



*Home of the Tualatin River National Wildlife Refuge*

# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, July 15, 2025**

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

**5:45 pm City Council Work Session**

**7:00 pm City Council Regular Meeting**

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



Home of the Tualatin River National Wildlife Refuge

### **5:45 PM CITY COUNCIL WORK SESSION**

1. **Solid Waste Annual Review** (Kristen Switzer, Assistant City Manager)
2. **Review Housing Bills** (Eric Rutledge, Community Development Director)

### **7:00 PM REGULAR CITY COUNCIL SESSION**

#### **1. CALL TO ORDER**

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. ROLL CALL**

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

#### **5. CONSENT AGENDA**

- A. Approval of June 17, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. Approval of June 24, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- C. Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission** (Chanda Hall, Art Center Manager)
- D. Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission** (Chanda Hall, Arts Center Manager)
- E. Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission** (Chanda Hall, Arts Center Manager)
- F. Resolution 2025-056, Authorizing the City Manager to Execute a Contract for Certified Arborist and Tree Services** (Rich Sattler, Interim Public Works Director)
- G. Resolution 2025-057, Appointment of Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee** (Joy Change, Project Manager)
- H. Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)
- I. Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)
- J. Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)

#### **6. CITIZEN COMMENTS**

#### **7. PRESENTATIONS**

- A. Washington County Sheriff's Office Annual 2024 Update** (Sheriff Massey)

### **AGENDA**

#### **SHERWOOD CITY COUNCIL July 15, 2025**

**5:45 pm City Council Work Session**

**7:00 pm City Council Regular Session**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140**

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## 8. CITY MANAGER REPORT

## 9. COUNCIL ANNOUNCEMENTS

## 10. ADJOURN

**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](mailto: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](mailto: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](http://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](mailto: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](mailto: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**  
**June 17, 2025**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Doug Scott, Dan Standke, Keith Mays and Taylor Giles.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.
4. **TOPICS:**

**A. Opioid Review Discussion**

Finance Director David Bodway presented information (see record, exhibit A), and stated the information was coming before the council due to discussion at a recent Budget Committee meeting. David provided a brief recap of the history of a national lawsuit. He recapped what the funds could be used for and the funds received by the city to date, \$144,065. He stated approximately \$110,000 had been spent on the police department evidence van, and funds provided to the Mental Health Response Team (MHRT). He stated the city was required to report annually to the DOJ and to the law firms that represent the manufacturers. He stated that the city is expected to receive settlement funds for about the next 18 years and said that the funds would trickle in and fluctuate every year. Councilor Standke stated that there is another lawsuit pending with Purdue for over \$7 billion to be divided amongst the states. David stated the use of the funds were restrictive and explained on page 2 what the funds could be used for to include Narcan, planning coordination, prevention programs, support to people in treatment and recovery. He said there were many services the city does not offer and would need to implement a program to use the funds locally. He briefly recapped page 4 showing the funds received by other cities and noted that many have not used the funds. Council comments were received if the funds were based on population. David recapped page 5 showing examples of how some cities used the funds and Council discussion followed. He stated that the former City Manager decided to keep the funds in Sherwood but could have given them to the County. Councilor Scott stated that assuming the County has or created a program, the city could still contribute its funds to the County. David confirmed. Councilor Mays asked about the availability of Narcan and Chief Hanlon stated it was available at a local retailer and the city spends less than \$500 annually. David asked for Council feedback on how to spend the funds. Councilor Standke referred to a supplemental budget and requests for funds to pay for employee salaries and operations and said he was not in favor of that and would prefer to use the funds for non-operational needs, unless the funds went towards in-house city employees working within a program for this. He stated if the funds went to support the city's budget, he did not feel it was going towards the intended spirit. He said he would be in support of prevention and treatment and not police equipment used to

apprehend or arrest people. Council asked what the money was budgeted for in the 2025-26 budget and David replied it's was not budgeted for anything specific and the city would allocate the funds based on the Council's decision. David confirmed the total available funds were about \$35,000 and said a decision did not need to be made now. Councilor Standke stated that there was a 5-year period to allocate or spend it. He referenced the CEP Grant Program and suggested pooling the funds for a larger Sherwood community project or program. Councilor Giles stated he was also in favor of educational programs and prevention and asked staff if they were aware of any successful community implemented programs. Chief Hanlon replied he was not aware of any relevant programs and said the opioid crisis was fairly new to us and said the larger challenges were the danger behind the drugs and said the educational component would be how dangerous they were. He stated he was in favor of the educational component but the challenges for police officers was when they were out dealing with people who were not voluntarily seeking education. He referred to issues related to Measure 110. He referred to a deflection program and not having this ability in Sherwood's court system and said everything Sherwood does was through Washington County. He referred to educating people and a previous request for equipment for public service announcements and said it had been a challenge as we have a one-person studio and this coordination had been their biggest hurdle, but this is what he'd like to do. Chief Hanlon spoke of the request for equipment and the police officers having the greatest amount of public exposure to the drugs. He stated he was aware of the budget challenges and said it was difficult to dedicate a person and said the full cost of an officer was about \$170,000 annually. He informed the Council that he was supportive of sustaining the Mental Health Response Team (MHRT) and spoke of its success. He commented regarding the nexus of mental health and drug use. Councilor Giles commented regarding education and not knowing the various drugs that were out there. Councilor Brouse commented regarding a program that she was familiar with and educating school age students, 4<sup>th</sup> through 8<sup>th</sup> grade, and stated she was supportive of the MHRT program and suggested investing in another School Resource Officer (SRO) to educate this age group on the hazards and dangers of opioids and asked if there was a reserve officer that could do this. She spoke of focusing on a community campaign to educate this age group. Councilor Scott asked if this age group was the entry point and Council discussion followed. Chief Hanlon replied he wasn't sure what the age group was, but that social media was their biggest enemy in this. Chief Hanlon advocated for education and marketing and suggested getting a firm to assist with PSAs. Chief Hanlon stated that the police department was on all social media platforms. Council President Young stated that she was in support of marketing and bringing in someone, but her concern was starting a new program and continuing it with the funding coming to an end. She commented that staff can't be taken away from their patrol work and this also being a high priority. She said she liked the idea of a reserve officer or a retired part-time officer. Mayor Rosener commented that the city gets approximately \$30,000 annually and discussion followed regarding the cost of personnel. Councilor Scott spoke of obtaining marketing content from other police departments. Discussion followed regarding working collaboratively with other agencies. Councilor Giles commented regarding creating content and selling it. He spoke of the drug issue at the state level and asked regarding the level of issues in Sherwood. Chief Hanlon replied and provided recent data and said it is here in Sherwood and their goal was to keep it at a minimum and to stay in front of it. He spoke of the various drugs and said fentanyl was their biggest concern as it was killing first responders who came into contact. Councilor Brouse asked, and discussion followed if the Washington County Family Justice Center was a viable option for the funds and if they met the criteria. Council President Young stated she would not be opposed to putting the funds towards programs that were working and also serviced Sherwood versus creating a program that was not sustainable. Discussion followed. Councilor Brouse and Mayor Rosener added that they loved the PSA idea. Mayor Rosener added that for \$30,000 we could hire someone to work on PSAs. Council discussion followed. Councilor Standke was asked regarding the allocation of the funds to the state and he said 55% of what comes into the state goes to cities and for the remaining 45% there was an established board that managed that. Councilor Standke stated that another option would be to partner

with the Sherwood School District to help fund evidence-based education and spoke of the success that other school districts have had. Discussion followed. Mayor Rosener commented on an opportunity with the Sherwood Youth Advisory Board to develop PSAs. Finance Director Bodway informed the Council that the state was receiving \$600 million, and they keep 45% and 55% goes to local jurisdictions. Councilor Mays stated he was flexible with what the city does and was supportive of banking the funds for another year and supports the idea of the Family Justice Center. Councilor Scott added that he would like to know what types of programs they had that were opioid based before allocating funds. Councilor Giles stated he was in support of giving \$10,000 to the Youth Advisory Board to create messaging. Mayor Rosener spoke of the Family Justice Center and the effects on youth related to homelessness and helping with prevention. Councilor Young suggested that if the Family Justice Center qualified, providing them with a small amount and banking some of the funds while researching established school programs and supporting media marketing. Discussion followed and David added that staff would come back with more information. Council discussion followed regarding the MHRT program and Chief Hanlon provided the Council with an update. Mayor Rosener spoke of the SHS funds and programs. Council discussion followed regarding the information they needed to move forward with the various suggestions. David confirmed he would look into the Family Justice Center, and Council discussed the Youth Advisory Board and their role of not doing social media but developing a plan of action if this was something they were passionate about, being in favor of the Board creating content for Sherwood youth, not being in favor of the Board being in front of a camera. Discussion followed regarding the Youth Advisory Board determining what they wanted to work on versus being told what to work on. City Manager Sheldon recapped that staff would check with the Family Justice Center, do some research on PSAs including costs and come back to the Council.

## **B. Police Advisory Board Update**

Police Chief Hanlon introduced Police Advisory Board member Chris West. Chief Hanlon presented information (see record, Exhibit B) and said they had been talking about long-term sustainability within public safety at the city, its funding and what the options were. He said with our current budget this was a good time to talk about options. He said this information was recently presented to the Sherwood Police Advisory Board and they voted to bring the information to the Council. Chief Hanlon explained that the Council was provided with a list of cities (Exhibit B) that either had a fee or a levy that supported public safety. He stated some of them were connected to fire services, public works or were standalone police. He stated he and the Police Advisory Board agreed that a fee structure would be best, something tied to the city's water meters. Chief Hanlon explained the fee options on page 3 noting that \$12.50 would bring in approximately \$1.08 million per year and \$14.50 would bring in \$1.28 million. He stated 38% of the Police department funding was from the city's general fund and through this year's budget meetings it showed that costs were increasing, and revenues were down. He stated technology will continue to rise and this was the biggest law enforcement challenge they faced. He reminded the Council that there were three labor associations within the city with ongoing negotiations. Chief Hanlon stated the number of residential water meter accounts was 7256 which included EDUs. He stated commercial accounts were not included and they were working on that. Mayor Rosener replied this was important as a lot of police calls were for commercial locations. City Manager Sheldon added that there were a few different options for commercial accounts and stated they could have a flat fee for suites, could be based off water meter or based off ESUs, or trips. He added that we would need to ensure this could be done with the city's billing system. Chief Hanlon added that the number of meters would continue to grow, and this provided a platform to build on, including within Sherwood West. He explained that \$1.8 and \$1.2 million was roughly 7-8 officers, with average annually salaries of \$167,000 and \$250,000 for supervisors. We stated costs for materials and services and personnel can't be ignored and need to be sustained. He said these proposals were sustaining our level of service and not adding additional

personnel. He spoke of the timing to present fee information to the public and spoke of election timelines, voter turnout requirements, and charter restrictions. He spoke of prioritizing needs and identifying the type of service we want in Sherwood. Mayor Rosener asked about the funding model on the proposed fix rate staff presented and stated with property tax we will get at least a 3% increase per year and said with this model the only thing you get is growth and asked how other cities were dealing with this, was there a strategy as there is not a CPI. Chief Hanlon replied he was not sure and said he believed Sherwood was unique because we had the ability to raise the fee, whether or not it coincided with inflation. He stated with a levy, it's raised every five years to be able to catch up or get ahead. Councilor Standke asked if language could be added that it's adjusted to the CPI, and Councilor Mays replied we could. Council commented regarding establishing a fund, and it earning interest over time.

Chris West spoke and said he'd been on the Police Advisory Board since its inception along with two other members and for the past 10 plus years, every time a staffing study was conducted, they along with the former Police Chief talked about having to do this. He stated they spoke of the Sherwood West project and the lack of funds coming from that versus the services that would be needed for that area. He stated the good news is the city did not have to do this and had been providing the level of service the citizens loved in regard to public safety and said now this was the expectation. He said when the Police Advisory Board spoke about this, they believed it should be about maintaining and sustaining the current level of services. He said they spoke about apartment complexes and how they needed to contribute. He said they spoke about fees, levies, bonds, and to them a fee made the most sense because of the ability to increase it. He said this was unanimous amongst the Board members attending the meeting. Council President Young asked Mr. West to explain his day job and asked what it would take to have a successful campaign, education wise and timing wise. Mr. West explained that he had a consulting firm that did government and public affairs and stated the company was currently his, but it was previously PacWest Communications. He said they had been involved in over 300 campaigns and elections, including the bond and levy for the Sherwood School District. He suggested the city do some polling and explained his reasons for believing a November 2025 ballot did not make sense. He explained summertime polling was a bad idea due to the results and the Council would need to decide by August to refer this to the November ballot. He said there were two parallel paths: what the city could do in terms of education and said the police department needed to start talking about what they were doing and their challenges. He added that education is communicating with the voters about the services they received and referred to Crime Chronicles and driving this back up as it was critical for the police department to get in front of the citizens. He said the city could start talking about the budget challenges and the impacts to sustain public safety service. He stated when polling you don't talk about "police" you talk about "public safety". He said the city could do a mailer in October and spoke of the number of voters reached, about 4000, at a cost of approximately \$3500. Councilor Scott interjected and stated that the discussion was about how this would be done, and the Council had not yet decided if it would be done. Mr. West added that the other piece would be to have a Sherwood Police Safety Political Action Committee raise money for mailers and social media. He said this is how it could be done if the Council choose to refer to the November ballot.

Councilor Scott spoke and said let's assume we don't do this, and in two years our next budget had shortfalls and cuts to personnel were needed, how many would be police officers? City Manager Sheldon said he can't promise, but the city would have to look at the police department this time around, or we would need to look into closing community services as there would not be staff to keep these facilities open. He spoke of reductions in this year's budget process to the Field House and Library and said we'd be looking at these areas, parks and police. Mayor Rosener added that cutting the Field House and Arts Center means reductions in revenues. Councilor Scott stated he would not vote for reductions of sworn officers and would

consider everything else in the city before cutting officers. He stated this felt like a money changing exercise and not passing this to fund police but passing it to fund other services. He said if we go to the voters asking for funds, we should be asking for money to fund the things we are looking to fund and that would not be police. Councilor Giles commented that reductions may be to services and not necessarily to personnel. He spoke of possibly needing to outsource services. He commented that shutting everything down except the police department was not practical. Council discussion followed and Mayor Rosener commented that even with a levy, a significant portion comes from the general fund and future Councils could have different priorities. He stated he was in favor, but timing, public education and polling were important. Councilor Scott stated he was in favor of a general services levy or fee for the city and asking the voters if it was correctly positioned in an honest manner, versus general services which would cover police, library, and community services. Mayor Rosener added that this was currently happening in the county with the library levy. Discussion followed. Chief Hanlon commented and reminded that the police department does not function without IT, public works, HR, legal and finance and they were all an intricate part of the police department. He stated public safety included all these components. Councilor Mays commented that if the city experienced future shortfall in revenues, he would look at reductions everywhere including the police department. Councilor Scott added that he was in favor as long as it was not called public services. Councilor Mays added that Forest Grove called theirs a general service levy. Mayor Rosener commented regarding being in favor of integrity and honesty and Mr. West reminded the Council to use the term public safety and not police. Councilor Mays added that maintaining public parks, roads and sidewalks were forms of public safety, and having staff in the library to watch over things is also public safety. Council discussion followed regarding this being part of educating the public, and marketing and utilizing a flyer and social media. Councilor Giles commented that he would be in favor and referred to the \$14.50 fee and Councilor Scott added that he agreed with the higher fee. Council comments were received regarding the current tax rate in the city and any additional revenue received funding the general fund. Finance Director Bodway added that increases in revenue would not be to necessarily add new staff it would be to maintain current operations. Council President Young added that with city growth and maintaining levels of service, this might include adding personnel. The Council discussed timing of a November 2025 ballot and spoke of the other local levies on the ballot and what's currently occurring in Salem and the effects on voters. Mr. West stated that a fee of \$14.50 would cost a Sherwood resident \$174 annually for maintaining anything within the city. Discussion followed regarding the timing and if waiting for November 2026 would allow time for polling and education. Council discussion followed regarding a city charter amendment and Councilor Mays added that the city could do a charter amendment in May for a fee. Discussion followed regarding the potential of a failed election and going back out at a subsequent election. Councilor Mays commented that he was not necessarily in favor of a fee and in the city the public was very pro public safety and wanted good amenities and a safe community and this worked in the city's favor even though we had not done recent polling. Mr. West suggested that the Council not do education too early so that people remember what they were voting for. Council discussed the timing and value of a charter amendment. Mr. West added that fees get a bad name versus a levy and explained. Mayor Rosener asked for information before the next council meeting regarding costs and what would need to be done regarding polling and education on a fee and on a levy and discussion followed. Councilor Mays added that a negative aspect of a fee is that it's after-tax money for a homeowner and a levy is on your property tax bill with pre-tax money. Discussion followed.

**5. ADJOURN:**

**REGULAR SESSION**

**1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:10 pm.

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

3. **STAFF PRESENT:** City Manager Craig Sheldon, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Interim Public Works Director Rich Sattler, Finance Director David Bodway, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

Mayor Rosener addressed approval of the agenda and the following motion was received to amend the agenda.

**MOTION TO AMEND: FROM COUNCIL PRESIDENT YOUNG TO AMEND THE AGENDA BY REMOVING ITEM 10, EXECUTIVE SESSION. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

**MOTION TO ADOPT: FROM COUNCILOR MAYS TO ADOPT THE AMENDED AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

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

5. **CONSENT AGENDA:**

- A. **Approval of June 3, 2025 City Council Meeting Minutes**
- B. **Resolution 2025-040, Authorizing a Loan from the Special Public Works Fund for the construction of Ice Age Drive**
- C. **Resolution 2025-041, Authorizing the City Manager to Execute a Construction Contract for the Sunset-Timbrel Crosswalk Safety Project**
- D. **Resolution 2025-042, Reappointing Tyler Barns to the Sherwood Planning Commission**
- E. **Resolution 2025-043, Reappointing Daniel Bantz to the Sherwood Planning Commission**
- F. **Resolution 2025-044, Reappointing Jean Simson to the Sherwood Planning Commission**
- G. **Resolution 2025-045, Reappointing Justin Kai to the Sherwood Planning Commission**

**MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

6. **CITIZEN COMMENTS:**

No comments were received, and the mayor addressed the next agenda item.

7. **CITY MANAGER REPORT:**

City Manager Craig Sheldon reminded of the 33<sup>rd</sup> Annual Cruisin' Car Show and block party this coming weekend. He stated that city offices would be closed for the Juneteenth holiday. He stated in regard to the

resolution listed under the consent agenda for the Sunset-Timbrel Crosswalk Safety Project, that the traffic control unit was approximately 20-25 weeks out and the installation schedule was delayed and would not be installed before the next school year. Councilor Standke asked for the timeline of street striping in the Brookman area and Craig indicated he would check with Washington County as this was a county project.

**8. COUNCIL ANNOUNCEMENTS:**

Councilor Scott commented on the reappointments to the Sherwood planning commission and stated it's a commission that benefits greatly from experienced members. He expressed his appreciation for the work and tenure of the reappointed members.

Councilor Giles reported that the next planning commission meeting was next Tuesday.

Councilor Standke reported that the Sherwood School Board had not met since the last Council meeting nor had the Library Advisory Board. He informed of library events to include the Summer Reading Program for adults and children and recapped an upcoming library event at Cannery Square. He stated the Sherwood Library will have reduced operating hours effective June 30<sup>th</sup>.

Councilor Mays reported on the Cultural Arts Commission meeting and upcoming events and spoke about how busy the Arts Center was. He mentioned there was an increase in Center fees. He reported on the Oregon Street round-about art and timeline for installation and stated they were working with the County on indemnification of potential art damage. He reported on the diversity of the commission with new members, spoke of the renaming of the Arts Center main hall and newly installed signage, and spoke of the art medallions on the pedestrian bridge.

Councilor Brouse reported she attended the recent Pride Festival event and praised the event coordinators. She reported on her attendance at a Water Consortium Board meeting and her being elected as the chair and reported on the Board's meeting. She mentioned Cruisin' was looking for volunteers.

Council President Young reported on a recent CDBG (Community Development Block Grant) meeting and changes to their bylaws to include a change in their name, now called the Community Development Policy Advisory Board and informed she was elected as board chair. She expressed her appreciation to Senator Courtney Neron for her advocacy for Senate Bill 916.

Mayor Rosener echoed the comments regarding Senator Neron and commented regarding other topics receiving her support. He stated Sherwood had a new representative who was appointed to replace Neron, Rikki Smith and mentioned his meetings with her. He spoke of the Pride Festival and praised the event coordinators. He reported that he and Councilor Scott would be leaving for space camp and would be attending the next council meeting remotely.

With no other Council business, Mayor Rosener adjourned the meeting at 7:27 pm.

**9. ADJOURN:**

Attest:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor



**SHERWOOD CITY COUNCIL MEETING MINUTES  
 22560 SW Pine St., Sherwood, Or  
 June 24, 2025**

**SPECIAL CITY COUNCIL MEETING**

1. **CALL TO ORDER:** Council President Kim Young called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Mayor Tim Rosener (remote), Councilor Doug Scott (remote). Councilors Dan Standke and Renee Brouse were absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

**4. APPROVAL OF AGENDA**

Council President Young addressed approval of the agenda and asked for a motion.

**MOTION: FROM MAYOR ROSENER TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.**

Council President Young addressed the consent agenda and asked for a motion.

**5. CONSENT AGENDA**

- A. Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments
- B. Resolution 2025-047, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues
- C. Resolution 2025-048, Updating the City’s Minimum Capitalization Threshold for Capital Assets

**MOTION: FROM COUNCILOR MAYS TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR STANDKES AND BROUSE WERE ABSENT.**

**6. CITIZEN COMMENTS**

No comments were received. Council President Young addressed the next agenda item, and the City Recorder read the public hearing statement.

## 7. PUBLIC HEARINGS

### A. Resolution 2025-049, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations

Finance Director David Bodway presented the staff report and stated the purpose of the supplemental budget was to fund a property purchase identified by the city for a future park in Sherwood West. He said the decision was to use Park SDC funds which were accounted for in the general construction fund. He stated that park SDCs are restricted funds and this purchase was eligible. Mayor Rosener added that the funds were restricted and cannot be used in the city's general fund. With no other comments or questions from the Council, Council President Young opened the public hearing. With no public comments received, the public hearing was closed. The following motion was stated:

**MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-049 ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS, SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.**

Council President Young addressed the next agenda item and asked for the staff report.

### B. Resolution 2025-050, Declaring the City's Election to Receive State Shared Revenues

Finance Director David Bodway recapped the staff report and stated the State of Oregon shares certain revenues with municipalities that choose to accept them, and the resolution listed under tonight's consent agenda was one of those steps in order to qualify for state shared revenue. He stated additionally, the city was required to hold one public hearing during the budget committee meeting which was held on May 29<sup>th</sup> and is required to hold a public hearing at the Council level. He stated that the funds go into two areas, the general fund and into operations and those are in the street operations fund. With no council questions or comments, Council President Young opened the public hearing. With no public comments received, the public hearing was closed, and the following motion was stated:

**MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-050, DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.**

Council President Young addressed the next agenda item and asked for the staff report.

### C. Resolution 2025-051, Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous city services and establishing an effective date

Finance Director Bodway presented the staff report and stated during the budget process the city reviews annually all fees and updates them. He stated the fee changes fall into three categories; the 2% increase as previously approved via Resolution 2017-008, and stated this was the increase even though the CPI index was 3.76%. The second was 6.43% increase previously approved via Resolution 2018-049 for SDC and TDP, and there were miscellaneous other fees and minor changes. David recapped some of the changes which were also noted in the staff report. Councilor Giles confirmed that events previously or currently scheduled at the Arts Center or Field House would not be affected by the increased fees. Staff confirmed.

Council President Young asked regarding effective dates of increased fees at the Senior Center, effective July 1<sup>st</sup> and January 1, 2026. Kristen Switzer explained this was mainly for monthly rentals and these were for nonprofits that use the facility. She stated the fee was currently \$50 and there would be a substantial increase and staff wanted to provide the groups with time to prepare for the increased fees therefore staggering the increases. With no other Council questions or comments, Councilor President Young opened the public hearing. With no public comments received, the public hearing was closed and the following motion was stated:

**MOTION: FROM COUNCILOR GILES TO ADOPT RESOLUTION 2025-051, ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.**

Council President Young addressed the next agenda item and asked for the staff report.

**D. Resolution 2025-052, Adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget**

Finance Director Bodway presented the staff report and stated on May 22, 2025 the city's budget committee received the budget message and on June 5, 2025 they approved the proposed budget. Mr. Bodway stated all budget laws were followed including public noticing and said the final step in the budget process was for the City Council to hold a public hearing per ORS 294.453 and adopt the budget. He noted that changes discussed during the budget committee meetings were reflected in this budget. Mr. Bodway offered to answer council questions. Council President Young commented that this was one of the more robust budget committee sessions with a lot of good questions that expanded over three meetings. She mentioned there were many questions regarding personnel layoffs with budget committee members trying to understand the city's processes and budget and touching on the 5-year forecast. She thanked staff for their work on the first city biennial budget. Councilor Giles stated going through this budget process opened his eyes to look at other sources of revenue and referred to photo redlight cameras and decreases in building and making sure we have more of a buffer. He stated that he appreciated staff and their work. He spoke of revenue shortfalls and the effects to personnel and commented regarding addressing issues in their next planning sessions and stabilizing the city. Mayor Rosener commented regarding photo redlight and not counting on this revenue to fund city operations. He said there were a lot of outside pressures impacting the city's budget, and the state PERS system continues to grow at an unacceptable rate, and construction costs continue to grow. He stated the state continues to place unfunded mandates on cities. He said in addition to looking for additional revenue sources, we need to talk to our state legislature. Council President Young added that it appeared that found revenues were more for one-time expenses and our issues were operational. With no other council comments or questions, Council President Young opened the public hearing. With no public comments received the public hearing was closed and the following motion was stated:

**MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2025-052, ADOPTING THE BIENNIAL YEAR 2025-27 BUDGET OF THE CITY OF SHERWOOD FOR THE BIENNIAL BUDGET PERIOD JULY 1, 2025 - JUNE 30, 2027, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.**

Council President Young adjourned the meeting at 6:21 pm and convened a URA Board of Directors meeting.

**8. ADJOURN**

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

\_\_\_\_\_  
Tim Rosener, Mayor

**TO:** Sherwood City Council

**FROM:** Chanda Hall, Arts Center Manager  
**Through:** Kristen Switzer, Assistant City Manager

**SUBJECT: Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission**

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**Issue:**

Should the City Council reappoint Casey Chen to the Sherwood Cultural Arts Commission?

**Background:**

Casey Chen has been serving in Position 9 on the Cultural Arts Commission and has chaired the Lunar New Year Festival the past few years. The term of this position expired June 30, 2025 and Casey would like to be considered for reappointment.

City Council Liaison to the Commission Keith Mays, and Arts Center Manager Chanda Hall unanimously recommend the reappointment of Casey Chen. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

**Financial Impacts:**

There are no financial impacts from this proposed action.

**Recommendation:**

Staff respectfully recommends City Council's adoption of Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission.



**RESOLUTION 2025-053**

**REAPPOINTING CASEY CHEN TO THE SHERWOOD CULTURAL ARTS COMMISSION**

**WHEREAS**, Casey Chen recently held Position 9 on the Cultural Arts Commission; and

**WHEREAS**, the term of this position expired on June 30, 2025 and she is seeking reappointment; and

**WHEREAS**, the Mayor has recommended to the City Council that Casey Chen be reappointed; 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 reappoints Casey Chen to Position 9 of the Sherwood Cultural Arts Commission 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 15<sup>th</sup> day of July, 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Chanda Hall, Arts Center Manager  
**Through:** Kristen Switzer, Assistant City Manager

**SUBJECT: Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission**

---

**Issue:**

Should the City Council reappoint Estela Schaeffer to the Sherwood Cultural Arts Commission?

**Background:**

Estela Schaeffer has been serving in Position 2 on the Cultural Arts Commission and the term of this position expired at the end of June 2025. She has been a tremendous asset to the Commission, and she would like to be considered for reappointment.

City Council Liaison to the Arts Commission, Keith Mays, and Arts Center Manager Chanda Hall unanimously recommend the reappointment of Estela Schaeffer. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

**Financial Impacts:**

There are no financial impacts from this proposed action.

**Recommendation:**

Staff respectfully recommends City Council's adoption of Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission.



**RESOLUTION 2025-054**

**REAPPOINTING ESTELA SCHAEFFER TO THE SHERWOOD CULTURAL ARTS COMMISSION**

**WHEREAS**, Estela Schaeffer recently held Position 2 on the Cultural Arts Commission; and

**WHEREAS**, the term of this position expired on June 30, 2025 and she is seeking reappointment; and

**WHEREAS**, the Mayor has recommended to City Council that Estela Schaeffer be reappointed; 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 reappoints Estela Schaeffer to Position 2 of the Sherwood Cultural Arts Commission 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 15<sup>th</sup> day of July, 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Chanda Hall, Arts Center Manager  
**Through:** Kristen Switzer, Assistant City Manager

**SUBJECT: Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission**

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**Issue:**

Should the City Council reappoint Jennifer Casler to the Sherwood Cultural Arts Commission?

**Background:**

Jennifer Casler has been serving in Position 4 on the Cultural Arts Commission and is currently serving as Chair. The term of this position expired June 30, 2025 and she would like to be considered for reappointment, and her leadership has been very valuable to the Commission.

City Council Liaison to the Arts Commission Keith Mays, and Arts Center Manager Chanda Hall unanimously recommend the reappointment of Jennifer Casler. The Mayor has recommended this reappointment to the City 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's adoption of Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission.



**RESOLUTION 2025-055**

**REAPPOINTING JENNIFER CASLER TO THE SHERWOOD CULTURAL ARTS COMMISSION**

**WHEREAS**, Jennifer Casler recently held Position 4 on the Cultural Arts Commission; and

**WHEREAS**, the term of this position expired on June 30, 2025 and she is seeking reappointment; and

**WHEREAS**, the Mayor has recommended to City Council that Jennifer Casler be reappointed; 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 reappoints Jennifer Casler to Position 4 of the Sherwood Cultural Arts Commission 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 15<sup>th</sup> day of July, 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Rich Sattler, Interim Public Works Director  
Through: Craig Sheldon, City Manager and Sebastian Tapia, Interim City Attorney

**SUBJECT: Resolution 2025-056, Authorizing the City Manager to enter into a Contract for Certified Arborist and Tree Services**

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**Issue:** Should City Council authorize the City Manager to renew the contract for Certified Arborist and Tree Services?

**Background:** On May 25, 2022 the City issues a Request for Proposal (RFP) for Certified Arborist and Tree Services. The city received two proposals. One proposal was deemed incomplete. The city selected Halstead's Arboriculture Consultants, Inc. as the Contractor to perform arborist and tree services for the city.

This contract includes consultation and tree services for programs throughout the city including the Tree Trimming Program, Sidewalk Program, maintenance in parks and open spaces as well as emergency tree assessment and removal. This contract is renewable for up to five (5) years pending yearly budget approval.

Subsequent contracts were below the threshold for approval by City Council. This year we have increased the budget in our Storm Department for tree maintenance and storm response (downed and/or damaged trees) and this contract requires Council approval. The contract amount is \$155,000 with 20% contingency.

**Financials:** These programs along with the maintenance and emergency work are included in the proposed 2025-2027 budget. There are no additional financial impacts as a result of the approval of this resolution.

**Recommendation:** Staff respectfully requests City Council adoption of Resolution 2025-056, Authorizing the City Manager to enter into a contract for Certified Arborist and Tree Services.



**RESOLUTION 2025-056**

**AUTHORIZING CITY MANAGER TO ENTER INTO A CONTRACT FOR  
CERTIFIED ARBORIST AND TREE SERVICES**

**WHEREAS**, the City has a responsibility to maintain the City’s infrastructure; and

**WHEREAS**, the City issued a Request for Proposal in May 2022 for Certified Arborist and Tree Services and entered into a contract with Halstead’s Arboriculture Consultants, Inc.; and

**WHEREAS**, this contract is renewable for up to five (5) years pending yearly budget approval; and

**WHEREAS**, additions to the scope of work have increased the contract amount which necessitates Council approval.

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

**Section 1.** The City Manager is hereby authorized to sign a one year contract with Halstead’s Arboriculture Consultants Inc. for certified arborist and tree services in a total annual base amount of \$155,000, to execute amendments as needed up to a maximum annual contingency of 20%. This is the third amendment of the original contract. The contract may be amended for one additional year.

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

**Duly passed by the City Council this 15<sup>th</sup> day of July, 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Joy Chang, TSP Update Project Manager  
Through: Craig Sheldon, City Manager and Sebastian Tapia, Interim City Attorney

**SUBJECT: Resolution 2025-057, Appointing Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee**

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**Issue:**

Shall City Council approve appointing Clifton W. Taylor, the Senior Advisory Board representative to the Transportation System Plan Update Citizen Advisory Committee?

**Background:**

On May 6, 2025, the City Council adopted Resolution 2025-025, establishing both a Citizen Advisory Committee (CAC) and a Technical Advisory Committee (TAC) to support the development of the City of Sherwood's Transportation System Plan (TSP) Update.

The purpose of the CAC is to provide broad-based community input on transportation needs, priorities, and policies. The committee was designed to ensure representation from a diverse range of community interests, including residents of different neighborhoods, transit users, business stakeholders, and seniors.

To ensure that the perspectives of Sherwood's older adult population are included, staff recommended a representative from the Senior Advisory Board to serve on the CAC.

Mr. Taylor's background and experience serving the senior community, as well as his knowledge of local transportation challenges facing older adults, make him a strong candidate for this role.

As a CAC member, Mr. Taylor will serve in a volunteer capacity for the duration of the TSP Update process. He will be expected to attend meetings, review draft materials, and provide input that reflects the needs and perspectives of Sherwood's older adult residents.

This appointment aligns with the City's goal of ensuring broad and inclusive community participation in the Transportation System Plan Update.

**Financial Impacts:**

There are no additional financial impacts as a result of approval of this resolution. Mr. Taylor will serve as a volunteer, and staff support for the CAC is included in the existing TSP Update project budget.

**Recommendation:**

Staff respectfully recommends City Council adoption Resolution 2025-057, appointing Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee.



**RESOLUTION 2025-057**

**APPOINTING CLIFTON W. TAYLOR AS THE SENIOR ADVISORY BOARD REPRESENTATIVE TO THE TRANSPORTATION SYSTEM PLAN UPDATE CITIZEN ADVISORY COMMITTEE**

**WHEREAS**, the City Council adopted Resolution No. 2025-025 on May 6, 2025, establishing a Citizen Advisory Committee (CAC) and a Technical Advisory Committee (TAC) to assist in the development of the City’s Transportation System Plan (TSP) Update; and

**WHEREAS**, the CAC was created to ensure broad community representation and to provide input on transportation needs, priorities, and strategies from a diverse cross-section of the community, including seniors and older adult residents; and

**WHEREAS**, the City Council seeks to appoint a representative from the Senior Advisory Board to the CAC to ensure that the perspectives and needs of older adults in the community are reflected in the TSP Update process; and

**WHEREAS**, the Senior Advisory Board has recommended Clifton W. Taylor to serve as their representative on the Citizen Advisory Committee.

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

**Section 1.** The City Council hereby appoints Clifton W. Taylor as the Senior Advisory Board representative to the Transportation System Plan Update Citizen Advisory Committee (CAC), as reflected in the attached Exhibit A.

**Section 2.** Mr. Taylor shall serve on the CAC in a volunteer capacity for the duration of the TSP Update process, providing input, attending meetings, and representing the perspectives and interests of older adults in the community.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**Duly passed by the City Council this 15<sup>th</sup> day of July, 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**Exhibit A**

<b>Citizen Advisory Committee Transportation System Plan Update</b>	
<b>Participants</b>	<b>Name</b>
City resident at large	Alexander Whitaker
City resident at large	Lisa Patterson
City resident at large	James Booker
City resident at large	Shauna ONeil
Sherwood West resident at large	Hella Betts
Sherwood School District	Brady Strutz
Sherwood Traffic Safety Board	Jason Wuertz
Sherwood Planning Commissioner	Tyler Barnes
Sherwood City Councilor	Keith Mays
Sherwood Mayor	Tim Rosener (Alternate)
Sherwood Youth Advisory Board	To Be Determined (TBD)
<b>Sherwood Senior Advisory Board</b>	<b>Clifton Taylor</b>

<b>TAC Roster Transportation System Plan</b>	
<b>Agency</b>	<b>Name</b>
Sherwood Engineering	Jason Waters
Sherwood Public Works	Rich Sattler
Sherwood Community Services	Kristen Switzer
Sherwood Planning	Sean Conrad
Sherwood Police Department	Kris Asla
Washington County Land Use/Transportation	CJ Doxsee
Clackamas County	Jeff Owen
ODOT, Region 1	Glen Bolen / Melissa Gonzales-Gabriel
ODOT, Region 2	Brandon Williams
Tualatin Valley Fire & Rescue (TVF&R)	Jason Arn
City of Tualatin Representative	Steve Koper
City of Tigard Representative	Tiffany Genrke
City of King City representatives	Mike Weston / Max Carter
Department of Land Conservation and Development	Laura Kelley
Tri-Met	Alex Page
Metro	André Lightsey-Walker
Portland & Western Railroad	TBD

**TO:** Sherwood City Council

**FROM:** Adrienne Doman Calkins, Library Manager  
**Through:** Kristen Switzer, Assistant City Manager

**SUBJECT:** Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board

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**Issue:**

Should the City Council appoint Annalise Ellis to the Sherwood Library Advisory Board?

**Background:**

The high school student representative position (position 8) for the Library Advisory Board is vacant due to a term expiration. The City and Library have advertised and received one application for this position. Annalise Ellis submitted an application for consideration of appointment.

The City Councilor Liaison to the board Dan Stanke, Library Manager Adrienne Doman Calkins, and Chair Sean Garland interviewed the applicant and recommended to Mayor Rosener that Annalise Ellis should be appointed to fill position 8 on the Library Advisory Board, with the term expiration of June 2027, set to match high school graduation. 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's adoption of Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board.



**RESOLUTION 2025-058**

**APPOINTING ANNALISE ELLIS TO THE SHERWOOD LIBRARY ADVISORY BOARD**

**WHEREAS**, a vacancy exists for the high school student representative on the Library Advisory Board due to a position expiring; and

**WHEREAS**, the term of office for this vacancy is through June 2027; and

**WHEREAS**, the City advertised the vacancy on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

**WHEREAS**, Annalise Ellis applied to be appointed and was interviewed by the interview panel; and

**WHEREAS**, the interview panel considered all of the applicants and recommended to the Mayor that Annalise Ellis be appointed to fill the vacancy; 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 Annalise Ellis to position 8 of the Sherwood Library Advisory Board for a term expiring at the end of June 2027.

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

**Duly passed by the City Council this 15<sup>th</sup> day of July 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Adrienne Doman Calkins, Library Manager  
**Through:** Kristen Switzer, Assistant City Manager

**SUBJECT: Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board**

---

**Issue:**

Should the City Council appoint Colleen Carroll to the Sherwood Library Advisory Board?

**Background:**

A vacancy exists for Position 2 on the Library Advisory Board due to a recent term expiration after the previous incumbent served two terms. The City and Library advertised and received three applications.

The Council Liaison to the board Dan Standke, Library Manager Adrienne Doman Calkins, and Chair Sean Garland interviewed all applicants and recommended to Mayor Rosener that Colleen Carroll should be appointed to fill position 2 on the Library Advisory Board, with the term expiration at the end of June, 2029. Library Advisory Board member terms are for four years, per the municipal code and ORS 357.465. 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's adoption of Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board.



**RESOLUTION 2025-059**

**APPOINTING COLLEEN CARROLL TO THE SHERWOOD LIBRARY ADVISORY BOARD**

**WHEREAS**, a vacancy exists on the Library Advisory Board due to a term expiring; and

**WHEREAS**, the term of office for this position expires June 30, 2029, and

**WHEREAS**, the City advertised the vacancy on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

**WHEREAS**, Colleen Carroll applied to be appointed and was interviewed by the interview panel; and

**WHEREAS**, the interview panel considered all applicants and recommended to the Mayor that Colleen Carroll be appointed to fill the vacancy; and

**WHEREAS**, the Mayor has recommended to City Council that Colleen Carroll 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 Colleen Carroll to position 2 of the Sherwood Library Advisory Board for a term expiring at the end of June 2029.

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

**Duly passed by the City Council this 15<sup>th</sup> day of July 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder

**TO:** Sherwood City Council

**FROM:** Adrienne Doman Calkins, Library Manager  
**Through:** Kristen Switzer, Assistant City Manager

**SUBJECT: Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board**

---

**Issue:**

Should the City Council appoint Tracey Enright to the Sherwood Library Advisory Board?

**Background:**

A vacancy to fill a partial term exists for Position 5 on the Library Advisory Board due to the previous incumbent resigning. The City and Library advertised open positions and received three applications.

The Council Liaison to the board Dan Standke, Library Manager Adrienne Doman Calkins, and Chair Sean Garland interviewed all applicants and recommended to Mayor Rosener that Tracey Enright should be appointed to fill position 5 on the Library Advisory Board, with the expiration for the partial term at the end of June, 2028. Library Advisory Board member terms are for four years, per the municipal code and ORS 357.465. 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's adoption of Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board.



**RESOLUTION 2025-060**

**APPOINTING TRACEY ENRIGHT TO THE SHERWOOD LIBRARY ADVISORY BOARD**

**WHEREAS**, a vacancy to fill a partial term exists on the Library Advisory Board; and

**WHEREAS**, the term of office for this position expires June 30, 2028, and

**WHEREAS**, the City advertised openings on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

**WHEREAS**, Tracey Enright applied to be appointed and was interviewed by the interview panel; and

**WHEREAS**, the interview panel considered all applicants and recommended to the Mayor that Tracey Enright be appointed to fill the vacancy; and

**WHEREAS**, the Mayor has recommended to City Council that Tracey Enright 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 Tracey Enright to position 5 of the Sherwood Library Advisory Board for a partial 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 15<sup>th</sup> day of July 2025.**

\_\_\_\_\_  
Tim Rosener, Mayor

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, City Recorder