



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, September 16, 2025

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

5:30 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Executive Session

**(Per ORS 192.660(2)(d) Labor Negotiator Consultations, (2)(h) Legal Counsel
and (2)(f) Exempt Public Records) (Following the 7:00 pm Regular Council Meeting)**

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>



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5:30 PM CITY COUNCIL WORK SESSION

- 1. Elementary School Crossing Assessment Study**
(Joy Chang, Project Manager)
- 2. Washington County Update on Levies (6pm)**
(Craig Sheldon, City Manager)
- 3. Solid Waste Report** (Craig Sheldon, City Manager)

7:00 PM CITY COUNCIL REGULAR SESSION

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA**
 - A. Approval of September 2, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. Resolution 2025-063, Authorizing the City Manager to Execute a Construction Contract for the SW Sunset Boulevard Pavement Rehabilitation Project** (Rich Sattler, Public Works Director)
 - C. Resolution 2025-064, Appointing Alexander Brown to the Sherwood Parks & Recreation Advisory Board** (Kristen Switzer, Assistant City Manager)
- 6. CITIZEN COMMENTS**
- 7. CITY MANAGER REPORT**
- 8. COUNCIL ANNOUNCEMENTS**
- 9. ADJOURN TO EXECUTIVE SESSION**
 - A. ORS 192.660 (2)(d) Labor Negotiator Consultations, (2)(h) Legal Counsel and, (2)(f) Exempt Public Records**
- 10. ADJOURN**

AGENDA

SHERWOOD CITY COUNCIL September 16, 2025

5:30 pm City Council Work Session

7:00 pm City Council Regular Session

**City Council Executive Session
(ORS 192.660(2)(d) Labor Negotiator
Consultations, (2)(h) Legal Counsel, and (2)(f)
Exempt Public Records)
(Following the 7:00 pm Regular Meeting)**

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22560 SW Pine Street
Sherwood, OR 97140**

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How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
September 2, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:01 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Doug Scott (remote), Dan Standke and Taylor Giles. Councilor Renee Brouse was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Police Captain Cory Jentzsch, IT Director Brad Crawford, Community Development Director Eric Rutledge, City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Mayor Rosener addressed approval of the agenda and asked for a motion.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT THE AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR BROUSE WAS ABSENT.

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

5. CONSENT AGENDA:

- A. Approval of August 5, 2025 City Council Meeting Minutes
- B. Resolution 2025-062, Appointing David deBos to the Sherwood Police Advisory Board

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR BROUSE WAS ABSENT.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARING:

A. Ordinance 2025-004, Amending the Sherwood Zoning and Community Development Code to Add Chapter 16.81 – Annexation Code and Amend Chapter 16.72 Procedures for Processing Development Permits

Community Development Director Eric Rutledge provided a brief presentation for the second hearing (see record, Exhibit A). He noted the only change from the previous hearing was to add a code amendment to require the Planning Commission to review annexations with a recommendation to the City Council. With no questions for staff, Mayor Rosener opened the public hearing.

With no public testimony received Mayor Rosener closed the public hearing. Mayor Rosener asked for Council discussion.

Councilor Mays stated he supported the code amendments and said it would provide certainty for the City and developers.

Councilor Scott noted the Council had an extensive discussion at the first hearing and encouraged interested parties to view the first hearing.

Councilor Giles highlighted the purpose of the annexation code which was to provide the City with tools so it can grow in a controlled manner.

Council President Young referred to the years of planning Sherwood West and said the annexation agreements would be useful for following the concept plan and avoiding surprises.

Mayor Rosener stated this was about creating certainty and holding to the promise we made to the community when we approved the Sherwood West Concept Plan. With no other Council comments, the following motion was stated.

MOTION: FROM COUNCILOR MAYS TO READ CAPTION AND ADOPT ORDINANCE 2025-004, AMENDING THE SHERWOOD ZONING AND COMMUNITY DEVELOPMENT CODE TO ADD CHAPTER 16.81 – ANNEXATION CODE AND AMEND CHAPTER 16.72 PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS. SECONDED BY COUNCILOR GILES. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR BROUSE WAS ABSENT.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon announced that Oregon Trail would be closed September 5-6. The Pedestrian Bridge Grand opening was scheduled for Saturday, September 27 from 10 am to noon. He reported that the upcoming Citizen's University was scheduled to start on October 2 and the course would be six weeks long. He stated that the Citizen's University would be designed to engage and inform community members about local government. Councilor Standke asked Mr. Sheldon about the debris on the pedestrian bridge and Mr. Sheldon said a video had been forwarded to the contractor regarding the issue. Councilor Standke asked Police Captain Jentzsch about e-bikes and the law. Officer Jentzsch stated there are different levels of bikes and speeds allowed and noted that e-bikes without pedals should not be on sidewalks. Mayor Rosener

congratulated Office Jentzsch on his recent promotion and welcomed City Attorney Ryan Adams back from his military deployment.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles referred to the City's new website and said there was a feature that allowed you to add all the upcoming meetings to your calendar.

Councilor Standke reported that he attended the Traffic Safety Board meeting last Thursday and said he was impressed with the Board and stated they discussed e-bikes on the new pedestrian bridge and previewed the Safe Routes to School preliminary findings.

Councilor Mays commented on the pedestrian bridge opening and thanked all those involved. He reported that he attended the Cultural Arts Commission meeting last week and said they were working on getting the restroom at the Cannery Plaza wrapped and they reviewed the proposals for medallions on the pedestrian bridge.

