



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
May 20, 2025

1. **CALL TO ORDER:** Mayor Rosener called the work session to order at 6:04 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse (remote), Doug Scott, and Dan Standke. Councilor Keith Mays was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Library Manager Adrienne Dolman Calkins, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. WCCLS Service Boundary and Funding Allocation

Mayor Rosener briefly explained the Washington County library levy and stated tonight's information will show how funds are allocated to libraries within Washington County. Assistant City Manager Kristen Switzer stated there was a lot of information to present and staff had been working on this process for about a year. Library Manager Adrienne Doman Calkins presented a PowerPoint presentation (see record, Exhibit A) and explained the purpose for the presentation and the information that staff planned on covering to include: background, funding, levy cycles and levy rates, evaluating funding and governance, service area boundaries (draft map), funding allocation methodology (formula) (draft) and upcoming dates. Adrienne stated that Sherwood public library was one of 13 members of the WCCLS (Washington County Cooperative Library Services) and stated there was an IGA that outlined governance structure, roles and responsibilities and funding distributions. She explained that WCCLS is a department of Washington County that had two sources of funding: transfer from Wa. County general fund and a five-year local option levy approved by voters in 2020. She said that more than two-thirds of WCCLSs funding was allocated to member libraries. Councilor Scott asked where the remaining third went and Adrienne replied to WCCLS' internal operations. Adrienne stated at the beginning of this levy cycle which began in FY2021-22, the funding allocation was approximately 60% coming from Wa. County general fund and 40% coming from the levy. Adrienne explained the chart on page 9 of the exhibit and said that WCCLS had been dipping into their reserves. Councilor Scott asked for information in dollar amounts versus percentages and asked regarding the timeline of the reserve's depletion. Adrienne replied she would have to get that information on the dollar amounts and Kristen added that the WCCLS current levy will be up and believes they have enough reserves to last one year. Adrienne added that there is a policy to have 3 months of reserves, and it would be a Washington County Board of Commissioners decision to change their policy. Mayor Rosener reminded that Sherwood is doing a biennium budget, and this reflect one year and the remainder is unknown. Councilor Brouse asked if the reserves were

coming from Wa. County as part of the levy. Adrienne replied that the reserves were part of the departmental budget for WCCLS. Discussion followed regarding what was funding the reserves. Staff replied they were not sure as it was a WCCLS budget but knows that the reserve fund had been rolling from each fiscal year. Adrienne continued and stated that 65% of the Sherwood library funding came from the WCCLS and 35% from the city and explained the chart on page 11. Council comments were received regarding the percentage that the city allocated had increased over the years. Adrienne continued and stated the Sherwood library budget for FY2024-25 was \$1,610,405 with WCCLS contributing \$1,041,836, and the city contributing \$561,195. She recapped the information on page 12 including library personnel costs of \$1,441,835 with 11 FTE. Adrienne addressed page 15 and said that the current levy cycle and IGA goes through FY2025-26. She said the next WCCLS levy was expected to be on the November 2025 ballot as a replacement levy (increased rate). She added that Washington County Public Safety will also seek a replacement levy on the November 2025 ballot and said they and the WCCLS have typically taken turns going for renewal and replacement levies and this will be the first time they are both on the same ballot. Councilor Scott asked who's turn it was, and Adrienne replied that it was WCCLS' turn. Adrienne addressed page 16 and said the current WCCLS levy rate was \$0.22 per \$1000 of assessed property value and said the county was doing additional polling for a \$0.37 levy rate and if approved in the first year, typically homeowners with an assessed value (not market value) of about \$360,000 would pay \$132. She said this information was from the consultants working on the polling. Adrienne explained the graph on page 17 and the polling from EMC Research and added that the second round of polling is currently being conducted, and the data appears to be similar to the first round. Mayor Rosener referred to polling and commented that they are probably polling based on setting minimum service levels which the County funds for, and said his understanding is they have not asked any questions of if a voter would support an increase with a decrease in services. Kristen Switzer added that when people were asked if they would support an increase of 0.37 for continued service levels at the same amount, this was the response they received and said she agrees that they are not asking the right questions. Council asked regarding the ballot language and Adrienne responded that the ballot language is not yet available. Discussion followed regarding impacts of service levels to Washington County cities and voter awareness. Adrienne explained levy timelines and answered council questions. She stated that the current levy expires June 2026 and pending the election results, the replacement levy would begin July 2026. She stated that a stakeholder kickoff meeting for the levy was scheduled for June 11th. Adrienne recapped Evaluating Funding and Governance and referred to page 20 and said the County hired Merina+CO to work on the project and that work had been in place since March 2024. Adrienne informed the Council that representatives from each member library, the WCCLS Executive Board and WCCLS Policy Group had been attending work sessions led by Merina+CO and Washington County and there are two draft proposals, one on the service area map and one on the funding allocation methodology that are moving to the Board of County Commissioners for discussion. Adrienne explained the voting on the proposals outlined on page 22 and said there would need to be six cities that voted yes and two non-profits for a proposal to be passed along to the Board. Discussion followed regarding a "proposal" and if the Board of Commissioners would vote on it as proposed or send it back. Adrienne addressed Service Area Boundaries and the Sherwood Public Library boundary on page 24 and explained the number and percentage of people served. Adrienne explained the map on page 25 showing the Sherwood city boundary within the service areas and said they also considered school district boundaries shown on page 26 and how they align with the service areas. She said they agreed that school districts were important to work with, but they would not be a final determinate on the service areas. Discussion followed regarding the maps and what determined the service areas and Adrienne stated drive time, library usage and number of visits were factors. Adrienne further explained library usage was based on check-out data and referred to the map on page 27. Adrienne referred to the map on page 28 and said this was a Merina+CO draft map aligned with voter precincts and explained. Discussion followed. Adrienne addressed the graph on page 29, Service Boundary Methodologies and said the data

was from Merina+CO and showed populations. Discussion followed. Kristen referred to the formula and said Sherwood's high and low end up being the same thing and therefore a few thousand people wasn't going to make a difference in the proposed formula. Adrienne addressed the draft Funding Allocations Methodologies on page 31 and said the consultants were taking a hybrid approach. She addressed page 32 and explained. Discussion followed and Adrienne explained the chart on page 33 and confirmed the dots on the chart were current staffing levels with operating hours of 45 hours per week. Council discussion followed. Councilor Giles asked regarding the FTE count and Adrienne replied it's an average of all FTE. Adrienne addressed the graph on page 34 and stated examples A & B was new updated information with the new calculation of merging materials and supplies. Discussion followed and Kristen added that Sherwood's numbers didn't change and explained. Mayor Rosener asked how other county libraries felt about the proposed methodology and provided an example. Adrienne referred to the proposal of centralized collection management and said this is planned for year two of the next levy cycle and said WCCLS would keep the collection budget and they would purchase the materials but may not do it in the same manner or at the same current level. Discussion followed on how the centralized system would work and had been working. Kristen stated that the centralized process was passed in December and Sherwood was not in favor. Councilor Scott asked if they currently manage our entire collection and Adrienne replied that the city owned 52,000 items that were shared. Discussion followed regarding the prior, current methodology and proposed methodology. Adrienne spoke on funding allocations and said it has not been figured out yet and discussion followed regarding \$4 million in savings. Adrienne referred to page 35 Funding Allocation Formula Assumptions Direct Library Costs per FTE and explained and discussion followed. Adrienne referred to page 36 DRAFT Sherwood Allocation and said this is a draft of Sherwood's funding allocation (assuming passage of levy) and said this was based on the new map that showed new population figures. Council discussion followed regarding the effects to the libraries that would lose funding with service area changes to include Tualatin, Tigard and Beaverton. Discussion followed regarding the increase in the levy offsetting the decrease in the County's contributions. Adrienne addressed page 38 and explained Funding and Governance Timeline. Councilor Brouse asked regarding Sherwood staff levels and Adrienne explained how the process would work.

5. ADJOURN

Mayor Rosener adjourned the work session at 6:53 pm and convened a regular Council meeting.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:03 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse (remote), Doug Scott, Dan Standke and Keith Mays (remote).
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Library Manager Adrienne Dolman Calkins, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Intern Law Clerk Nicholas Westly, Finance Director David Bodway (remote) 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 TAYLOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

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

5. CONSENT AGENDA:

- A. Approval of May 6, 2025 City Council Meeting Minutes**
- B. Resolution 2025-026, Authorizing the City Manager to execute a construction contract for the Gleneagle Regional Storm Water Facility Project**
- C. Resolution 2025-027, Adopting a plan of action for Financial Control Deficiencies**
- D. Resolution 2025-028, Adopting the Capital Improvement Plan (CIP) for FY2025-27**
- E. Resolution 2025-029, Authorizing an Interfund Loan from the Water Fund to the 2021 URA Capital Projects Fund**
- F. Resolution 2025-030, Authorizing the City Manager to Sign a Construction Contract with North Sky Communications for Broadband Construction**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS

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

7. PRESENTATIONS

A. National League of Cities Conference – Youth Attendance Recap

Mayor Rosener stated that the city recently created a Youth Advisory Board similar to other city boards and committees. He said that Sherwood attended the National League of Cities Conference annually and this year the city took five Sherwood students. The students Trevor Tsui, Jack Weggeland, Jenessa Rose and Kylie Johnson introduced themselves and presented a presentation of photos from their trip (see record, Exhibit B). Student Cassi Maciejewski was not present, and teacher/chaperone Sarah McCusker was in the audience. The students shared their experience with the Council and spoke of the benefits and what they had learned from the conference and their experience.

8. CITY MANAGER REPORT

City Manager Sheldon reported on the recent annual City Volunteer Appreciation dinner, informed of the upcoming Budget Committee meeting scheduled on May 22, provided an update on the Pedestrian Bridge project and informed of an upcoming CEP (Community Enhancement Program) meeting scheduled for June 3.

City Attorney Sebastain Tapia introduced Intern Law Clerk Nicholas Westly and provided a background on his education and professional experience. Mr. Tapia explained that he met Nicholas at the NW Career Fair where Nicholas expressed interest in working for Sherwood. Mr. Tapia stated that Nicholas was court certified

and was working on various city projects. Nicholas provided additional information and stated he had a master's degree in accounting and is a CPA. Nicholas shared his interests in law and informed the Council of the various departments and projects he'd been working with at the city. Nicholas answered various council questions, and the Council welcomed him to Sherwood.

Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS

Councilor Standke reported on a recent Sherwood School Board meeting and said the Sherwood School District had a National Merit Honors student. He reported on a cell phone policy the district was implementing next school year.

Councilor Scott mentioned that there was an upcoming city budget committee meeting this week and reported on his attendance at the recent City Volunteer Appreciation Dinner. He thanked staff for coordinating the event and thanked the many volunteers at the city.

Councilor Giles reported on an upcoming planning commission meeting and their work on an annexation policy. Councilor Giles commented on the recent passing of volunteer and former council member Linda Henderson and stated her memorial will be held on March 31st.

Councilor Brouse reported she was out of the country and missed the volunteer dinner. She reported on the opening of the Sherwood Saturday Market this coming weekend. She reported on the recent Open Mic event and recognized the passing of Linda Henderson.

Councilor Mays commented on the passing of Linda Henderson and spoke of her influence and service at the city.

Council President Young reported on her attendance at the Bike and Roll event at Middleton Elementary. She spoke on her relationship with Linda Henderson and her recent passing. She spoke of the many contributions Linda made to the Sherwood community including her 12 years on the city council and volunteering on other city boards.

Mayor Rosener spoke of the passing of Linda Henderson and her contributions to the community.

10. ADJOURN

Mayor Rosener adjourned the regular session at 7:58 pm and convened to a URA Board of Directors meeting.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor