



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
April 15, 2025

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:46 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, and Doug Scott. Councilors Keith Mays and Dan Standke were absent.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, City Engineer Jason Waters, and City Recorder Sylvia Murphy.
- 4. TOPICS:**

A. 5 Year proposed CIP (Capital Improvement Plan) List

Mayor Rosener explained that the CIP was a plan that looked at projects 30-40 years in the future and stated that these projects are not necessarily funded.

Interim Public Works Director Rich Sattler provided materials to the Council. He stated the materials consisted of a two-year proposed CIP (see record, Exhibit A), a five-year CIP for Engineering projects (see record, Exhibit B), and a five-year Public Works CIP list (see record, Exhibit C). Mayor Rosener added that projects were identified to be able to capture future grant funding. City Engineer Jason Waters recapped Exhibit A and provided an update on each listed project to include; current status, funding, contingency, bid status, relationship to other projects, grant opportunities, supply of materials, interagency partnerships, project service areas, and project completion timelines. The Council asked questions related to the projects listed on pages 1-3. Jason recapped proposed New Projects listed on page 4 to be included in the FY2025-27 budget. Rich Sattler added that these projects were funded out of the street capital fund. Jason identified the projects that were in the "study" phase and spoke of the unfunded project that was listed. Jason recapped the projects listed under Sanitary, Storm and Water and said staff were looking at possibly combining all the masterplan updates under one RFP (Request for Proposal). Jason reminded that the CIP is not a static document and as bids come in the numbers will change. Councilor Giles suggested a column identifying the public benefit of each project and discussion followed on the type of detail. Rich Sattler spoke on projects being identified in master plans and explained the city's outreach efforts for specific projects. Discussion followed regarding the additional information and possibly having a key similar to the Council Goal Key, that identifies maintenance, etc. Rich addressed Exhibits B and C and stated the projects were listed on Exhibit A, but the difference was staff identified anticipated projects five years out. He stated that staff made some changes and looked at outside funding and added a Council Goal Key. He stated for projects that were past

five years, staff would continue to refine and bring that information back to the Council. Rich stated that staff would be bringing back legislation for consideration of Council adoption.

B. Washington County Commissioner Jason Snider

Commissioner Snider and Staff Assistant Bryn Thomas came forward. Commissioner Snider stated he wanted to connect with cities within his District 3, and hear concerns or things he can help advocate for from a county perspective. He said he is also able to provide the city with updates from the county and things they are working on. He said he would like to meet with the city once a year at a minimum, twice a year if the city would like or whenever the city makes a request. Commissioner Snider open the floor for questions. Councilor Giles asked regarding the WCCLS funding and a levy and a possible decrease in services. Mayor Rosener added he believed that currently it was a 40/60 split, what comes from the County General Fund and what comes from the levy. He stated the county hired a consultant to look at the levy and funding and said the consultant was recommending that the county set base level services. He said his concern was going to the voters and asking for a levy with the potential in decreased services. He said the city does not have the budget to absorb a hit. Councilor Scott spoke on the manner of the funds distribution and said that Sherwood has not received our fair share from the county. Assistant City Manager Kristen Switzer added that the allocation formula was being looked at and information would be coming to the Council in a future work session and her understanding was the information would be available before the levy. Mayor Rosener informed Commissioner Snider that the city was doing a biennium budget this year and the city had a lot of concerns for what year two looked like. Commissioner Snider replied that he believed the intent was to define a base level of service that WCCLS and the County could help make happen and believed this is where the 45 hours is coming from and believed if the levy was sized differently that could expand, but expand county wide. He spoke of the County's general fund and said most of the general fund is spent on three things he's certain the city would not want to reduce: 1) Jail and Public Safety, 2) Libraries, and 3) MSTIP. Council asked if County revenues were decreasing, and Mr. Snider replied yes and said costs were increasing. He stated that the biggest thing that was changing this year was the expiration of the Intel SIP (Strategic Investment Plan), and in this budget alone that was a \$20 million annual general fund hit. He said he believes there was another company as well. He informed the Council that the County recently met and discussed this and said that meeting was recorded and encouraged the council to view the recording. He continued and said recruitment and retention of employees was another challenge the county was facing. He briefed the Council on the county PERS situation and said they can't compete. Councilor Young asked regarding the \$20 million and if those funds were being used for county operations and Mr. Snider confirmed and stated they have stopped doing that. He said he has learned over the past few years county financial practices that surprised him. He said the county did not have a capital improvement plan until two years ago. Discussion followed and Mayor Rosener spoke on the city's concerns and budget impacts. Mr. Snider informed the council that at today's county commissioners meeting they approved bonding \$150 million of MSTIP to complete projects. Mr. Snider and Mayor Rosner commented regarding interest rates. Mayor Rosener spoke of the importance of transparency with members of the public and messaging and said he has not heard of the messaging. Mr. Snider said he would communicate this with the commissioners and county library leaders. Discussion followed. Mr. Snider spoke of the council telling him what areas they were willing to cut, and council comments were received that public safety was not an area they supported cuts in nor roads. Councilor Scott added that these were his top two and spoke of base-line library services and optional services that the city did not have to offer, and said he was not speaking of reducing hours, he was speaking of reducing programs. He spoke of budget compression and said over the years, service levels would need to be reduced, and the alternative is passing levies. Mayor Rosener spoke of a study and said it was not just based on services or hours, it was based on services for other things and said if we are going to have to make cuts, we need the

flexibility to cut where we think it's appropriate for our community. Mr. Snider said in regard to libraries, the other assumption to make it work financially was to centralize the collection countywide. He said he knows this is not popular, but if we don't do that, we have a \$4.5-\$5 million hole a year to try and fill. Discussion followed. Mayor Rosener added that based on the study, he doesn't know how a centralized collection would solve the issues. Council President Young asked regarding MSTIP funds and hearing that those funds were being used by the county for things other than MSTIP. Mayor Rosener replied it did occur in the last two budget cycles. Mr. Snider said the money for this is part of the general levy and it's combined and said before Measure 5 and Measure 50 it was separate. He further explained the situation, the challenges and the realities. Discussion followed regarding levies and Mayor Rosener explained the history around the measures and levies. Mayor Rosener commented that it appears that each year the deficit is getting bigger and believes if we had bitten the bullet three years ago, we'd be in a better place. Mr. Snider replied that the county commission as a whole is tired of being on the trajectory that the mayor was describing and said they have been very clear with the county administrator that they want to be on a sustainable path. Discussion followed and Mr. Snider further explained that covid delayed ripping off the band-aid by a few years. Mr. Snider said there are very difficult decisions that are being made, and he has some insight into the budget and said there are entire functions that don't exist any longer. Mayor Rosener asked regarding county CIP and Mr. Snider said the commission addressed their CIP today in their work session and said the county's leadership team in IT, Land Use and Transportation, Fleet and Facilities addressed every line item very similar to how Sherwood has with its CIP, including items not funded. He spoke of the county aggressively seeking grants, particularly for parks. Councilor Giles commented regarding housing and his frustration in conversations with Metro and the county and said Sherwood's housing is not like Portland's and affordable housing is still needed. He spoke of the Sherwood West area and said we'd like to get young families and multi-generational families into smaller houses or age-in-place homes that can get people on the path of home-ownership. He spoke of keeping affordable housing in the Sherwood West area for the next 50 years. He said he is asking for county partnership for the middle-housing types of housing. Mr. Snider replied the county can partner and help and Council comments were received that the council has not aligned on a strategy. Discussion followed regarding future Sherwood planning. Mayor Rosener spoke of Sherwood West and the city's conditions of approval with Metro and spoke of SHS (Supportive Housing Services) and meeting with Metro and counties and said the conversations appear to be focused on turf and control and not talking about what the best programs might be. Mr. Snider replied that he was aware and said the county commission attending a recent Metro Council meeting and testified regarding SHS related topics. Mayor Rosener added that from his perspective, there are three counties operating independently and there was not a regional solution and said there are a lot of inefficiencies and we needed to get to a regional solution to give local flexibility so we can respond to local needs. Discussion followed regarding the issues within the three counties (Washington, Multnomah and Clackamas) discussing SHS with the Metro Council. Councilor Brouse commented regarding a public safety levy and Mr. Snider said there will be a replacement public safety levy on the same ballot as the WCCLS levy. Discussion followed regarding the taxing and service levels of the public safety levy and Mr. Snider confirmed it was an operating levy not a capital levy. Mr. Snider spoke of the Washington County jail and said more work needed to be done and how to fund it. Councilor Brouse commented regarding the WCCLS funding ratios and affordable housing and the high staffing levels in the county dept. that deals with affordable housing. Mr. Snider stated he appreciated the time with the Council and looked forward to another session in 6 months or sooner if needed.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:02 pm and convened the regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:08 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, and Doug Scott. Councilors Keith Mays and Dan Standke were absent.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

MOTION TO AMEND: FROM COUNCIL PRESIDENT KIM YOUNG TO REMOVE AGENDA ITEM NUMBERED 11, SECONDED BY COUNCILOR RENEE BROUSE. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (MAYS AND STANDKE WERE ABSENT).

MOTION TO ADOPT AS AMENDED: MOTION FROM COUNCIL PRESIDENT KIM YOUNG TO ADOPT THE AGENDA AS AMENDED, SECONDED BY COUNCILOR RENEE BROUSE. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (MAYS AND STANDKE WERE ABSENT).

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

5. CONSENT AGENDA

- A. Resolution 2025-020, Authorizing the City Manager to execute a construction contract for the SW Arrow Street Extension Project**

MOTION: FROM COUNCILOR RENEE BROUSE TO ADOPT THE CONSENT AGENDA, SECONDED BY COUNCIL PRESIDENT KIM YOUNG. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (MAYS AND STANDKE WERE ABSENT).

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS

There were no citizen comments.

7. PRESENTATIONS

- A. Proclamation, Proclaiming April 21-25, 2025 as National Community Development Block Grant Week.**

Mayor Rosener asked Council President Young to speak about the program. Council President Young explained the program and its funding of public services and public facilities. She stated Sherwood had received approximately \$2,495,000., which included a recent \$280,000 grant to replace the siding and windows at the Sherwood Senior Center. Mayor Rosener read the proclamation and confirmed Council President Young had been on the committee for 8 years.

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

8. PUBLIC HEARING

A. Ordinance 2025-002, Changing the Traffic Safety Committee to a Board and Amending Sherwood Municipal Code 2.08.087

Interim City Attorney Sebastian Tapia presented a PowerPoint (see record, Exhibit D) and stated the purpose of the group will not change and the biggest difference was how it was organized as a subcommittee under the Police Advisory Board and the change to a Board will empower them and provide them with a Council Liaison. Councilor Giles asked if there was a change in their budget, and Mr. Tapia replied there were no changes. Mayor Rosener opened the public hearing to receive testimony, with none received he closed the public hearing. Councilor Scott commented that he was pleased to see the change and having the Board report directly to the Council. Councilor Brouse added that this aligns with the Council's goals. Council President Young referenced text that stated, "two of the Board members shall be members of the Police Advisory Board" and asked what if we could not secure two and further asked if the "shall" can be "may". Police Chief Hanlon added that he did not disagree with the change. Mayor Rosener conferred with the Council and no objections were received to make the amendment. Mayor Rosener asked Mr. Tapia to amend the ordinance and bring it back at the second hearing on May 6, 2025. Mayor Rosener addressed the next agenda item.

B. Ordinance 2025-003, Amending Sherwood Municipal Code Chapter 2.08 Creating a Youth Advisory Board

Interim City Attorney Tapia presented a PowerPoint (see record, Exhibit E) and stated it is in the Council interest in creating a new advisory group. He recapped the presentation and summarized the new board as comprised of seven high school-aged students from the Sherwood school district boundary, and did not need to be Sherwood high school students. He recapped the purpose of the Board and stated their terms were two-year staggered terms. He recapped the Board objectives as noted in the presentation. Brief Council discussion followed, and Mr. Tapia confirmed a Council liaison would be assigned. Mayor Rosener opened the public hearing to receive public comments, with none heard, he closed the public hearing. Council President Young referred to language of, "the board shall consist of seven members currently enrolled in grades ninth through twelfth of any school or home school program located within the boundary of the Sherwood School District". She stated she liked the language and asked if it could have a bit more teeth to and provide an example of the police advisory board that list specific member criteria, such as a business owner. She asked for a dedicated spot for students outside of the high school. Councilor Scott asked why should we tie it to any school? Discussion followed and Councilor Scott provided an example of a student in a private school outside of the school district and asked if they would not be eligible. Discussion followed. Councilor Scott added that he did not believe it should be tied to any school district, and said you either live in the city or you don't. Discussion followed. Mayor Rosener clarified and said there is city boundary versus school district boundary and said there was a lot of discussion held about this and his opinion was that it

needed to be the school district boundary and said his other suggestion was if you “lived” within the district. Councilor Young added to not reference school or home school and to have language that referenced the 9-12th grade age bracket and live within the boundary of the school district. Council agreed with the amendment and discussion followed regarding the selection criteria process. Mayor Rosener confirmed Mr. Tapia was clear on the proposed amendments for the next hearing. Council comments were received expressing pleasure with moving forward with the creation of this board. Mayor Rosener added that part of this program is taking kids back to the National League of Cities Congressional Conference.

9. CITY MANAGER REPORT

City Manager Sheldon reported on the upcoming TrashPalooza event, reported the Senior Leadership Team was working on the upcoming 2025-27 budget, and said the budget committee meetings have been rescheduled for May 22, May 29th and June 5th if needed. He reported the Volunteer Recognition was May 13th at the Sherwood Arts Center. He informed the Council that the city closed on a piece of property in the Sherwood West area, 8 acres for a future park. He provided an update on the pedestrian bridge project. He reported on his recent trip with Mayor Rosener to Washington DC seeking funds for the Tannery Site, funds for sewer infrastructure replacement and Sherwood Broadband. Mayor Rosener added that they met with Representative Salinas, Senator Merkley and Senator Wyden’s staff and recapped previous funding received by the city.

10. COUNCIL ANNOUNCEMENTS

Councilor Scott reported that the Parks Board did not meet this month and provided kudos to staff for closing on the park property. He cautioned with the nice weather to watch for cyclists and pedestrians and reminded these individuals to wear light colored clothing or reflectors. Councilor Brouse reported on her attendance at a recent Chamber of Commerce meeting, a meeting for the Old Town Strategic Plan and their discussions. She reported on Sherwood Main Street events and their work on a Strategic Plan to include a grant application for \$500,000. She confirmed they have not heard back on the grant award. She reported on the Water Consortium Committee meeting and her re-selection of chair to be voted on soon. She reported on the upcoming Cruisin’ Sherwood scheduled for June 21st. Councilor Giles reported that the Planning Commission did not meet and their next meeting is on the 25th. He reported on his recent attendance at the Sherwood School Board meeting, reported that the Sound of Music was performing this Friday and Saturday at the High School as well as next week. He congratulated the students listed on the recent Honor Roll. He mentioned the number of volunteers needed for Cruisin’ and commented regarding a recent Sherwood Chamber event. Council President Young reported on her attendance at a Region 1 Transportation meeting and shared information from that meeting. Mayor Rosener reported that he missed the recent WCCC meeting and reported on the Supportive Housing Service work group meeting and explained the program.

With no further business, Mayor Rosener adjourned the meeting.

11. ADJOURN

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor