



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**January 7, 2025**

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** The meeting was called the meeting to order at 6:16 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and Interim City Attorney Sebastian Tapia.

4. **TOPIC:**

**A. ORS 192.660(2)(e), Real Property Transactions**

5. **ADJOURN**

The executive session was adjourned at 6:30 pm and a URA work session was convened. See URA Board of Directors meeting records.

**REGULAR SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:00 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Finance Director David Bodway, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

## **5. NEW BUSINESS:**

### **A. Swearing In of City Council Newly Elected Officials**

Municipal Judge Jack Morris administered the Oath of Office to the newly elected Mayor Tim Rosener and City Councilors Kim Young, Renee Brouse, and Dan Standke.

Mayor Rosener addressed the next agenda item.

### **B. Selection of Council President**

Mayor Rosener explained that it was time to elect a Council President for the new year and asked for nominations. Councilor Young was nominated by Councilor Scott. Councilor Mays seconded the nomination. Councilor Young accepted the nomination. Mayor Rosener called for a roll call vote, and with a 7:0 vote, Councilor Young was elected Council President.

Mayor Rosener addressed the next agenda item.

## **6. CONSENT AGENDA:**

- A. Approval of December 17, 2024, City Council Meeting Minutes**
- B. Resolution 2025-001, Amending the City of Sherwood Home Rule Charter as approved by the City Electors at the November 5, 2024 General Election**
- C. Resolution 2025-002, Adopting the American with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan**
- D. Resolution 2025-003, Establishing a Biennium City Budget cycle beginning in fiscal years 2025-27**
- E. Resolution 2025-004, Appointing the Budget Officer for Fiscal Years 2025-27**
- F. Resolution 2025-005, Authorizing the City Manager to Apply for an ODOT Transportation Infrastructure Bank Loan for SW Ice Age Dr. in an Amount Not to Exceed \$5,000,000**
- G. Resolution 2025-006, Authorizing the City Manager to Apply for Two Business Oregon Special Public Works Fund Loans for SW Ice Age Dr. in an amount not to exceed \$15,000,000**
- E. Resolution 2025-007, Adopting Rules of Procedure for City Council**

**MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

## **7. CITIZEN COMMENT:**

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

## **8. PRESENTATIONS:**

## **A. Washington County Sheriff's Annual Update**

Washington County Sheriff Caprice Massey and Washington County Undersheriff John Koch came forward and presented the "Washington County Sheriff's Office Updates" PowerPoint presentation (see record, Exhibit A). Sheriff Massey reported that the Washington County Sheriff's Office managed the county's only jail, provided county-wide services for 616,000 residents and they were the primary first responders for rural, urban unincorporated residents and contract partners. She reported that Washington County was the safest major urban county in Oregon. She provided an overview of the Washington County Sheriff's Office mission and values on page 3 of the presentation. She stated that the Sheriff's Office mission was "conserving the peace through value driven services" and stated they accomplished that by doing their best, doing the right thing, and treating others the way you want to be treated. She provided an overview of their strategic goals and reported that they were currently developing a strategic plan through 2035. Sheriff Massey explained that Oregon Revised Statute Chapter 206 outlined the requirements, roles, and expectations of the Sheriff and outlined that the Sheriff's Office was also responsible for: providing security for State and Justice Courts; search and rescue, operations of the County Jail; execution of civil process and court orders; execution of all warrants; process, issue, deny and revoke concealed handgun licenses; and enforcement of laws on waterways. She referred to the 2023 WCSOA Annual Report that was provided to the Council (see record, Exhibit B). Sheriff Massey spoke on the management of the Washington County jail and reported that it was the second smallest jail per 1,000 residents in Oregon and had 572 beds but noted that only 388 beds were available due to staffing shortages. She reported there were 14,093 bookings in 2023. She explained that they had lifted many of their booking restrictions and they were building a pre-trial release program to help remove people from the original location where a crime had been committed and out on a release agreement or with electronic monitoring. She reported that the Washington County Sheriff's Department had recently received a \$750,000 grant to expand their pre-trial release program over the next three years and noted that the program would require collaboration with local city partners. Sheriff Massey outlined that due to the age of the jail, the facility was experiencing ongoing maintenance issues and reported that with the help of the County, their CAO and County Commissioners, the jail was receiving much needed updates and noted that the project would be complete in 2026. She reported a new courtroom was also being constructed in the Washington County Law Enforcement Center. Council President Young asked if there were certain criteria people must meet for the pre-trial release program and Sheriff Massey replied that was correct. She explained that ultimately, it was up to the judge to determine who was eligible to be released on what charge. She continued that the Washington County Sheriff's Office and a team of Court Release Officers would work together to administer the program. Councilor Brouse referred to the staffing shortage and asked how the monitoring program would be impacted. Sheriff Massey explained that the staffing shortage would not impact the monitoring program because those staff were already in place and commented that they would continue their recruitment efforts to be fully staffed. Councilor Brouse asked if the new Family Justice Center would have space for staff. Sheriff Massey replied that the center would house staff, which they had now, and when it transitioned over to the Family Peace Center, staff would follow. Councilor Mays asked if once the jail refurbishments were completed, was the goal to have all of the units fully staffed. Sheriff Massey replied that her goal was to have them staffed before the refurbishments were complete and commented she was optimistic that she would be able to do so. Washington County Undersheriff John Koch stated that it was fortunate that all the municipalities within Washington County worked so well with the County. He explained that public safety required them to respond to complex situations on a daily basis, which was only possible by pooling resources. He spoke on the Mental Health Response Team (MHRT) and reported the program was launched in 2011 and paired together a deputy and a Master's level mental health clinician. He outlined that as a team, there was more opportunities for on-scene problem-solving, which minimized the risk of a situation escalating and often helped those in crisis get medical attention instead of being taken to jail. He

reported that the MHRT had been very successful, and they now had eight teams working seven days a week and responded to over 2,000 calls per year. Councilor Mays asked if the program was currently “right-sized” and Undersheriff Koch replied that there would always be a bigger demand throughout the County, and funding and staffing were a large piece of that. He commented that he felt that the MHRT was currently providing a good level of service during peak hours. Councilor Scott asked if there were enough MHRTs to provide 24-hour coverage and Undersheriff Koch replied they did not have enough teams to provide 24-hour coverage. Councilor Scott asked how many teams would be needed to provide 24-hour coverage and Undersheriff Koch replied they would likely need twice the number of teams they currently had. He explained that the calls for service during peak hours did not necessarily warrant full-time staff and stated that their current model ensured that staff was available 7-days a week at different hours based on need. Councilor Scott asked if the 2,000 calls per year were calls specifically for the MHRT or were they routine calls. Undersheriff Koch replied that the 2,000 calls were exclusively for the MHRT and explained that when teams were not on calls, they were able to assist district cars on other calls for service. Councilor Scott asked how many calls were the MHRTs unable to respond to due to staffing shortages and Undersheriff Koch replied that it was one of those issues where there would always be calls for the service. He provided an overview of the Westside Interagency Narcotics (WIN) team on page 9 of the presentation. He reported that the WIN assisted Homeland Security Investigations in the seizure of 1.4 metric tons of liquid heroin in Washington County. He stated that the WIN also tracked Narcan deployments and Councilor Brouse asked how much Narcan was used and Undersheriff Koch replied that he did not have that number but deployment of Narcan was declining because more people were carrying Narcan with them. Councilor Standke asked if Washington County or Washington County Sheriff’s Office received any of the federal opioid settlement money and Undersheriff Koch replied that they would receive some settlement money, but he did not have the information on what those funds would be utilized for. Mayor Rosener asked if they also received funds from seizures and Undersheriff Koch replied that was correct and explained that the WIN team was funded in a variety of ways, including seizures. He provided an overview of Washington County’s interagency teams which included: Tactical Negotiations Team (TNT), Crisis Negotiation Unit (CNU), Remote Operated Vehicle Team (ROVT), and Incident Management Team (MIT). Mayor Rosener spoke on the increased use of drones as first responders by some communities and asked if that was something the County was considering. Undersheriff Koch replied that some conversations had been had with some Chiefs of police, but there were costs associated with creating that type of program. He clarified that the Washington County Sheriff’s Office used drones in community safety situations where they would previously send in dogs and people, they could now use drones and robots to ensure the safety of their officers. He added that they also used drones in search and rescue operations. Sheriff Massey recapped their plans for the upcoming year and outlined that they planned for their facility to be under construction for all of 2025. She reported they were currently working with an outside contractor to complete a jail capacity study which would estimate the anticipated population growth between now and 2055, and include potential necessary facility, staffing, and program expansions. Councilor Giles referred to the outside consultant performing the study and asked for clarification. Sheriff Massey explained that it was an outside company assessing what the future needs of the jail were, and they had expertise in corrections. She clarified that Matrix Consulting, the company performing the study, did not have attachments to a prison or correctional environment. Councilor Giles stated he was interested in what the motivation was for Washington County to improve or change its prisons and asked how much freedom the County had to make any changes. Sheriff Massey explained that it was up to individual counties to decide what services they wanted to provide. She stated that her motivation was the best practices for the success of the person leaving custody. She stated her goal was to provide a place: that was less institutional without sacrificing safety and security; that did not look like a punishment because being in custody was the punishment; and a place that was more calming because stress, anxiety, and isolation contributed to behavioral issues. She reported they were reviewing national and international best practices and provided

an overview of the responsibilities they were required to perform statutorily. Undersheriff Koch spoke on the success of such facility changes in other prisons. Councilor Scott referred to the understaffing and the necessity of releasing more people into the community and stated that they probably now had good data on what types of people worked successfully in releasing them into the community and which types did not and asked if that was correct. Sheriff Massey stated that monitoring was key because they had seen a significant increase in failure to appear from those they were forced to release due to being short staffed which impacted those in custody being adjudicated. Mayor Rosener asked if they were also reviewing how to distribute intake and jail space throughout the County. Undersheriff Koch replied that they have looked at jail satellite offices and determined that it would be very costly because there were the economies of scale when it came to medical services, laundry services, and feeding adults in custody. He continued that by having those services centralized, it greatly reduced the cost of those services. Sheriff Massey reported that Washington County's public safety levy would be on the ballot in November. She stated that they were working collaboratively with the County to identify the cost of doing business for the next several years and commented they would be in communication with the city as the levy was developed.

Mayor Rosener addressed the next agenda item.

## **9. CITY MANAGER REPORT:**

City Manager Craig Sheldon reported that the City Council goal setting work session would be held on January 11<sup>th</sup> at City Hall.

Mayor Rosener addressed the next agenda item.

## **10. COUNCIL ANNOUNCEMENTS:**

Councilor Giles spoke on upcoming Lunar New Year events at the Arts Center. He reported that he had no board liaison reports to share due to the holidays.

Councilor Brouse reported that the next Senior Advisory Board meeting would be held on January 8<sup>th</sup>. She reported on upcoming Chamber of Commerce events. She reported that Sherwood would host the Korean Eagles Martial Arts Demonstration Team on January 22<sup>nd</sup> at the Arts Center.

Councilor Mays reported he had no liaison reports to share due to the holidays. He asked pedestrians to wear brighter or more reflective clothing and asked drivers to turn on their lights.

Councilor Scott reported on the most recent meeting of the Parks and Recreation Advisory Board.

Councilor Standke reported he had no liaison reports to share due to the holidays. He reported the Sherwood Foundation for the Arts would host its annual puzzle competition on February 22<sup>nd</sup>.

Council President Young thanked City Manager Sheldon and city staff for the holiday luncheon for city staff. She reported on upcoming Chamber of Commerce events. She reported on CDBG board progress.

Mayor Rosener reported that January 27<sup>th</sup> was LOC's City Day in Salem. He reported on his ongoing work serving on the Metro Mayors Consortium. He reported Council would discuss upcoming Council liaison assignments at their next meeting.

**11. ADJOURN:**

Mayor Rosener adjourned the regular session at 8:05 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor