



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, April 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

**City Council Executive Session
(ORS 192.660(2)(d), Labor Negotiator Consultations)
(Following the 7:00 pm Regular Meeting)**

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



5:45 PM CITY COUNCIL WORK SESSION

1. **5-Year Proposed CIP (Capital Improvement Plan) List**
(Rich Sattler, Interim Public Works Director)
2. **Washington County Commissioner Jason Snider**
(Mayor Tim Rosener)

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. **Resolution 2025-020, Authorizing the City Manager to execute a construction contract for the SW Arrow Street Extension Project** (Rich Sattler, Interim Public Works Director)
6. **CITIZEN COMMENTS**
7. **PRESENTATIONS**
 - A. **Proclamation, Proclaiming April 21-25, 2025, as National Community Development Block Grant Week** (Mayor Tim Rosener)
8. **PUBLIC HEARING**
 - A. **Ordinance 2025-002, Changing the Traffic Safety Committee to a Board and Amending Sherwood Municipal Code 2.08.087 (First Hearing)** (Sebastian Tapia, Interim City Attorney)
 - B. **Ordinance 2025-003, Amending Sherwood Municipal Code Chapter 2.08 Creating a Youth Advisory Board (First Hearing)** (Sebastian Tapia, Interim City Attorney)
9. **CITY MANAGER REPORT**
10. **COUNCIL ANNOUNCEMENTS**
11. **ADJOURN to EXECUTIVE SESSION**
12. **EXECUTIVE SESSION**
 - A. **ORS 192.660(2)(d), Labor Negotiator Consultations** (Sebastian Tapia, Interim City Attorney)

AGENDA

SHERWOOD CITY COUNCIL April 15, 2025

5:45 pm City Council Work Session

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(ORS 192.660(2)(d), Labor Negotiator
Consultations
(Following the 7:00pm Regular Meeting)**

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

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13. 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 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 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, 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

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 at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.

City Council Meeting Date: April 15, 2025

Agenda Item: Consent Agenda

TO: Sherwood City Council

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

SUBJECT: Resolution 2025-020 Authorizing the City Manager to Execute a Construction Contract for the SW Arrow Street Extension Project

Issue:

Should City Council authorize the City Manager to execute a construction contract with the lowest responsive bidder for the construction of SW Arrow Street between SW Langer Farms Parkway and SW Olds Place?

Background:

SW Arrow Street (city collector) between SW Langer Farms Parkway and SW Olds Place has a 600-foot gap where no roadway exists. Right-of-way and Public Utility Easements (PUE) were acquired for the construction of this section of SW Arrow Street from PGE at the time of the development of the PGE training facility.

The need for construction of this section of SW Arrow Street is due to the Washington County SW Tualatin-Sherwood Road widening project. As part of that project, Washington County has proposed turning the SW Tualatin-Sherwood Road/SW Olds Place intersection into a right-in/right-out intersection. This creates the need to construct this section of SW Arrow Street to allow businesses within the Sherwood Industrial Park to have access to the traffic signal at the SW Tualatin-Sherwood Road/SW Langer Farms Parkway intersection.

An IGA has been executed between the City and the County for the design of the SW Arrow Street extension. The City elected not to modify this IGA to have the County oversee the construction of SW Arrow Street and will thereby be providing the construction management and inspection of the project.

The City solicited competitive bids from contractors and opened bids on April 3, 2025 to determine the lowest responsive bid. The lowest responsive bidder was North Santiam Paving Company with a total bid of \$998,381.00. The required seven (7) day protest period has been completed.

Work is expected to begin late April 2025, with completion August 2025. City staff provided notification to area residents of the upcoming project. This project will require the temporary closure of SW Langer Farms Parkway in order to construct the new SW Langer Farms Parkway/SW Arrow Street intersection.

Financials:

Construction of the street improvements has a budgeted base contract amount of \$998,381.00 with construction contingency of \$149,757.15 (15%) of the base contract amount for the SW Arrow Street Extension Project. Funding for the project was included in the FY24/25 and FY25/27 budgets.

Recommendation: Staff respectfully requests City Council adoption of Resolution 2025-020, authorizing the City Manager to execute a construction contract for the SW Arrow Street Extension Project.



RESOLUTION 2025-020

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE SW ARROW STREET EXTENSION PROJECT

WHEREAS, the City has identified the need to extend SW Arrow Street west of SW Olds Place to its intersection with SW Langer Farms Parkway; and

WHEREAS, the City and consultant completed the design, produced bid documents and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

WHEREAS, the City opened bids on April 3, 2025 and issued the Notice of Intent to Award with the mandatory seven (7) day protest period being completed; and

WHEREAS, the City has budgeted for the construction cost of this project within the FY2024/2025 and FY2025/2027 budgets; and

WHEREAS, North Santiam Paving Company has been identified by City staff as the lowest responsive bidder.

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

Section 1: The City Manager is hereby authorized to execute a construction contract with North Santiam Paving Company in a base contract amount of \$998,381.00 with construction contingency of \$149,757.15 (15%) of the base contract amount for the SW Arrow Street Extension Project.

Section 2: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 15th day of April 2025.

Mayor

Attest:

Sylvia Murphy, CMC, City Recorder

TO: Sherwood City Council

FROM: Sebastian Tapia, Interim City Attorney

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

Issue:

Shall the City Council amend Sherwood's code to change the Traffic Safety Committee to the Traffic Safety Board?

Background:

Council met on December 17, 2024 in a work session with the Traffic Safety Committee to express support for the work that the committee does and to invite the committee to consider projects and recommendations that have an even larger scope than what is currently being considered. Council expressed interest in further empowering the committee.

The Traffic Safety Committee has operated under the administrative structure of the Sherwood Police Advisory Board. Although a council liaison is appointed to all city boards and commissions, the same has not been true for all committees. A council liaison acts as a direct line of communication with the Council by way of councilor announcements at the end of each public meeting. Because the Traffic Safety Committee has not been able to function separately from the Police Advisory Board and because the committee has not been assigned a council liaison, this proposed change would provide the tools needed for future growth. The proposed changes to the municipal code are attached to this staff report as Exhibit A.

Although other city boards and commissions are comprised of nine voting members, the Traffic Safety Committee has been effectively performing its duties with seven members. There is no legal requirement that a city board or commission must have nine members.

Financial Impacts:

There are no expected financial impacts with the adoption of this ordinance, other than the cost of codification.

Recommendation:

Staff respectfully recommends the City Council hold a public hearing for Ordinance 2025-002, Changing the Traffic Safety Committee to a Board and amending Sherwood Municipal Code 2.08.087.

2.08.087 Traffic safety ~~committee~~board.

A. Purpose. The Sherwood Traffic Safety ~~Committee Board~~ is hereby established for the purpose of promoting traffic safety through investigation, study, and analysis of traffic safety programs; educating the community regarding traffic safety; reviewing and responding to traffic safety complaints; and advising the city council and city manager on traffic safety related issues.

B. Composition.

1. The committee shall consist of seven members.

2. Two of the ~~committee board~~ members shall be members of the police advisory board, selected by the police advisory board each year for one-year terms at the same time and in the same manner as the chair and vice-chair of the police advisory board.

3. The remaining five ~~committee board~~ members shall be Sherwood residents selected in accordance with this chapter.

C. Duties and responsibilities. The ~~committee board~~ shall:

1. Receive complaints from the community regarding traffic safety concerns in the city.

2. Investigate and review each complaint and consult with city staff and outside agencies as the ~~committee board~~ deems necessary in connection with its review.

3. Make recommendations, as the ~~committee board~~ deems necessary and appropriate, regarding solutions to complaints received. Recommendations shall be made to the person(s) with the authority to implement the recommended solution (e.g. police chief, city manager, city council).

4. Provide a response to each person who submits a traffic safety complaint to the ~~committee board~~.

~~5. In response to requests from the city manager or the city council, provide review and recommendations regarding other traffic safety related issues.~~

~~56.~~ Educate the community regarding traffic safety.

~~6. Undertake additional responsibilities relative to traffic safety as may be designated by the city council or request by the city administration.~~



ORDINANCE 2025-002

CHANGING THE TRAFFIC SAFETY COMMITTEE TO A BOARD AND AMENDING SHERWOOD MUNICIPAL CODE 2.08.087

WHEREAS, the Traffic Safety Committee serves an important safety function and provides a direct service to the citizens of Sherwood; and

WHEREAS, the Traffic Safety Committee has not had direct access to city council, as it is currently organized as a subdivision of the Police Advisory Board; and

WHEREAS, if the Traffic Safety Committee were changed to a board, a council liaison would be appointed to serve as a non-voting member, as required by SMC 2.08.045(A); and

WHEREAS, council liaisons serve as a direct line of communication between citizen boards and the city council at public meetings;

NOW, THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:

Section 1. Sherwood Municipal Code 2.08.087, shall be amended as indicated in the attached Exhibit A.

Section 2. **Effective Date:** This ordinance shall become effective July 1, 2025.

Duly passed by the City Council on May 6, 2025.

Attest:

Tim Rosener, Mayor

Date

Sylvia Murphy, MMC, City Recorder

	<u>AYE</u>	<u>NAY</u>
Giles	_____	_____
Scott	_____	_____
Mays	_____	_____
Standke	_____	_____
Brouse	_____	_____
Young	_____	_____
Rosener	_____	_____

AMENDMENT OF EXISTING CODE

2.08.087 Traffic safety board.

- A. Purpose. The Sherwood Traffic Safety Board is hereby established for the purpose of promoting traffic safety through investigation, study, and analysis of traffic safety programs; educating the community regarding traffic safety; reviewing and responding to traffic safety complaints; and advising the city council and city manager on traffic safety related issues.
- B. Composition.
1. The board shall consist of seven members.
 2. Two of the board members shall be members of the police advisory board, selected by the police advisory board each year for one-year terms at the same time and in the same manner as the chair and vice-chair of the police advisory board.
 3. The remaining five board members shall be Sherwood residents selected in accordance with this chapter.
- C. Duties and responsibilities. The board shall:
1. Receive complaints from the community regarding traffic safety concerns in the city.
 2. Investigate and review each complaint and consult with city staff and outside agencies as the board deems necessary in connection with its review.
 3. Make recommendations, as the board deems necessary and appropriate, regarding solutions to complaints received. Recommendations shall be made to the person(s) with the authority to implement the recommended solution (e.g. police chief, city manager, city council).
 4. Provide a response to each person who submits a traffic safety complaint to the board.
 5. Educate the community regarding traffic safety.
 6. Undertake additional responsibilities relative to traffic safety as may be designated by the city council or request by the city administration.

TO: Sherwood City Council

FROM: Sebastian Tapia, Interim City Attorney

**SUBJECT: Ordinance 2025-003, Amending Sherwood Municipal Code Chapter 2.08
Creating a Youth Advisory Board**

Issue:

Shall the City Council establish the Sherwood Youth Advisory Board as a City advisory board?

Background:

Sherwood City Council met for a Work Session on February 4, 2025 to discuss the creation of the Sherwood Youth Advisory Council (YAC), a proposed advisory group designed to give young residents a meaningful voice in local government and community projects.

The YAC was envisioned as a group of young advisors actively involved in city initiatives, providing input on issues that affect youth and collaborating with elected officials to shape policies for their generation. The group would engage in community projects, act as ambassadors for youth issues, and promote civic participation among peers.

This group would offer a direct platform for young voices in decision-making, increase awareness of youth issues in Sherwood, and foster volunteerism and leadership skills among its members.

Its objectives include:

- Promoting community projects to highlight youth issues
- Offering input on policies and programs affecting young residents
- Collaborating with city leaders and community organizations to boost civic engagement
- Developing future leaders committed to civic responsibility

Structurally, the Board will be comprised of seven members who will serve two-year terms, with monthly meetings suggested from September through June to set priorities for each academic year.

The Board is expected to drive a range of projects, with examples including organizing a Drug Take-Back Program, teen driver safety events, and citywide cleanups. Members will also have opportunities to tour city facilities, attend City Day at the State Capitol, and participate in events such as the Oregon Youth Summit and Sherwood's major community gatherings.

The establishment of this group is consistent with Council Goals, Pillar IV: Public Safety - to enhance the safety and security of Sherwood youth, as well as Pillar VI: Citizen Engagement - to engage youth in local government.

As proposed here, the group would be organized as a board, and pursuant to Sherwood Municipal Code 2.08.045 would have a council member assigned as a council liaison. This would further Council's goal of providing this group a meaningful voice in local government and community projects.

Financial Impacts: There are no expected financial impacts with the adoption of this ordinance, other than the cost of codification.

Recommendation: Staff respectfully recommends the City Council hold a public hearing for Ordinance 2025-003, Amending Sherwood Municipal Code Chapter 2.08 Creating a Youth Advisory Board.



ORDINANCE 2025-003

AMENDING SHERWOOD MUNICIPAL CODE CHAPTER 2.08 CREATING A YOUTH ADVISORY BOARD

WHEREAS, the Sherwood City Council met in a work session on February 4, 2025 to discuss the creation of a Youth Advisory Council; and

WHEREAS, the Sherwood City Council expressed an interest in giving young residents a meaningful voice in local government and community projects; and

WHEREAS, if the group were organized as a board, a council liaison would be appointed to serve as a non-voting member, as required by SMC 2.08.045(A), which will assure that the perspective of the group is heard at the council level;

NOW, THEREFORE, THE CITY OF SHERWOOD ORDAINS AS FOLLOWS:

Section 1. After full and due consideration of the information presented at the public hearings, the City Council finds that a new code provision will be added as 2.08.095 as indicated in the attached Exhibit 1.

Section 2. This ordinance shall become effective the 30th day after its enactment by the City Council and approval by the Mayor.

Duly passed by the City Council on May 6th, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

NEW CODE PROVISION

2.08.095 Youth advisory board

- A. Purpose. The Sherwood Youth Advisory Board is hereby established for the purpose of educating, engaging and empowering young residents by providing a platform for meaningful involvement in local government and community initiatives.
- B. Composition. The Board shall consist of seven members who are currently enrolled in grades ninth to twelfth at any school or home school program located within the boundary of the Sherwood School District.
- C. Term of Office. For the first year following the formation of the Youth Advisory Board, the term of office for four members of the Youth advisory board shall be one year and the remaining three members shall be two years. For all subsequent appointments, the term of office will be two years.
- D. Duties and responsibilities. The Board shall:
1. Actively engage in city initiatives by providing input to the city on policies and programs affecting youth residents. Collaborate with city leaders and community organizations to boost civil engagement
 2. Serve as ambassadors for youth issues by promoting civic participation and encouraging peers to engage in local government and volunteer opportunities. Attend leadership events and other civic gatherings.
 3. Assist the city council and city administration in creating public policy on youth safety, transportation, health and wellness, and other needs.
 4. Regularly review, and advise the city council and city administration on specific programs and policies relative to youth services goals and objectives, including setting annual priorities and determining projects based on community needs.
 5. Establish and maintain coordinated and cooperative working relationships between residents, the business community, faith community, senior population, schools, other agencies, and the city government.
 6. Undertake additional responsibilities relative to youth services as may be designated by the city council or request by the city administration.