



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
March 18, 2025

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:35 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays and Doug Scott. Councilor Dan Standke was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Finance Director David Bodway, Sherwood Arts Center Manager Chanda Hall, and City Recorder Sylvia Murphy.

4. **TOPICS:**

A. Family Justice Center

Speaker was not present, topic to be rescheduled.

B. Pedestrian Bridge Medallion Art Project

Assistant City Manager Kristen Switzer stated the Sherwood Cultural Arts Commission had been working on this project. Sherwood Center for the Arts Manager Chanda Hall recapped the Sherwood Pedestrian Bridge Medallion Art presentation (see record, Exhibit A) and explained the drawing from KPFF showing the specs and placement of the medallions. She stated there was a total of 8 medallions and four of them were 18 inches wide and four were 24 inches wide. She explained the themes had emerged over the years from gathering public comments and citizen input and people were looking for things that were family friendly, emphasized Sherwood's natural settings and wildlife, and honored the history of the area. She recapped medallion examples and explained where they were from. She further explained a theme, of "Who Walked Here". She stated they wanted to create a "stop and look" moment and provided examples of wildlife footprints that were native to the area. She shared examples of "placemaking" markers and explained. She stated stainless steel was the material recommended by KPFF. She explained the opportunity to have a QR code for digital engagement. Comments were received that the QR code and its content could be changed and updated. Mayor Rosener stated he loved the idea of the history elements and asked if the medallions could be expanded beyond the pedestrian bridge and provided examples. Councilor Giles asked how the stainless steel would weather over time. Chanda explained there were other options, including a composite option of glass fibers and stated they weather very well. She stated stainless steel holds up better and will be a bit of an investment and brass and

concrete composites were other options. Kristen Switzer stated that KPFF scoped stainless steel for the project, but the city could look at other options. Discussion followed. Chanda explained next steps and said if the Council was happy with the direction, staff would put out a call for artists with the goal of bridging the gap between pedestrians and their environment, having something that is engaging and draws people to the bridge that's interactive and has digital access. Comments were received that the QR codes did not need to be on the medallions and placed elsewhere on the bridge. Brief discussion followed regarding the information that can be obtained through a QR code, the benefits of a QR code in conjunction with other city events, and the ability to capture historic information, and the importance of signage durability. Mayor Rosener commented regarding capturing historical emphases of Sherwood in prior years and current times. Kristen Switzer asked to clarify, and if staff was going to add the other elements to the city and focus on the history specific to an area, history that might have been outside of Smockville, and then expand and focus on historical elements, like at Stella Olsen Park and have it be truly symbolic, or do you want to tell the history of Sherwood through the bridge? Mayor Rosener replied the first one and discussion followed. Council spoke on expanding medallions citywide and the design of the medallions on the bridge. Discussion followed and the City of Tualatin was provided as an example. Staff reminded that the bridge would have 8 medallions and informed on their placement. Comments were received to utilize Sherwood historians and having them attend Cultural Arts meetings to gather input on the design as well as contacting the Sherwood School District for youth involvement. Members of the Sherwood Cultural Arts Commission were present and shared their feedback with the Council. Council comments were received to have the artist and team work on multiple designs, more than just for the eight medallions. Jane with the Cultural Arts Commission commented regarding student engagement and the idea of having art displayed on the bridge and expanding art concept throughout Sherwood as it's a very walkable community. Comments were received to have the QR code on separate plaques as technology changes.

C. Transient Lodging Tax (TLT)

Mayor Rosener stated the Council asked to review TLT during their recent Goal Setting session and Finance Director David Bodway presented information (see record, Exhibit B). David stated the city goal was Pillar 3, Livability and Workability. David explained what the tax was and stated the city implemented a 3% tax effective April 2019. Councilor Scott asked if the city wanted to change the rate, was there a limit. David stated he would get to that and further explained the Washington County 9% tax and State of Oregon 1.5% tax for a total of 13% tax in Sherwood. He explained ORS 320.350 stated that 70% of the net revenue must be used to fund tourism promotion or tourism-related facilities, finance or refinancing of debt of tourism-related facilities. He provided an example with the City of Beaverton. He stated that the other 30% of net revenue is unrestricted and can be used to fund city services. He stated the total tax Sherwood has collected since inception was \$632,290. Mayor Rosener referred to the ORS and stated that there are a few bills in Salem. David stated that in 2020 the Hampton Inn opened in Sherwood and prior to this hotel, the city collected an average of \$4000 annually. David stated that in 2023 the Council met in a work session to determine how the funds were to be divided and said currently all the funds are transferred into the Arts Center fund. He stated this allows for unrestricted dollars to help fund economic development and promotion fund (\$70,000), and this is helping to pay for the Old Town Strategic initiative. He said 30% (\$45,000) supported the Sherwood Center for the Arts and 23.3% (\$35,000) is for the public art fund that is currently being used to help pay for the round-about art and other future projects. David further explained that currently in the legislative long session, HB3556 would allow city or counties to use net revenues from its hotel tax to fund the costs of public safety and possibly costs that are tied to infrastructure, such as park trails and possibly streets due to wear and tear from

tourism. Council President Young provided an update on the HB testimony received to date and said there had been around 40 public comments with 4 in support and the remainder were opposed. She stated the opposing testimony were mostly Chamber of Commerce, tourism related and the testimony in favor were more from coastal communities. Mayor Rosener added that it's a real problem for coastal communities and the LOC is helping to support it. Council discussion occurred. David said staff is in the process of preparing the biennium budget and is seeking council direction or discussion on whether to keep the current funding model, reevaluate when a second hotel opens, or wait to see what occurs with the legislature. Mayor Rosener replied he thinks we need to discuss further after the legislature concludes and reminded the Council that the Sherwood Chamber of Commerce will be coming to the council at a future work session with a business plan presentation. He stated he believed the council had some boxes to check before the current model is changed. Council President Young commented regarding considering the options and recapped prior history with TLT discussions and funding options for the Arts Center and Chamber. Mayor Rosener reminded that the TLT is one source of funding and there are many other sources. Councilors Scott asked regarding the maximum tax increase allowed and David replied he needs to look into this and believed there needed to be an ordinance to increase it, and it could be increased temporarily to build something related to tourism. Council discussion followed regarding what the cap was. David added that his research shows that Sherwood's tax was on the lower end in comparison to other cities and will do further research on the cap amount. Council discussion followed regarding a temporary increase and the legislature providing cities with more latitude. Councilor Mays added that he believed the county rate plays a role. Councilor Brouse asked if the City's Charter affected the rate, and Councilor Mays replied no as it was not impacting a residential household and it was a choice. Councilor Scott referred to the \$45,000 that helped fund the Arts Center and asked if this balanced the books or if they are still in a deficit. Staff confirmed they are still in a deficit. Councilor Scott added that he is in support of the art center funding and funding of economic development with a possible reduction when the Old Town initiative is done, and he was in support of public art. He commented that there could be an opportunity for the medallion program to get funding from TLT. He further stated that the Council should have a plan to spend funds over the future to have an impact in the community that is noticeable. Councilor Mays replied he is in support of the current configuration and said there will be an opportunity once the Old Town work is completed to deploy those resources in a different manner. He said he is also curious on legislative limits if any. Councilor Brouse stated she was comfortable with current funding levels and commented regarding public safety and the passage of the bill. She added that if the Council was going to consider the Chamber, they should also consider Main Street. She commented regarding future planning of Sherwood West and medallion art and to consider this for future funding. Councilor Giles commented regarding needing to rebrand the city as colors and logo will affect the TLT if the city will be advertising. He provided examples of advertising and use of the city logo and commented that the logo was outdated and doesn't speak to the current vibe the city is going for. He added he was in support of raising the tax to help pay for design services for rebranding. Comments were received regarding delay of rebranding due to capacity and not necessarily funding. Discussion followed. Council President Young commented that she agreed with Councilor Giles regarding branding and commented regarding the passage of public safety and to know how much the police department is impacted by tourism before expending funds. She stated she would like to see what the Chamber brings to the Council and would consider Main Street. She stated the Chamber represents citywide and Main Street represents a smaller area. Mayor Rosener commented that for now he is fine with the allocations and the comments received and wants to see what Salem says, and what the Chamber and potentially Main Street present and then he may adjust a bit. He stated that the city is going to continue to grow, and some projects will drop off and there will be opportunities to allocate funds and stated again that this is just one funding source for the city and there were many opportunities with grants. He added that the

conversation was more of determining what funding streams can fund. Finance Director Bodway interjected and informed the Council that the city had not received any CEP (Community Enhancement Program) applications, and the application submission period closed on April 15th. Councilor Scott added that he wants to hear what the Chamber or Main Street has to say and said generally he is not predisposed to want to just give any organization money and wants to see something similar to the CEP. Mayor Rosener added that Chambers can be a powerful economic development tool, and these are all things that the Council needs to discuss further. Council President Young added to consider having a conversation to potentially increasing the 30% and looking at what surrounding communities are doing. David replied he would get the information and forward it to the Council. Interim City Attorney Tapia referred to Section 47 of the City Charter and stated that it would apply if you planned on increasing more than 2%. Comments were received and Councilor Mays stated that he disagrees with the interpretation, and it was incorrect and Mayor Rosener added that commercial rates do not fall under that and asked staff to double check. Council comments were received regarding next steps and possibly having an ordinance to increase the rates, waiting and having a plan first, supporting the current model, if the rates are below market, increasing to get to the market rate, and consider the upcoming budget and shortfalls with WCCLS. Mayor Rosener stated that the Council will reschedule the Family Justice Center presentation. Discussion followed regarding the remaining time and the Council agreed to convene the executive session.

5. ADJOURN

Mayor Rosener adjourned the work session at 6:27 pm and convened an Executive Session.

EXECUTIVE SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the executive session to order at 6:29 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays and Doug Scott. Councilor Dan Standke was absent.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford and Finance Director David Bodway.

4. TOPIC:

A. ORS 192.660(2)(f), Exempt Public Records

5. ADJOURN

Mayor Rosener adjourned the executive session at 7:18 pm and convened the regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:25 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Keith Mays and Doug Scott. Councilor Dan Standke was absent.

3. STAFF PRESENT: City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Finance Director David Bodway, Sherwood Arts Center Manager Chanda Hall, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

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

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

5. CONSENT AGENDA

- A. Approval of March 4, 2025, City Council Meeting Minutes**
- B. Resolution 2025-015, Adopting City Council Goals and Deliverables for FY2025-26**
- C. Resolution 2025-016, Authorizing the City Manager to Execute an Oregon Transportation Infrastructure Bank Loan for Construction of Ice Age Drive**
- D. Resolution 2025-017, Authorizing the City Manager to enter into an Intergovernmental Agreement with Clean Water Services for the Construction of the Brookman Trunk Sewer Extension Project**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS

There were no citizen comments. Prior to Mayor Rosener addressing the next agenda item, Interim City Attorney Tapia introduced Chelsea Alatraste a law clerk working in the city attorney's office. Chelsea came forward and introduced herself and provided the Council with her background and future plans. Chelsea stated she would be with the city through the end of April 2025. Council had questions for Chelsea and welcomed her to the city.

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

7. PUBLIC HEARING

- A. Ordinance 2025-001, Amending Sherwood Municipal Codes 8.04 and 10.08 and removing 9.60 regarding Ticketing and Towing Vehicles**

Interim City Attorney Sebastian Tapia provided a presentation (see record, Exhibit C) and stated that the ordinance had come before the City Council with coordination of the Sherwood Police department and a

thorough review of cases from other cities and counties. Mr. Tapia recapped the presentation and explained due process to include pre-towing notification and a prompt hearing and stated that these are considered in the proposed code amendments. He explained that it was common practice for law enforcement to have a vehicle towed following an arrest. He explained that the courts indicated that if a car is parked in a location that is not interfering with traffic or interfering with pedestrians that the city's action in moving it was a fifth amendment taking. He said with that in mind, staff was mindful in the development of the code and its enforcement. He addressed preemption and said under Oregon state statute, if a vehicle is towed pursuant to the statute there is a requirement to have a hearing within 3 days of the request. He said Sherwood's current code is a 5-day request. He stated it was not clear if a preemption applied, but it probably does. He explained that in coordination with the Sherwood municipal court he added language allowing for remote hearings. He addressed long-term violation procedures and said it was part of the existing code with a couple of strategic amendments. Mr. Tapia provided examples of first and second types of violations. He referred to administrative fees and said the Council will be considering fees at their April 1st meeting. He explained third and fourth stage violations and provided examples. He addressed new code provisions of reoccurring offenses and explained he got this language from the City of Bend. He explained the provisions and provided examples. Mayor Rosener asked Police Chief Hanlon how many tows were done within a year. Chief Hanlon replied he did not know the number but it's a handful and said they are really hamstrung on when they can tow and provided examples. He said about 95% of Sherwood tows are crash related incidents. Mr. Tapia explained additional terms for towing vehicles to include abandoned vehicles, stored vehicles and hazardous vehicles, and provided examples. Councilor Scott asked regarding city lots and Mr. Tapia explained the allowable provisions. Councilor Giles provided an example of a vehicle in place for an extended period of time and Mr. Tapia stated that that would be considered a stored vehicle if it remained for 120 hours. Council comments were received regarding vehicles parked for a period of time in a residential area and Chief Hanlon replied many situations are complaint driven and explained their process to address the situation. Mr. Tapia addressed Vehicle Removal Without Notice – Immediate Tow and five reasons of Hazardous Conditions, Criminal Circumstances (amended code), Registration Issues (new code), Driver Violations (amended code) and Fire Scene (amended code) and explained and provided examples. Councilor Mays addressed immediate tow and provided an example of an event in town that was permitted and properly noticed with no parking signs and asked how these vehicles are addressed. Mr. Tapia replied he introduced a No Parking Zone that could be temporary or permanent in nature as designated by the City Manager, and provided an example of a parade and needing to clear the streets, and said it would indicate three days prior to the restriction, the date, time and duration of the restriction and someone parked in the no parking zone would be an immediate tow. Mr. Tapia addressed impound procedures and said there are notification procedures before and after a tow and explained, Noticing Requirements, Notice Content, Post-Removal Notice and Reasonable Efforts. He provided an example of "Reasonable Efforts". Mr. Tapia explained Vehicle Release and Hearing Process and said the release requirements were simplified and explained that with the amendment he looked at the least number of restrictions to get the vehicle back to the owner or someone designated by the owner. Councilor Mays asked if tow and storage charges are set and regulated and if so by who. Mr. Tapia replied they are and stated that each Sheriff's office is authorized to set standards within their county and cities must comply. He explained that if a vehicle is towed, it could be towed to a number of different tow yards in the area and an IGA describes the procedures and requirements. Chief Hanlon added that if the IGA is agreed to, there are standards that must be met and tows are done on a rotation. He further added that individuals would be notified of the tow location. He stated that when a tow is conducted, the information is entered into the LEDS database. Councilor Brouse asked if the LEDS system is used to track the violations and hours or is that a separate system. Chief Hanlon replied that is incumbent on the officer and working with court to determine those. He provided an example and their use of an "Orange Sticker", which is a notice of tow. He said they will track them and work with court on prior violations. Chief Hanlon

stated staff was figuring it out and said it was worth it to have something in place. Council President Young asked regarding internal tracking processes and provided an example of a tow notice issued by an officer and after 72 hours that officer is not on duty, how does that information transfer to an on-duty officer. Chief Hanlon replied and said they would communicate with each other and could ask the CSO (Community Services Officer) to handle it. Mr. Tapia commented that that information would need to be documented and provided to his office so that we can prove the person did not move the vehicle, or if something else happened in between the shift changes. Mr. Tapia addressed the hearing process and said this was a change per the required state statute requiring a hearing within three days, this was a change from seven days to be in compliance. Councilor Scott asked regarding a tow hearing and Mr. Tapia replied and provided an example that a hearing can be requested before a tow occurs if the individual feels a tow should not occur. Mr. Tapia addressed Parking Restrictions and explained Time and Location and stated the language was an amendment. He explained amendments to the Fee Schedule and explained they are referred to Administrative Fees in terms of the money the city takes in, versus having to pay the county and the state and said we actually pay the county and state \$75 off the top of a ticket if we call it a fine. He stated that calling it an Administrative Fee is in line with other cities and standard practices. Councilor Mays commented regarding the budget process and budget committee reviewing of fees and Mr. Tapia stated the Fee Schedule is planned to come before the council on April 1st for each new section. Brief discussion occurred regarding the fees along with all city fees being a part of the annual adoption of the city's budget. Mr. Tapia addressed No Parking Zones and said the City Manager is authorized to designate a location to be a No Parking Zone, permanently or temporarily. He explained an Immediately Tow being authorized when two or more municipal judgements are due or unpaid. Mayor Rosener asked regarding a permitted parking area and provided an example of an unauthorized vehicle parked in the permitted zone, is it considered a no parking zone. Mr. Tapia replied it could be and it would depend on how the City Manager designated the location as he would have the authority to impose conditions. Mayor Rosener clarified and said, if it's a permitted parking area, it should be covered by our code. Mr. Tapia confirmed. Councilor Mays and Mayor Rosener thanked the city attorney for the work on the proposed code amendment. Mayor Rosener opened the public hearing to received testimony, and with none received he closed the public hearing. He continued the public hearing to the April 1st Council meeting. Councilor Mays asked the City Manager if he was supportive of the proposed ordinance. Mr. Sheldon replied yes and stated it helped the police department and allowed the city to be current with our code, with no parking zones and parking lots. Mayor Rosener commented regarding the city's intent of being compliant with current state laws and having a tool to deal with nuisance situations.

8. CITY MANAGER REPORT

City Manager Sheldon reported on the pedestrian bridge project and upcoming road closures. He informed the council that staff was working with a software to help with reporting, tracking, measuring and delivering on Council Goals.

9. COUNCIL ANNOUNCEMENTS

Councilor Giles reported that the planning commission did not meet, and he attended a Metro Mixer with local leaders and the Metro Council. He stated he attended a Policy Advisory Board meeting (CDBG) (Community Development Block Grant) as the alternate liaison to Council President Young. He stated he was in attendance as some of the pedestrian bridge work was being done and complimented staff on their project management.

Councilor Brouse reported on the Senior Advisory Board meeting and their conversations of working with the Parks and Recreation Advisory Board to have some adult friendly equipment at a Sherwood Park and stated Langer Park was the spoken location. She added this was in conjunction with the Age Friendly City conversation and plan. She reported on Sherwood Chamber of Commerce Cruis'In event and said there are opportunities to be a vendor and volunteers were needed. She reported on a recent trip to Washington D.C. with a group of Sherwood students. She reported on an upcoming open house of a new build-out at Just Compassion of Washington County located in Tigard. She reminded that there were still CEP (Community Enhancement Program) grants available, and the application period closed April 15th.

Councilor Mays congratulated all those involved with the pedestrian bridge project and instillation of the first section and thanked those involved in capturing the photos and timelapse videos. He reported on the recent Cultural Arts Commission meeting and said they will be submitting applications for CEP grants, and they have been working on the pedestrian bridge medallion program.

Councilor Scott commented regarding the pedestrian bridge project and said it's a beacon and will be a big part of Sherwood's identity and provided kudos to all those involved. He reported on a recent Parks & Recreation Advisory Board meeting and their discussion of removal of hazardous trees and replanting of trees. He stated that the Parks Board was very excited about the joint partnership with the Senior Advisory Board and the work they can jointly do in the city's parks. He mentioned Langer Park and said Langer Park is owned by the city but operated by an HOA, and stated he believed there was an opportunity for the city to take this on and treat it like all other city parks.

Council President Young reported on her attendance at a ribbon cutting event at a new Sherwood business and commented regarding the future ribbon cutting of another new business. She reported on her recent attendance at the National League of Cities Conference in Washington D.C. with Mayor Rosener, Councilor Brouse, Assistant City Manager Switzer and five Sherwood high school students and shared her favorite experiences as well as their meetings with Representative Salinas and Senator Merkley. She spoke of other conference events. She reported on her scheduled testimony for Senate Bill 974-1 and rescheduling of the testimony. She reported on the CDBG Policy Advisory Board meeting and their funding of grants, that are dependent on federal funding. She explained the make-up of the advisory board team and the work they do.

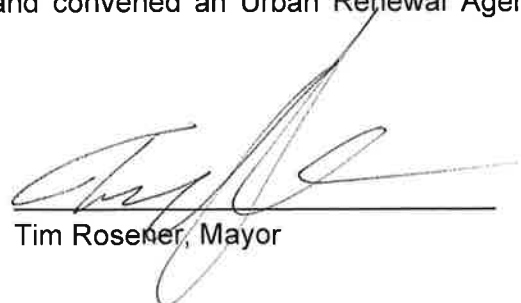
Mayor Rosener Complimented staff and all those involved for their work on the pedestrian bridge project. City Manager Sheldon thanked all those involved including outside agencies. Mayor Rosener commented regarding the NLC (National League of Cities) Conference and echoed Council President Young's comments. He spoke of the conversations the students had with congressional staff and future opportunities for internships and stated that the overall conference was great. He reported on his recent public testimony in Salem on an infrastructure bill and reported on his attendance at an MPAC and WCCC meeting.

10. ADJOURN

Mayor Rosener adjourned the meeting at 8:25 pm and convened an Urban Renewal Agency Board of Directors meeting. See URA Board meeting records.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor