



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**January 21, 2025**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:47 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays arrived at 6:10 pm.
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, Finance Director David Bodway, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, Planning Manager Sean Conrad, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPIC:**

**A. Annual Housing Report**

Community Development Director Eric Rutledge and Planning Manager Sean Conrad presented the “Annual Housing Report 2024” PowerPoint presentation (see record, Exhibit A) and reported that this was related to City Council Pillar 3 – Livability and Workability. Planning Manager Conrad provided an overview of the 2024 calendar year summary and reported that 94 units were permitted, 93 units were constructed, no land use approvals were granted to create new lots, and new state housing legislation passed. He clarified that the city had received two minor lot partitions for residential lots and one industrial minor land partition application, which were still in the review process. Mr. Rutledge noted that there were still quite a few vacant lots on the previously approved subdivisions, and he estimated that the trends would continue for another year. Mr. Conrad reported that of the 94 permitted residential units, 90% were single-family detached units and 10% were multi-family. Council President Young asked if permits had a time limit on how long they were good for, and Mr. Rutledge replied that there was. Mayor Rosener asked that information on neighboring cities be included in future reports. Mr. Conrad reported that of the 93 constructed residential units, 86% were single-family detached units and 14% were multi-family. Community Development Director Rutledge provided an overview of the state legislation passed in 2024 and stated they included SB 1530, SB 1537, and HB 4134. He referred to SB 1537 and stated that the city’s land use attorney had recently explained that the city could apply for an exemption to the requirement that local governments approve certain adjustments to land use regulations for housing development within an urban growth boundary. He provided an overview of the 2025 development outlook and reported that he expected to see continued growth in the Brookman Addition and Denali PUD for lower density and continued interest in the Town Center and along Highway 99W for higher density. Mr. Rutledge provided an overview of the 2025 planning outlook and reported that the Old Town Strategic Plan would be completed, comprehensive planning for Sherwood West would commence, and the

city would participate in the 2025 long-session and ongoing rulemaking. Discussion regarding upcoming and ongoing legislative issues occurred. Mayor Rosener asked that staff include information on infrastructure-constrained housing land in future reports to allow the city to take advantage of funding opportunities. Council discussed possible reasons why developers had not taken advantage of HB 2001. Mr. Rutledge commented that the last large subdivision began construction in 2018 or 2019, and no large developments had been started since the passage of HB 2001 and spoke on the need for housing variety in Sherwood and Sherwood West. Councilor Standke asked that housing needs and how the city was addressing those needs be included in future reports.

## **B. Washington County Supportive Housing Services**

Washington County Department of Housing Services representatives Nicole Stingh and Jessi Adams presented the "Supportive Housing Services (SHS) Year 3 Annual Report" PowerPoint presentation (see record, Exhibit B) and "Fiscal Year 2023-2024 Annual Report" handout (see record, Exhibit C). Ms. Stingh shared a SHS success story and spoke on the challenges and barriers to those experiencing homelessness. She provided background and recapped that the SHS was approved by voters in 2020 and was funded by an income tax for high income earners and profit taxes for businesses with gross receipts over \$5 million. She reported that the SHS's goal was to connect 5,000 homeless households with permanent supportive housing and to stabilize 10,000 households at risk or experiencing homelessness in permanent housing and noted that they were close to meeting those goals this year. She outlined that the homeless services system of care included three key components of services, housing, and access and shelter. Ms. Stingh provided an overview of the numbers of case managers/outreach workers, shelter units, and housing capacity from 2021 to 2024. Ms. Adams provided an overview of the Year 3 Annual Report highlights and reported they had served over 10,400 people through SHS-funded services. Discussion occurred regarding the difficulties and limitations of state and federal funding requiring an eviction notice in order to be eligible for eviction prevention services. Council President Young asked for more information on the Rapid Re-Housing and Permanent Supportive Housing programs and Ms. Adams explained. Councilor Scott asked if those receiving the vouchers received them permanently and Ms. Stingh explained there was a review process. She clarified that it was uncommon for someone to move from rapid re-housing to permanent supportive housing as the programs addressed different needs. Councilor Scott asked what percentage of people in permanent supportive housing graduated to no longer needing permanent supportive housing and Ms. Adams replied that it was a small number and provided more information on the graduated services they offered. Ms. Stingh clarified that they did track their retention rate of those utilizing the services at the beginning and end of the year and reported that their retention rate was around 90% for those needing permanent supportive housing. Councilor Mays asked what occurred with the other 10% and Ms. Stingh explained that it was often seniors experiencing homelessness, and once they achieved the security of housing, they often passed away. She added that evictions were not uncommon in permanent supportive housing. Ms. Adams provided an overview of the populations they served and reported that they partnered with culturally specific providers to reach underserved populations. She noted that improvements were needed to better serve Asian and Native populations, and they were researching options. She outlined the outreach centers, access centers, and shelter system map on pages 11-12 of the presentation. Mayor Rosener asked regarding offering wraparound services specific to veterans' needs and Ms. Adams and Ms. Stingh spoke on available federal and local programs. Ms. Adams recapped the shelter program outcomes and reported that they had 433 shelter beds and 60 pod shelter units currently open. Councilor Brouse asked if the SHS funded safe parking sites and Ms. Adams and County Homelessness Liaison Megan Cohen explained that they did not, but Beaverton and Tigard had safe parking programs. Ms. Adams stated that their work was made possible by SHS funding, Governor's office and executive order funding, state funding, federal funding, and city partners. She provided

an overview of the collaborative work they did with local health services, law enforcement, city liaisons, service provider staff, and housing careers program. She outlined the new Homeless Solutions Advisory Council that launched in January 2024 and reported it had three subcommittees. Ms. Stingh provided a financial overview of the SHS's growth and noted that their fastest growing expense was long-term supportive housing. She reported that they had built the system up from a \$5 million system to a \$120 million system. Mayor Rosener asked for clarification on their large carryover amount and asked if those funds were encumbered. Ms. Stingh explained that the majority of Ms. Adam's work was for capital projects, which was what the majority of the carryover was budgeted to, and noted those funds were encumbered. She continued that roughly \$14 million of the \$100 million carryover was not contractually obligated. She explained that the \$14 million represented set aside resources for the construction of the Beaverton access center, land purchase and improvements for a pod unit center, and there was a \$6.2 million difference between what they expected to receive in October 2023 and what they had actually received in December 2024. She explained that they were working with the Washington County Board of Commissioners and were asking that the \$7 million be set aside to help them transition their system down to a sustainable level for the tax source. Mayor Rosener asked if they tracked efficiency of services metrics and compared themselves to other regions. Ms. Adams explained that the homelessness crisis in Washington County occurred long after federal funding for shelters had ended, and those facilities needed to be built from scratch, which made the per-cost higher because of the startup costs. Councilor Scott asked that that information be carved out in their analytics. Ms. Adams explained that the next step in their work was to determine where there could be cost savings while not becoming so inflexible they were not able to provide needed services. She explained that their Homeless Solutions Advisory Council was doing this work and Mayor Rosener asked if there was city representation on the board. Ms. Stingh explained that their bylaws prohibited public officials from serving on that board, but there was city representation on their Performance Evaluation and Technical subcommittees. Councilor Scott expressed his gratitude for utilizing a performance evaluation subcommittee and the progress they had made so far. Mayor Rosener spoke on the difficulties of individual counties addressing the homelessness crisis and voters not feeling like the homelessness crisis was getting any better and the need to convince voters that the SHS was on the right track and discussion occurred. Councilor Scott asked how the SHS money was dispersed by Metro and Ms. Stingh replied that it was percentage based and was based on an estimate of where they felt taxes would be collected. She clarified that in Washington County, Metro estimated that 33.3% of the taxes would be collected, so that was the percentage the county received. Councilor Scott asked what percentage of the Metro population Washington County was, and Ms. Stingh replied that she believed it was 20%. Council President Young asked how the information on the SHS programs could be disseminated to voters and discussion occurred. Mayor Rosener asked if a common HMIS (Homeless Management Information System) was being utilized. Ms. Stingh explained that they did use the same system, but there were ongoing technical difficulties they were working to address, and discussion occurred. Councilor Giles referred to the 90% retention rate for those needing permanent supportive housing and asked what could be done to bring that percentage down to free up more money to help others. Ms. Stingh replied that they were currently working on launching a program to help those who no longer needed case management services to give up those services, which would save the system money. She added that the majority of those needing housing assistance made less than 30% of the area median income. Councilor Scott asked what the average age for someone in the permanent supportive housing program was and Ms. Stingh stated she estimated it to be around 60 years old. Ms. Stingh recapped that Washington County had housed 2,941 people with the money raised by the SHS measure and reported that unsheltered homelessness in Washington County had decreased by 35.5% between 2019 and 2023. Mayor Rosener commented that around ten years ago, the county was sheltering many people but that had declined in more recent years. He asked what could have caused that change and Ms. Stingh replied that previously, the federal government regularly funded

transitional housing and discussion occurred. Councilor Brouse added that the state mental health hospital and community investment dollars could have contributed to those figures.

## **5. ADJOURN**

Mayor Rosener adjourned the work session at 7:00 pm and convened a regular session.

## **REGULAR SESSION**

**1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:06 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, Police Department Chaplain Wilson Parrish, 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. CONSENT AGENDA:**

- A. Approval of January 7, 2025, City Council Meeting Minutes**
- B. Resolution 2025-008, Authorizing the City Manager to Execute a Construction Contract for the Schamburg Drive Street, Storm, and Sanitary Rehabilitation Project**
- C. Resolution 2025-009, Authorizing the City Manager to enter into an Intergovernmental Agreement with Clean Water Services for the Design Phase of the Rock Creek Sanitary Sewer Upgrade Phase B Project**
- D. Resolution 2025-010, Authorizing the City Manager to Sign the Broadband Deployment Program Grant Agreement**
- E. Resolution 2025-012, Appointment of City Council Liaison Assignments**

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

Mayor Rosener addressed the next agenda item.

## **6. CITIZEN COMMENTS:**

Sherwood resident Adrienne Bischoff came forward and spoke on her concerns around the lack of safety

measures at Sherwood elementary schools. She spoke on her experience bringing these concerns to the school where she was told they wanted to foster a “welcoming” feeling and faced budgetary constraints. She stated she intended to take her concerns to the Sherwood School Board and stated that school safety was important to protect children and asked that safety measures be increased. Mayor Rosener recommended that she also reach out to the Superintendent, and he would also inform the Superintendent of Ms. Bischoff’s concerns.

Mayor Rosener addressed the next agenda item.

## **7. PRESENTATIONS:**

### **A. Korean Eagles Taekwondo National Touring Team**

MUSA Martial Arts owner John Lacey came forward and provided the history of his involvement with martial arts and the benefits he had experienced from his participation in the sport. He stated that his company was approached by an international demonstration team from Korea, and he was hosting the team in Sherwood. He reported the team would perform a free demonstration at the Sherwood Arts Center on January 22<sup>nd</sup>. The Council presented the Korean Eagles Taekwondo National Touring Team with certificates and small giftbags containing items representing the city.

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

## **8. PUBLIC HEARING:**

### **A. Resolution 2025-011, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations**

Finance Director David Bodway presented his staff report and explained that the city typically completed one mid-year adjustment and another adjustment near the end of the year. He provided an overview of the General Fund balance and reported that the beginning fund balance was higher than expected due to revenue exceeding expectations and prudent spending. He reported that the Police Department received a grant of \$45,000 to assist in purchasing an evidence van and planned to transfer in \$81,000 from the Community Investment Fund to assist in police career cycle planning, bringing the total General Fund amount to \$197,123. He proposed that the administration appropriation be increased by \$66,362 and clarified that \$55,000 was a carry-over from the prior fiscal year. He noted that the city’s insurance rates came in higher than budgeted by \$11,362. He stated that Public Safety appropriation was being increased by \$130,960, which accounted for the \$25,000 drug detection machine, \$24,550 for the MHRT program, and \$81,410 for police career cycle planning. He referred to the opioid settlement money and reported that to date, the city had received roughly \$141,000 and noted that the settlement funds were projected to continue through 2038. He explained that the five-year timeframe to spend or encumber those funds started as soon as the city received the money. He explained that the city would like to use \$109,550 of those funds to purchase a drug identification machine, Mental Health Response Team, and the remaining \$60,000 to be used to cover the balance owed on the community outreach/evidence van. Mr. Bodway reported that the Public Works fleet fund would be increased by \$105,000 to purchase the evidence van for the Police Department. He provided an overview of the Public Art Fund and stated that the beginning fund balance was higher than budgeted due to the timing of the roundabout art project and the crossing of fiscal years. He reported that the Capital

Department appropriation had increased by \$113,501 carry over fund balance since the completion of the roundabout art would occur this fiscal year. He addressed the Community Investment Fund and reported that the beginning fund balance was higher than projected and clarified that due to the timing of the interfund loans, interest revenue was higher than originally budgeted. He reported that the contingency for this fund was being reduced by \$35,552 and the transfer out appropriation was being increased by \$81,410 to assist the Police Department in their career cycle planning. Finance Director Bodway addressed the General Construction Fund and stated that the beginning fund balance was higher than projected due to the timing of the Cedar Creek Trail project. He addressed the Street Capital Fund and stated that the beginning fund balance was higher than projected due to the timing of various projects. He outlined that the city wanted to make pedestrian safety improvements on Sunset Boulevard. Mr. Bodway asked for Council questions or feedback. Councilor Giles asked regarding the price of the Sunset Boulevard improvement costs and City Manager Sheldon explained. Mayor Rosener asked Police Chief Ty Hanlon to provide background on the importance of the Police Department utilizing career cycle planning and Chief Hanlon explained it was a way to manage upcoming retirements in the Police Department. Council President Young asked if additional funds for career cycle planning were needed if it was already accounted for in the budget. Finance Director Bodway explained that the city had already planned and spent some of the money in the prior fiscal year, and with the money already accounted for in the budget and the additional \$81,000, it allowed for the hiring of several individuals for 6-7 months. Chief Hanlon clarified that the money included in the budget was to cover the 4-5 retirements the Police Department was aware of. He stated that they recently became aware of three additional retirements they would need to plan for. Mayor Rosener opened the public hearing to receive testimony. Hearing none, Mayor Rosener closed the public hearing and asked for questions or discussion from Council. Councilor Standke referred to the opioid settlement funds and stated he did not agree with the way the funds were being spent. He referred to the evidence/outreach van and drug identification machine and stated that it should come from a different source of funding and stated that he did not feel like it was "in the spirit" of the opioid settlement money. He stated he would prefer to spend the money on addiction triage and treatment and the city could partner with Washington County to provide access to services. Mayor Rosener asked if Councilor Standke would like to hold a work session to discuss the use of future opioid settlement funds and Councilor Standke replied that he would. Councilor Scott asked for more information on the evidence/outreach van. Chief Hanlon explained that currently, the Sherwood Police Department had no way of responding to crime scenes, overdoses, deaths, etc. that required a great deal of equipment. He explained the van would serve many roles and reported that the rationale for using the opioid settlement money to purchase the van was because they were responding to a large amount of fentanyl overdoses. He explained the usefulness of the drug identification machine and said it would reduce the risk of exposure to harmful substances to those on-scene. He referred to the evidence van and added that when not in use, the van could be used in community events to educate and engage with the public. He commented that he had researched what other cities were using the opioid settlement funds for and stated that cities were using it for equipment purchasing, mental health resources, etc. Councilor Giles asked regarding the usefulness of the drug identification machine and Chief Hanlon spoke on the need to quickly identify substances so appropriate precautions could be taken. Council President Young referred to the MHRT funds and Chief Hanlon explained that the MHRT had a lot of interactions with people experiencing drug addiction and the \$24,550 was going to support that program/team and would make General Fund dollars available. Councilor Standke commented that the use of the opioid funds to make General Funds available did not make sense to him as a use for those funds. Mayor Rosener asked if there was any predictability in the amount of funding the city would receive over time and commented that to him, these were one-time funds and should be used on one-time expenditures. Finance Director Bodway replied that he expected the funds to continue to come in through 2038. He reported that over three years, the city had received about \$141,000 and commented that the stream would be relatively stable until 2038. Council President Young referred to

the MHRT funds and stated that unless those additional funds would provide Sherwood with more MHRT time or services, she did not understand the need to pay more than the city was already paying. City Manager Sheldon explained that the city did not have to spend the opioid settlement funds on MHRT services, but it was an option. Councilor Scott asked how long the city had to spend the funds and Finance Director Bodway replied that there was a three-year timeframe to spend the money as it was dispensed. Councilor Mays commented that he supported the expense for this year, but he was open to discussing how to spend the funds for future years. Councilor Scott commented that he supported the resolution but asked that Council schedule future work sessions to discuss the use of the funds moving forward and commented he agreed with Councilor Standke's statements. Councilor Brouse stated that for this year, she supported the resolution, but she also wanted to discuss the use of the funds for future years. Councilors requested more information on what types of programs the opioid settlement funds could be used on. Councilor Standke referred to potential federal DEA funds and the city backfilling opioid funded programs. Mayor Rosener commented that to him, there was a prevention side and a crime scene side, and both were valid. He stated he supported the resolution but wanted to discuss the use of future funds further. Chief Hanlon spoke on the need for creative funding solutions and the need to utilize all available resources. With no additional council comments, the following motion was stated.

**MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2025-011, ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 5:2; MAYOR ROSENER, COUNCIL PRESIDENT YOUNG, COUNCILORS BROUSE, MAYS, AND GILES VOTED IN FAVOR. COUNCILORS STANDKE AND SCOTT OPPOSED.**

Mayor Rosener addressed the next agenda item.

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

City Manager Craig Sheldon reported on the Schaumburg project bid openings. He stated that Sherwood was a part of a \$15 million grant with the City of Tualatin for charging stations and reported that the grant was on hold at the moment.

Mayor Rosener addressed the next agenda item.

## **10. COUNCIL ANNOUNCEMENTS:**

Councilor Giles reported on Sherwood High School theater events and choir fundraiser performances. He encouraged people to attend the Taekwondo demonstration at the Arts Center on January 22<sup>nd</sup>.

Councilor Brouse reported she would attend the upcoming Water Consortium meeting in February.

Councilor Mays spoke on his attendance at the most recent WCCCA meeting and reported that dues would increase in the near future.

Councilor Standke reported that the Planning Commission had not met since the last Council meeting. He referred to a citizen comment from July 16<sup>th</sup> regarding concerns about the Ice Age Trail alignment and explained that he had spoken with staff and the trail would still be located on Tonquin, where it was originally proposed. He reported the Sherwood Foundation for the Arts would host its annual puzzle competition on

February 22<sup>nd</sup>.

Council President Young thanked staff for organizing the Council goal setting work session on January 11<sup>th</sup>. She reported on her attendance at the Sherwood Chamber of Commerce meeting at the YMCA. She reported on her attendance at the WEA legislative reception. She reported on current theater productions at the Arts Center.


Mayor Rosener spoke on his attendance at the most recent WCCC meeting and explained MSTIP funding usage. He reported on the Council goal setting work session on January 11<sup>th</sup>. He spoke on the upcoming legislative session.

#### 11. ADJOURN:

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

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Tim Rosener, Mayor