



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**April 16, 2024**

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** The meeting was called to order at 5:46 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Doug Scott and Renee Brouse. Councilor Keith Mays attended remotely. Councilors Taylor Giles and Dan Standke were absent.
3. **STAFF PRESENT:** City Attorney Ryan Adams, City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, City Engineer Jason Waters, Senior Civil Engineer Craig Christensen, and IT Director Brad Crawford.

4. **TOPICS:**

**A. ORS 192.660(2)(f), Exempt Public Records and ORS 192.660(2)(h), Legal Counsel**

5. **ADJOURN:**

The executive session was adjourned at 6:31 pm and a work session was convened.

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:32 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Doug Scott, and Renee Brouse. Councilor Keith Mays attended remotely. Councilors Taylor Giles and Dan Standke were absent.
3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, City Attorney Ryan Adams, Assistant City Manager Kristen Switzer, Community Development Director Eric Rutledge, Finance Director David Bodway, IT Director Brad Crawford, City Engineer Jason Waters, Public Works Utility Manager Rich Sattler, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

4. **TOPICS:**

**A. 5 Year CIP**

City Manager Pro Tem Craig Sheldon presented the "FY 24-25 Engineering Five Year Capital Improvement Plan" spreadsheet (see record, Exhibit A) and recapped that there had not been many changes from last year's CIP list, but some items had been moved around, and many items did not currently have funding. He explained that it was good to list unfunded projects so that the city could go after grants/other funding if it became available. He addressed the "Oregon St Improvements & Regional WQF Design" project and explained that this project would eventually butt up against the tannery site project and would serve the new Public Works facility, adjacent properties, the road improvement project, and the untreated stormwater basin. He addressed the "Tualatin-Sherwood Road Widening Coordination with County" project and reported that the city was still coordinating with Washington County on this project. He addressed the "Sidewalk on Meinecke/Washington North Side from Stella Olsen Park to Lee Dr" project and reported that this project was likely to be eligible for Safe Routes to School funding. He addressed the "Arrow Street" project and reported that Washington County had helped design this project and construction was slated to begin after Washington County had completed their construction. He addressed the "Oregon St @ Tonquin Rd & Murdock Rd Improvements" project and reported that this was mostly a county project, but the city had set aside some funds for this project. City Manager Pro Tem Sheldon addressed the "Cedar Creek Trail – Supplemental Work and SW Alexander Lane Fence" project and explained that this project had been pushed out due to high bids from contractors. He addressed the "Cedar Creek Trail – Grade Separated Crossing of 99W & FEMA/FIRM Map Correction" project and reported this project would commence next budget year. He addressed the "Transportation System Plan (TSP) Update" and noted that this project was a Council goal and reported that there was a state grant available for this project. He explained that if the city were awarded the grant, the state would then take ownership of the project and city staff were looking into whether or not this would be a good grant to go after for Sherwood's TSP. He explained that the TSP process would go out to bid in July for September and would likely take 18-24 months to complete the project. He noted that updating the city's Storm and Sanitary Master Plan was listed in the following year, but depending on if the city went out for the state grant, staff may recommend completing the Storm and Sanitary Master Plan prior to completing the TSP update in order to incorporate Sherwood West. Mr. Sheldon addressed the "Edy Road Improvements from Borchers to Trails End – MSTIP 3F" project and reported that there was no funding currently available for this project, but it was included in the MSTIP. Mayor Rosener recapped that the WCCC had recommended MSTIP funding for the project and the project would soon be voted on by the Washington County Board of Commissioners. City Manager Pro Tem Sheldon addressed the "Sunset-Timbrel Crosswalk Enhancements & RRFB" and reported that the city had applied for Safe Routes to School funding for this project. He commented that if the city did not receive that grant, then there would be no money available for this project. He addressed the "Traffic Safety and Calming" project and reported that the city had applied for \$38,000 in MSTIP funding for this project. He explained that if the city did not get the MSTIP grant for this project, then the \$38,000 would be taken from the city's Traffic Calming Fund, which was a part of the Operations Fund. He stated that the "Pine Street Phase II," "Elwert Road Improvements from Haide/Handley to Edy," "Brookman Road Improvements from 99W to Ladd Hill Rd," "Cedarbrook Way Improvements from Meinecke to Elwert," and "Langer Farms Parkway North from 99W to Roy Rogers" projects did not currently have funding available but were listed in order to take advantage of potential grant opportunities. He addressed the three Cedar Creek Trail design projects and explained that \$150,000 was set aside each year for the city to extend its trail system, and if Council wanted to, the city could determine a design for connecting the Cedar Creek Undercrossing project to the existing trail system. He referred to the Cedar Creek Trail design projects and reported that these projects were eligible for grants. Mr. Sheldon addressed the "Brookman Area SS Trunkline Extension Design" and the "Brookman Area SS Trunkline Extension Construction" projects and explained that these projects were in partnership with CWS and would be completed over a two-year period. He explained that the city would ask to see if the city could pay at the end of the project, but if that was not an option, the payments would be spread out over five years. Mr. Sheldon addressed the "2nd and Park Storm Water Facility Rehabilitation" and "Gleneagle Dr Regional Storm Water New Facility (extended detention basin)" projects and reported that this project had already begun and was

an ongoing project. He noted that the "Sanitary System Master Plan and SDC Fee Update" and the "Stormwater Master Plan and SDC Fee Update" timelines could be moved up if the city did not receive any MSTIP funding. He addressed the "TVWD Capacity Improvements 6.2 to 9.7 mgd" project and reported that the city still needed to purchase this upgrade. He addressed the "WRWTP – 20.0 MGD Expansion" project and reported that there was roughly \$200,000 worth of work to be completed in FY 24-25 and the project would likely be completed in early fall. City Manager Pro Tem Sheldon addressed the "Water Master Plan and SDC Fee Update" project and reported that the project would commence near the end of 2025 and would continue through FY 26/27. He addressed various projects in the Brookman area and stated that funding for these projects was in FY 28/29 or beyond and noted the possibility of developers coming into the area. Mr. Sheldon addressed the "TEA Expansion Loop with Existing Oregon St Mains (M30, M31 & M33) \*Funded with Ice Age Drive Improvements" project and explained that no money had been earmarked for this project and the project would be removed from the final CIP list since most of it had been built by developers. He referred to the various Tier 1 Backbone projects and noted that Oregon Street would be tied in with this project. He explained that the Tier 1 Backbone projects were a part of the city's resiliency plan. He addressed the "Murdock Park Improvements and Restroom" project and reported that the \$30,000 was to be used to complete the community outreach for the Murdock Park Master Plan update. He noted that if Council chose to move forward with constructing a restroom at that park, those funds were allocated in FY 25/26. He addressed the "Skate Park Restrooms" project and explained that this was more expensive than the restroom at Murdock Park because it was further away from utilities. He noted that this project could be moved up in the timeline if Council chose and explained that construction would be paid for from the sale of the YMCA building. He addressed the "Moser Pass PUD Restroom" and reported that this project could be moved further out if Council chose. Mr. Sheldon addressed the "Universally Accessible Destination Play Area (Inclusive) Infill Project" and explained that this was listed to take advantage of potential grant opportunities. He addressed the "Trail Network Expansion Improvements Infill Project" and explained that the yearly amount of \$150,000 was paid for out of SDCs and was the recommended amount in the Parks Master Plan. He addressed the "Tannery Site Cleanup (Part of Regional Storm Project)" project and explained that the city had applied for a \$5 million EPA grant as well as \$2.5 million in federal grants. He explained that the \$675,000 would allow the city to continue to work with DEQ and the city's environmental consulting firm. Mr. Sheldon addressed the "Adjacent Lot to Arts Center" project and reported that \$100,000 was set aside for this project and had been carried over from last year. He explained that the creation of a strategic Old Town Master Plan was not listed in the CIP but was listed in the budget, and staff recommended \$120,000 for the completion of that project. He addressed the "New Public Works Facility" project and explained that there was no funding available for this project because the tannery site needed to be cleaned up first. He addressed the "Ice Age Drive" and "99W Pedestrian Bridge" projects and provided an overview of the funding and construction timelines. Mayor Rosener asked if the new Public Works facility would be a part of the URA and Mr. Sheldon replied that it would be. He presented the "FY 24-25 Public Works Five Year Capital Improvement Plan Maintenance Projects" spreadsheet (see record, Exhibit B) and provided an overview of the city's street maintenance program and recapped that previous City Council had asked for Sherwood's roads to be at 80 PCI (Pavement Condition Index) or above. He reported that the city's overall PCI was 86 and next year it would be 84. He explained that staff had moved \$650,000 a year out of the Street Operation budget and into the CIP for road repair and replacement and an additional \$100,000 for traffic calming. He referred to Exhibit B and outlined that most of the listed projects were grind and overlay projects. He referred to the "Timbrel from Middleton to Sunset (grind and overlay)" project and explained that the gas company would be relocating the gas lines in that area. He addressed the "Schamburg from Division to End of Road (reconstruct AND Sanitary improvement)" project and explained that \$600,000 of the cited \$1,061,159 was coming from the Sanitary Fund, with the rest coming from Sanitary and Streets Funds. Councilor Mays referred to the projects on Edy Road and asked if those projects were only for the city's portion of that street and Mr. Sheldon confirmed that it was. Mr. Sheldon referred to page 3 of Exhibit B and explained that the "Old Town Laterals" project would be moved to the Operations budget because the city completed repairs as they arose. He

addressed the “Stella Olsen Park Drainage Swale Upgrade” project and explained that this was finishing up work done in prior years. He addressed the projects listed under “Water” on page 3 of Exhibit B and stated that most of these were refurbishment/resiliency projects. He addressed the “Routine Waterline Replacement Program” and reported that the city typically put aside \$50,000 each year for this program. Mr. Sheldon presented the “DRAFT FY 24-25 CIP projects summary table” (see record, Exhibit C) and explained that these items were the projects the city would be working on for the one-year CIP. He outlined that the city was still in the design phase of the “Park Row to Division Waterline Upgrade” project and reported that because of the cost and size of the project, city staff were looking to complete the project inhouse as a training opportunity with Public Works Utility staff. Mr. Sheldon outlined that more definitive figures would be available after the city’s budget cycle was completed.

## **5. ADJOURN:**

Mayor Rosener adjourned the work session at 6:54 pm and convened a regular session.

## **REGULAR SESSION**

**1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:02 pm.

**2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Doug Scott, and Renee Brouse. Councilor Keith Mays attended remotely. Councilors Taylor Giles and Dan Standke were absent.

**3. STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, Finance Director David Bodway, Police Captain Jon Carlson, City Attorney Ryan Adams, Public Works Utility Manager Rich Sattler, Volunteer Coordinator Tammy Steffens, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.

## **4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR STANDKE AND COUNCILOR GILES WERE ABSENT).**

Mayor Rosener addressed the next agenda item.

## **5. CONSENT AGENDA:**

**A. Approval of April 2, 2024, City Council Meeting Minutes**

**B. Resolution 2024-023, Authorizing the City Manager Pro Tem to apply for and sign a Broadband Deployment Program Grant application through the State of Oregon**

**C. Resolution 2024-024 Authorizing the City Manager Pro Tem to Enter into an Agreement with Sherwood School District and Washington County Cooperative Library Services for a Student Data Load Project**

**D. Resolution 2024-025 Authorizing the City Manager Pro Tem to Execute a Construction Contract with Lee Contractors, LLC for the Cedar Creek Greenway Feeder Trail Pro**

**MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR STANDKE AND COUNCILOR GILES WERE ABSENT).**

Mayor Rosener addressed the next agenda item.

**6. CITIZEN COMMENT:**

There were no citizen comments and Mayor Rosener addressed the next agenda item.

**7. PRESENTATIONS:**

**A. TVF&R Annual State of the District Presentation**

TVF&R's Director of Government and Public Affairs Cassandra Ulven presented the "2024 State of the District" PowerPoint presentation (see record, Exhibit D). She outlined how TVF&R handled the major emergency operations for 2023, which included triple the call volume during the winter storm. She reported that in Sherwood in 2023, there were 2,051 incidents, including five structure fires and 89 motor vehicle crashes. She reported that Station 33 responded to 72% of Sherwood's incident calls, which indicated that the station was strategically located. She outlined that the King City station, Tualatin station, North Wilsonville station, and Newberg station also responded to calls in Sherwood and spoke on mutual aid agreements. She spoke on Multnomah County and EMS services and explained that this was a national issue, largely caused by the COVID pandemic and a decrease in people entering the field. Director Ulven spoke on the franchise agreement with Washington County and explained that TVF&R had wanted system improvements to help alleviate the burden caused by TVF&R responding to emergency medical care incidents. She reported that an EMS alliance was formed in partnership with TVF&R, Washington County, fire agencies, and private ambulance participants to evaluate how the franchise could improve accountability, provide additional units, and create better communication. She reported that the EMS alliance had been successful in its endeavors. Councilor Mays commented that he disliked that TVF&R provided services to Yamhill County. He stated that he felt it had a negative impact on Sherwood when the fire engine was dispatched to Yamhill County as it left Sherwood with less coverage. Director Ulven reported that TVF&R was making progress on their search for a new station in rural Yamhill County, which would add an additional unit. She spoke on HB 4081, which would modernize and add transparency to the EMS system and TVF&R's new community paramedic pilot program to assist with servicing high utilizers of the system. She provided an overview of the updates to the training center. Director Ulven spoke on Measure 34-332, the local option levy, and explained that the current levy expired in 2025 and funded 92 firefighters, paramedics, and support staff. She stated that the new levy would maintain that staffing and add 36 personnel to existing stations to assist with the rise in call volume. She reported that the replacement levy had a rate of 69 cents per \$1,000 of assessed valuation for five years. She explained that the levy funds would also be used to purchase medical and firefighting equipment and vehicles. She explained that if the levy did not pass, there would be significant staff reductions. Mayor Rosener asked for more information on the existing levy rate versus the replacement levy. Director Ulven replied that the current levy was 45 cents per \$1,000 of assessed valuation and the replacement levy was 69 cents per \$1,000 of assessed valuation. She reported that for a home assessed at \$305,000, it would be a \$6.11 monthly increase. She noted that TVF&R expected to maintain that rate for 10 years. Council President Young asked if any of the new staff hired from the replacement levy would receive mental health training. Director Ulven reported that TVF&R were not planning on hiring mental health clinicians, but they had been working with their county partners as they recognized the need for them to do more in that space. Mayor Rosener asked if TVF&R charged fees when they provided EMS transport services when private transport was not available. She replied that TVF&R recovered the fees based on the county rate.

Mayor Rosener addressed the next agenda item.

### **B. Washington County Family Justice Center Annual Update**

Board of Directors President Judy Willey and Executive Director Rachel Schutz of the Family Justice Center came forward and presented the "2023 Annual Report" (see record, Exhibit E). She reported that the Family Justice Center had acquired property with better access to public transit in the Tanasbourne area and the new center would offer child abuse support and a forensic clinic. Ms. Willey stated that the Family Justice Center was looking to grow their Board of Directors and welcomed recommendations from Council. She reported their fundraising event would be held on May 18<sup>th</sup>. Executive Director Schutz spoke on the different services the new building would provide. She reported that in 2023, the Family Justice Center had provided the most services in their history and stated that they had also expanded the services that they provided. Ms. Schutz reported that in 2023, the Family Justice Center had served over 5,600 survivors and had provided over 10,000 services. She reported that Sherwood residents had received 47 services in 2023. Council thanked the Family Justice Center for their work and spoke on the importance of the services they provided. Ms. Schutz asked if there were any areas of Sherwood that needed additional support or outreach. Council commented that the Family Justice Center's information should be readily available at city facilities like the Police Department, Library, Senior Center, at the school district, and on the city's website.

Mayor Rosener addressed the next agenda item.

### **C. Proclamation, Proclaiming April 26, 2024 as Arbor Day**

Mayor Rosener read the proclamation aloud which stated that the first Arbor Day was observed in Nebraska in 1872, with the planting of more than a million trees. He stated that Sherwood had been a Tree City USA since 2005 and was committed to urban forestry as a partner in Clean Water Services' Tree for All campaign. He stated that the City was committed to partnering with local schools to teach students that trees that were properly planted and cared for were a source of community environment that assisted in mental and peaceful renewal and provided many comforts such as shade, clean air, beauty, and increasing property values and declared April 26, 2024 as Arbor Day in the City of Sherwood.

Mayor Rosener addressed the next agenda item.

### **D. Proclamation, Proclaiming April as National Volunteer Appreciation Month**

Mayor Rosener read the proclamation aloud which stated that the volunteering of an individual's time and resources was an essential part of the Sherwood community spirit, and individuals and communities were at the center of social change, discovering their power to make a difference. He stated that National Volunteer Week was established in 1974 and had grown exponentially each year, drawing endorsements from all US presidents since 1974, as well as recognition from governors, mayors, and other elected officials. He stated that, "we have never needed the volunteer spirit more than we do today," and stated that volunteers developed new skills, built their personal and professional networks, forged a deeper connection with their communities, and experienced the joy of serving a larger cause. He stated that Sherwood continued to rely on the efforts of dedicated volunteers to enrich their community. He recognized the volunteer sector as a third partner with government and business in building strong communities. Mayor Rosener thanked Sherwood volunteers for donating their time, energy, knowledge, and abilities. He proclaimed April 2024 as Volunteer Appreciation Month in Sherwood and called upon all citizens to help to renew and sustain the Sherwood community spirit by committing themselves to address the needs of the community through voluntary action. Mayor Rosener addressed the next agenda item.

**8. NEW BUSINESS:**

**A. Resolution 2024-026, Adopting a Supplemental Budget for fiscal year 2023-24 and making appropriations**

Finance Director David Bodway recapped the staff report and Mayor Rosener explained that this was transferring money from one fund to another fund. With no other comments or questions, the following motion was received.

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE RESOLUTION 2024-026, ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2023-24 AND MAKING APPROPRIATIONS. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS GILES AND STANDKE WERE ABSENT).**

*Record note: Due to a failure of the recording system, a portion of the April 16, 2024 City Council regular meeting was not recorded.*

Mayor Rosener addressed the next agenda item.

**9. CITY MANAGER REPORT:**

City Manager Pro Tem Craig Sheldon reported that the 2024 State of the City address would be held on April 17<sup>th</sup> at the Sherwood Center for the Arts. He reported that Trashpalooza would be held on April 20<sup>th</sup>. He spoke on the ADA community survey.

Mayor Rosener addressed the next agenda item.

**10. COUNCIL ANNOUNCEMENTS:**

Councilor Brouse reported on the Cruisin' Sherwood event.

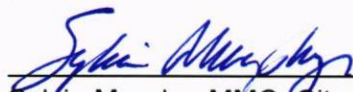
Council President Young reported on her attendance at the most recent WCCC meeting. She reported she attended the LOC Policy Advisory Committee meeting. She reported on the Chamber of Commerce breakfast. She reported on the most recent CDBG meeting.

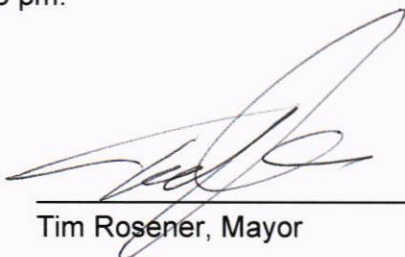
Mayor Rosener reported on the National LOC meeting and LOC Telecom meeting. He spoke on a letter to Metro regarding Sherwood's UGB expansion request.

**11. ADJOURN:**

Mayor Rosener adjourned the regular session at 8:15 pm.

Attest:

  
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Sylvia Murphy, MMC, City Recorder

  
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Tim Rosener, Mayor