Councilor Scott reported the Parks Board would meet next week and said he participated in the interviews for the vacant position and said they were close to making a recommendation. He reported that he attended the Police Advisory Board meeting in Councilor Young's absence and said the Board was very dedicated and they discussed the pedestrian bridge.

Councilor Young reported that she attended the dedication of the Meara Boughey Theatre at the Sherwood Center for the Arts and said it was very well attended. She stated that she participated in interviews for the vacancy on the Police Advisory Board. Councilor Giles added that he toured the Family Promise Center in Councilor Young's absence and said it was a refurbished hotel with a commercial kitchen and was a remarkable facility and there were volunteer opportunities.

Mayor Rosener reported on the special session at the Oregon Legislature regarding the Transportation Bill and said the reason it was important to Sherwood was because cities receive funding from the state highway funds and those funds need to be protected from being reduced. He reported that he attended the Oregon Mayor's Association annual conference in Baker and said it had a great downtown. He reminded the Council that the League of Oregon Cities conference was coming up.

10. ADJOURN

Mayor Rosener adjourned the regular session at 7:30 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Rich Sattler, Public Works Director

Through: Craig Sheldon, City Manager and Ryan Adams, City Attorney

SUBJECT: Resolution 2025-063, Authorizing the City Manager to Execute a Construction Contract for the SW Sunset Boulevard Pavement Rehabilitation Project

Issue: Should City Council authorize the City Manager to execute a construction contract with the lowest responsive bidder for the construction of pavement rehabilitation within SW Sunset Blvd?

Background: SW Sunset Boulevard (from SW Main St. to SW Cinnamon Hills Pl.), currently has deficient pavement in need of replacement. The proposed street work for SW Sunset Blvd will consist of grinding the existing surface and overlaying a new asphalt surface.

Full depth pavement rehabilitation will occur in areas showing greater deterioration. Grind and inlay were chosen to provide a smooth driving surface at a lower cost than a full pavement removal and cement treatment.

The City solicited competitive bids from contractors and opened bids on September 4, 2025, to determine the lowest responsive bid. The lowest responsive bidder was Brix Paving Northwest Inc. with a total bid of \$240,890.00. The required seven (7) day protest period has been completed.

Work is expected to begin September 2025, with completion in November 2025. City staff provided notification to area residents of the upcoming project. The grind and inlay portion of the work will likely be completed in one day between 8:30am and 4:30pm to minimize peak traffic impacts.

Financials: Construction of these street improvements has a budgeted Base Contract Amount of \$240,890.00 with an additional 15% added for contingency (\$36,133.50). Funding for the project is included in the FY25-27 budget.

Recommendation: Staff respectfully requests City Council adoption of Resolution 2025-063, Authorizing the City Manager to Execute a Construction Contract for the SW Sunset Boulevard Pavement Rehabilitation Project.



RESOLUTION 2025-063

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE SW SUNSET BOULEVARD PAVEMENT REHABILITATION PROJECT

WHEREAS, the City has identified the pavement on SW Sunset Boulevard (from SW Main Street to SW Cinnamon Hills Place) to be deficient; and

WHEREAS, the City completed the design, produced bid documents and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

WHEREAS, the City opened bids on September 4, 2025 and issued the Notice of Intent to Award with the mandatory seven (7) day protest period being completed; and

WHEREAS, Brix Paving Northwest, Inc. has been identified by City staff as the lowest responsive bidder; and

WHEREAS, the City has budgeted for the construction cost of this project within the FY2025/FY2027 budget.

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

Section 1: The City Manager is hereby authorized to execute a construction contract with Brix Paving Northwest in a base contract amount of \$240,890.00 with construction contingency of \$36,133.50 (15%) of the base contract amount for the SW Sunset Boulevard Pavement Rehabilitation Project.

Section 2: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council, this 16th day of September 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Kristen Switzer, Assistant City Manager
Through: Craig Sheldon, City Manager

SUBJECT: Resolution 2025-064, Appointing Alexander Brown to the Sherwood Parks & Recreation Advisory Board

Issue:

Should the Council appoint Alexander Brown to the Sherwood Parks & Recreation Advisory Board?

Background:

A vacancy exists on the Parks & Recreation Advisory Board, position #8. The City advertised the vacancy and received 2 applications. Alexander Brown submitted an application for consideration of appointment and was interviewed by the interview panel. The interview panel consisted of Doug Scott, City Council Liaison, David Scheirman, Chair and Kristen Switzer, Staff Liaison. The panel unanimously recommended appointment of Alexander Brown to fill position #8, which will expire in June 2028. The Mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-064, Appointing Alexander Brown to the Sherwood Parks & Recreation Advisory Board.



RESOLUTION 2025-064

**APPOINTING ALEXANDER BROWN TO THE SHERWOOD PARKS & RECREATION
ADVISORY BOARD**

WHEREAS, a vacancy exists, position #8 on the Parks & Recreation Advisory Board; and

WHEREAS, the City advertised the vacancy on the City website, The Archer, and social media, and

WHEREAS, Alexander Brown applied to be appointed and was interviewed by Doug Scott, City Council Liaison, David Scheirman, Chair and Kristen Switzer, Staff Liaison; and

WHEREAS, the interview panel considered all the applicants and recommended to the Mayor that Alexander Brown be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to Council that Alexander Brown be appointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

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

Section 1. The Sherwood City Council hereby appoints Alexander Brown to position #8 on the Sherwood Parks & Recreation Advisory Board for a term expiring at the end of June 2028.

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

Duly passed by the City Council this 16th day of September 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder