



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 24, 2025

SPECIAL CITY COUNCIL MEETING

1. **CALL TO ORDER:** Council President Kim Young called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Mayor Tim Rosener (remote), Councilor Doug Scott (remote). Councilors Dan Standke and Renee Brouse were absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA

Council President Young addressed approval of the agenda and asked for a motion.

MOTION: FROM MAYOR ROSENER TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the consent agenda and asked for a motion.

5. CONSENT AGENDA

- A. **Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments**
- B. **Resolution 2025-047, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues**
- C. **Resolution 2025-048, Updating the City's Minimum Capitalization Threshold for Capital Assets**

MOTION: FROM COUNCILOR MAYS TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR STANDKES AND BROUSE WERE ABSENT.

6. CITIZEN COMMENTS

No comments were received. Council President Young addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARINGS

A. Resolution 2025-049, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations

Finance Director David Bodway presented the staff report and stated the purpose of the supplemental budget was to fund a property purchase identified by the city for a future park in Sherwood West. He said the decision was to use Park SDC funds which were accounted for in the general construction fund. He stated that park SDCs are restricted funds and this purchase was eligible. Mayor Rosener added that the funds were restricted and cannot be used in the city's general fund. With no other comments or questions from the Council, Council President Young opened the public hearing. With no public comments received, the public hearing was closed. The following motion was stated:

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-049 ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS, SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

B. Resolution 2025-050, Declaring the City's Election to Receive State Shared Revenues

Finance Director David Bodway recapped the staff report and stated the State of Oregon shares certain revenues with municipalities that choose to accept them, and the resolution listed under tonight's consent agenda was one of those steps in order to qualify for state shared revenue. He stated additionally, the city was required to hold one public hearing during the budget committee meeting which was held on May 29th and is required to hold a public hearing at the Council level. He stated that the funds go into two areas, the general fund and into operations and those are in the street operations fund. With no council questions or comments, Council President Young opened the public hearing. With no public comments received, the public hearing was closed, and the following motion was stated:

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-050, DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

C. Resolution 2025-051, Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous city services and establishing an effective date

Finance Director Bodway presented the staff report and stated during the budget process the city reviews annually all fees and updates them. He stated the fee changes fall into three categories; the 2% increase as previously approved via Resolution 2017-008, and stated this was the increase even though the CPI index was 3.76%. The second was 6.43% increase previously approved via Resolution 2018-049 for SDC and TDP, and there were miscellaneous other fees and minor changes. David recapped some of the changes which were also noted in the staff report. Councilor Giles confirmed that events previously or currently scheduled at the Arts Center or Field House would not be affected by the increased fees. Staff confirmed.

Council President Young asked regarding effective dates of increased fees at the Senior Center, effective July 1st and January 1, 2026. Kristen Switzer explained this was mainly for monthly rentals and these were for nonprofits that use the facility. She stated the fee was currently \$50 and there would be a substantial increase and staff wanted to provide the groups with time to prepare for the increased fees therefore staggering the increases. With no other Council questions or comments, Councilor President Young opened the public hearing. With no public comments received, the public hearing was closed and the following motion was stated:

MOTION: FROM COUNCILOR GILES TO ADOPT RESOLUTION 2025-051, ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

D. Resolution 2025-052, Adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget

Finance Director Bodway presented the staff report and stated on May 22, 2025 the city's budget committee received the budget message and on June 5, 2025 they approved the proposed budget. Mr. Bodway stated all budget laws were followed including public noticing and said the final step in the budget process was for the City Council to hold a public hearing per ORS 294.453 and adopt the budget. He noted that changes discussed during the budget committee meetings were reflected in this budget. Mr. Bodway offered to answer council questions. Council President Young commented that this was one of the more robust budget committee sessions with a lot of good questions that expanded over three meetings. She mentioned there were many questions regarding personnel layoffs with budget committee members trying to understand the city's processes and budget and touching on the 5-year forecast. She thanked staff for their work on the first city biennial budget. Councilor Giles stated going through this budget process opened his eyes to look at other sources of revenue and referred to photo redlight cameras and decreases in building and making sure we have more of a buffer. He stated that he appreciated staff and their work. He spoke of revenue shortfalls and the effects to personnel and commented regarding addressing issues in their next planning sessions and stabilizing the city. Mayor Rosener commented regarding photo redlight and not counting on this revenue to fund city operations. He said there were a lot of outside pressures impacting the city's budget, and the state PERS system continues to grow at an unacceptable rate, and construction costs continue to grow. He stated the state continues to place unfunded mandates on cities. He said in addition to looking for additional revenue sources, we need to talk to our state legislature. Council President Young added that it appeared that found revenues were more for one-time expenses and our issues were operational. With no other council comments or questions, Council President Young opened the public hearing. With no public comments received the public hearing was closed and the following motion was stated:

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2025-052, ADOPTING THE BIENNIAL YEAR 2025-27 BUDGET OF THE CITY OF SHERWOOD FOR THE BIENNIAL BUDGET PERIOD JULY 1, 2025 - JUNE 30, 2027, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

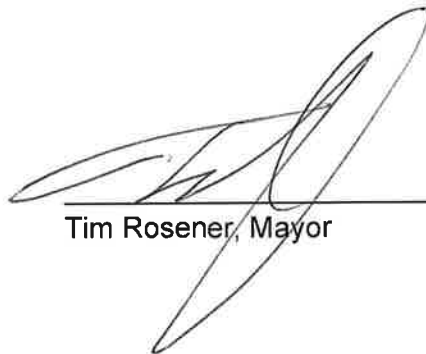
Council President Young adjourned the meeting at 6:21 pm and convened a URA Board of Directors meeting.

8. ADJOURN

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor