodology Report, selecting the "Uniform SDC" methodology option to establish sanitary sewer system development charge rates, and updating the City's master Fees and Charges Schedule**

Community Development Director Julia Hajduk provided a presentation (see record, Exhibit D) and reminded the Council that they held a public hearing on December 20, 2016 and adopted changes to the Storm Water System Development Charges (SDCs) and continued per requests from the public the decision on the Sanitary Sewer and Transportation SDCs to this meeting. She stated that the newly elected Councilors were in the audience on December 20 and stated she has met with them and explained the proposal. She provided a brief background on SDCs and noted the City collects SDCs for parks, water, transportation, sanitary and storm. She provided a status background and stated there are existing SDC methodologies based on prior plans and project lists. She noted the Transportation Master Plan was adopted in June 2014 and the Sanitary and Storm Master Plan was adopted October 2016.

She discussed the Sanitary Sewer SDC proposal and said staff considered both a uniform SDC scenario and an overlay scenario. She said initially the recommendation was to adopt the uniform SDC scenario for all SDCs. She noted that at the last hearing there was a request from the development community to delay the hearing so they could consider the proposal. She stated they provided comments which were included in the packet on page 168 where they are recommending the overlay scenario for Sanitary Sewer SDCs. She said the development community supports the uniform scenario for the Transportation SDCs. She said the development community feels that the overlay scenario is more supportable in this instance. She said initially the uniform scenario made more sense as a whole but noted that the sanitary sewer treatments are

within those overlay growth areas. She said the overlay scenario will require more bookkeeping and said she discussed this with the Finance Director and they agreed that applying the overlay scenario to the Transportation SDCs would be a heavier burden on the Finance Department. She said with the Sanitary Sewer SDCs the area that is benefitting is the area that is paying so it's easier to track.

She noted the Council already had a hearing on the original resolution and did not yet make a decision on it and that is what is before you now. She stated staff provided an alternate resolution which is Attachment 1 to the staff report and if Council would like to consider that they need to amend the original resolution. She said the alternate resolution changes the title to reflect area specific rather than uniform SDCs, amends the seventh whereas to reflect the two methodology options that were considered, amends the eighth whereas to add and determine that the area specific methodology was the most appropriate, amends section 2 to reference exhibit A rather than having a specific cost, and amends Exhibit B which is the fee schedule. She said staff recommends holding a public hearing and considering Resolution 2016-075 and if Council decides to consider the alternate resolution they need to make a motion to amend the resolution to reflect the changes that have been outlined.

Mayor Clark asked Council if they were interested in amending the resolution as requested by staff. Council discussion followed. The following motion was stated.

**MOTION: FROM MAYOR CLARK TO AMEND RESOLUTION 2016-075 TO REFLECT THE CHANGES PROPOSED BY STAFF IN THE ALTERNATE RESOLUTION, SECONDED BY COUNCILOR KING. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Mayor Clark opened the public hearing.

Kelly Ritz and Paul Grove approached the Council. Mr. Grove with the Portland Home Builders Association testified in support of the amended resolution. He thanked Council for granting a continuance at the previous meeting. Kelly Ritz with Stone Bridge Homes testified in support of the amended resolution and said it is fair and appropriate.

With no additional testimony, Mayor Clark closed the public hearing.

Councilor Kuiper asked about the accounting process and whether it is transparent. Finance Director Katie Henry said it is transparent and staff will need to set up the accounting and noted there are only a few overlay areas so it will be fairly easy. Ms. Hajduk noted that there are only a few projects so it will not be difficult.

Councilor Kuiper asked if there could be any future overlay areas. Ms. Hajduk said possibly Sherwood West and that will have to be explored further.

With no further discussion, the following motion was stated.

**MOTION: FROM COUNCILOR ROBINSON TO ADOPT RESOLUTION 2016-075 AS AMENDED, SECONDED BY COUNCIL PRESIDENT HARRIS. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.**

**C. Resolution 2016-076 Adopting the Transportation System Development Charge Methodology Report, selecting the “Uniform SDC” option to be used to establish transportation system development charge rates, and updating the City’s Master Fees and Charges Schedule**

Community Development Director Julia Hajduk continued with the presentation (see record, Exhibit D) and referred to page 14 with a chart that identifies the need for \$101 per person trip. She said staff received comments from the Portland Home Builders Association showing support for the uniform SDC for Transportation. She said there have been no changes to the original resolution other than the date. She stated staff recommends opening a public hearing, taking testimony and consider adopting Resolution 2016-076.

With no questions from Council, Mayor Clark opened the public hearing.

Kelly Ritz and Paul Grove came forward and stated they were in support of the uniform Transportation SDCs.

With no other public testimony received, Mayor Clark closed the public hearing. With no further discussion, the following motion was stated.

**MOTION: FROM COUNCIL PRESIDENT HARRIS TO ADOPT RESOLUTION 2016-076, SECONDED BY COUNCILOR KUIPER. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.**

Mayor Clark addressed the next item on the agenda.

**9. CITY MANAGER REPORT:**

City Manager Gall discussed the City’s response to the recent snow and ice events. He said the City will have a debriefing and discussions on how to handle winter events better. He asked Council for input.

Mayor Clark thanked the Public Works Department for their efforts in plowing the roads and their proactive work. She commented on their efforts to help the School District open the schools by plowing the parking lots. She discussed sidewalks and said residents and business owners are responsible for clearing their sidewalks for the safety of others.

Council President Harris commented on the efforts the City made to clear the roads and said it was much better than other cities in the area.

Councilor King commented that the garbage company needs to do a better job at communicating on whether trash would be picked up during these events.

Councilor Robinson asked Public Works Director Craig Sheldon about the City snow plows. Mr. Sheldon said the City has a large plow and a smaller plow that goes on the front of the service trucks. He said there is a unit they use for deicing.

Councilor Garland thanked the Public Works Department for plowing the roads and he thanked the Police Department and TVFR for their work in these conditions.



Councilor King asked for the status of the Recreation Center Feasibility Study. Mr. Gall said they had a conference call with the consultant and hope to receive the document by the end of this week. He said they have tentatively scheduled a work session for February 7 with the consultant. He said the report will be released as soon as the City receives it.

Mayor Clark commented on how the snow storm has effected small businesses and reminded citizens to try to support them as the weather improves.

Mayor Clark addressed the next item on the agenda.

## **10. COUNCIL ANNOUNCEMENTS:**

Mayor Clark said she is attending the Westside Economic legislative reception tomorrow night. She said on January 26 Archer Glen will have an early learning fair from 6:30 to 8:00 pm.

Council President Harris said she did a ride along with the Police Department on Tuesday and she thanked them for the opportunity and shared her experience.

Councilor Robinson thanked Councilor Kuiper for offering to attend the Parks Board meeting. She said she is looking forward to being the Council liaison for the Library Advisory Board and the Parks Board this year.

Councilor King asked the Mayor if the Police Report regarding contracting with Washington County will be addressed in the near future. Mayor Clark said discussions are still ongoing and it is not on the agenda forecast at this time.

Councilor Garland announced that the Sherwood Foundation for the Arts is holding the 4<sup>th</sup> annual jigsaw puzzle competition on Saturday, February 18 at 10 am at the Sherwood Police Department. He said there were 70 competitors last year and encouraged everyone to attend and said signup is available at [Sherwoodarts.org](http://Sherwoodarts.org).

Councilor Kuiper announced that she will serve as the Cultural Arts liaison for this year as well as the School District liaison. She said "You Can't Take it With You" will be performed this weekend at the Sherwood Center for the Arts and will play two weekends. She stated there is also a junior musical "Finn McCool and His Fearless Wife" being performed at the Sherwood High School Performing Arts Center.

Mayor Clark addressed the next item on the agenda.

## **11. ADJOURN:**

Mayor Clark adjourned at 8:05 pm and convened to a URA Board Meeting. See URA Board records.

## **WORK SESSION**

- 1. CALL TO ORDER:** Mayor Clark called the Council work session to order at 8:27 pm.
- 2. COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Dan King, Jennifer Kuiper, Sally Robinson, Kim Young and Sean Garland.

3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Finance Director Katie Henry, and City Recorder Sylvia Murphy.

4. **TOPICS:**

**A. Discuss Sherwood Blvd.**

Assistant City Manager Tom Pessemier provided the Council with general information about the property (see record, Exhibit E). He provided an overview of the project and said the URA purchased a fairly large piece of property a number of years ago that had a house and a barn on it. He noted the property is very sloped with a lot of wetlands which made it largely undevelopable. He stated the URA purchased the property with the intent to take the developable portion on the top and transfer the remainder of the property to the City for the Cedar Creek Trail which at the time according to the Concept Plan was anticipated to come this direction. He said the property has been split into two parcels. He said the URA and SURPAC determined that the property should be sold and was zoned high density residential. He said there is now a purchaser involved and they are having discussions about accommodating the trail project. He stated the purchaser has done wetland studies. He commented on the obstacles with regards to sanitary sewer lines and the challenges with the trail deadlines. He said the City, URA, and the purchaser will be working together to find solutions. He said there may be a need for a 3 party agreement to spell out the timelines and financial requirements of the 3 different agencies. Discussion followed. Mr. Pessemier referred to the presentation (see record, Exhibit E) and stated the two proposed structures are residential and with the zoning requirements the developer needs 17 units. He said in order to make the density requirements the developer would need to acquire a portion of the City property just to the north and the proposal would be through a lot line adjustment.

Councilor King exited at 8:45 pm.

Mr. Pessemier commented on the importance of resolving the sanitary sewer line issue before the trail is constructed. He noted the IGA has a contract which includes \$33,000 for a consultant to do the full design. He said the estimate from the purchaser was \$110,000 for the sanitary sewer line and noted it will be more expensive than that because it is a federalized project.

5. **ADJOURN:**

Mayor Clark adjourned at 8:46 pm and convened to a Council executive session.

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** Mayor Clark called the meeting to order at 8:47 pm.

2. **COUNCIL PRESENT:** Mayor Krisanna Clark, Council President Jennifer Harris, Councilors Jennifer Kuiper, Sally Robinson, Kim Young and Sean Garland. Councilor Dan King was absent.

3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier and City Attorney Josh Soper.

**4. TOPICS:**

A. Pursuant to ORS 192.660(2)(f) Exempt Public Records.

**5. ADJOURN:**

Mayor Clark adjourned the executive session at 9:49 pm.

Attest:

  
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Sylvia Murphy, MMC, City Recorder

  
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Krisanna Clark, Mayor