



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
July 15, 2025

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:46 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays and Taylor Giles. Councilors Doug Scott and Dan Standke were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, IT Director Brad Crawford, Interim Public Works Director Rich Sattler, Planning Manager Sean Conrad, Economic Development Manager Erik Adair, Human Resources Director Lydia McEvoy, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Consultant Chris Bell with Bell & Associates, Pride Disposal representatives Kristin Leichner and Eric Anderson, and Land Use Attorney Carrie Richter with Bateman Seidel.

4. **TOPICS:**

A. Solid Waste Annual Review

Assistant City Manager Kristen Switzer introduced Chris Bell with Bell & Associates and Mr. Bell presented the "City of Sherwood Solid Waste & Recycling Collection" PowerPoint presentation (see record, Exhibit A). Mr. Bell recapped that a rate review was necessary because if the rate of return for the franchisee is less than 8%, then the City would undertake a rate study to recommend new rates that would be effective on the immediately following January 1 and is intended to produce a rate of return of 10% for the calendar year beginning on that date. He provided an overview of the adjusted 2024 results and reported that the return on revenues for residential carts was 4.24%, 4.80% for commercial containers, 5.90% for drop boxes, and 4.78% for composite. He reminded the Council that current rates became effective January 1, 2025 and the residential rate increased 10.3% for 35 gallon customers and commercial rates increased 11.07% for 4 yard weekly customers. He discussed the increased costs for collection services which included a 5.51% increase for Metro Disposal fee, a 3.0% increase for driver's wages, a 75% increase for fuel (natural gas) expense due to the sunset of fuel tax credits on December 31, 2024, a 2.3% increase for organic waste, a glass rebate of \$77 per ton, a 4.2% reduction of commingle recycling processing, a 3% administrative cost, and a 13.5% increase for truck depreciation. He noted two automated cart trucks were delivered in 2025 (cost \$1.1M each) and one front load truck was delivered in October 2024 (cost \$397,000). Mayor Rosener asked if those were electric trucks and Mr. Bell replied yes. Mr. Bell commented on the solid waste disposal increased costs and said the total tip fee had increased nearly 70.8% since 2017 while the CIP over the same period was 35%. He discussed the metro disposal fee which included the contracted operations, Metro transportation costs, and other Metro administrative costs and said these costs comprised the metro disposal

fee of \$162.14 per ton which was effective July 1, 2025. He said the impact on 2025 metro disposal fee was the residential rate payer, paying \$9.91 per customer per month and \$45.43 per commercial 4 yard. Mayor Rosener stated the metro disposal fee had increased 5% and Mr. Bell confirmed.

Mr. Bell referred to the projected 2025 results and said he predicted a composite 9.10% increase in return on revenues. He addressed the proposed residential cart collection rates for 2026 and said the most popular 35 gallon cart had a proposed increase rate of \$1.51. Mayor Rosener asked what the depreciation schedule for a truck was and Mr. Bell said 7 years, with the typical lifespan of 10 years. He presented a proposed commercial collection rate increase for 2026 and said he is proposing a pass through on the disposal increase alone of \$9.53 for 4 yard weekly and said drop box rates for 2026 would be a combination of the labor and fuel costs. He said the medical waste collection rate increase was proposed at 7.5% which covered the increased disposal cost with the autoclave system.

Mr. Bell provided information based on the Council question of what the cost and rate impact of the electric trucks on the Sherwood rate payers was. He provided information on an electric truck versus a CNG truck and said the electric truck was \$0.42 more expensive per customer per month. He commented on potential cost reductions and referred to collection frequency and said a reduction in frequency would result in an annual cost reduction of \$25K annually or \$0.36 per customer per month. He discussed the elimination of food in the mix (back to yard debris only) and said the annual cost reduction is estimated at \$99K in savings or about \$1.44 per month per customer. Discussion followed. Councilor Mays said he was not an advocate of electric trucks and said he would rather not pay the premium and have the extra tonnage on our residential roads. Mayor Rosener asked if there was any data regarding how many customers were mixing food in their yard debris. Ms. Leichner said that it would be difficult to figure out without doing a survey and noted it was a relatively small percentage. She said it was a service that customers requested but that did not mean everybody was utilizing the service. Discussion followed. Mayor Rosener commented on the proposed rate increases that could go into effect January 2026 and suggested doing some polling on how many customers were using the commingling and if it came back a small amount then we could implement a rate increase without that cost. Ms. Leichner said you would need to consider that right now and that in the Metro region there was a requirement for commercial customers to get rid of their food scraps. She said currently there was not a mandatory food waste program for residential users but that was something that could be implemented later.

Mr. Bell commented on the RMA (Recycling Modernization Act), the reimbursement program that went into effect July 1, 2025, which is a state program, and said the idea behind that was that the companies that make your recycling packaging were not going to pay for your recycling. This would take the burden off the local rates for comingled recycling and result in a reduction of \$0.58 per customer per month. He stated this was a new program and there were uncertainties.

Mr. Bell discussed the impacts of all the rate changes and said the proposed increase for a 35 gallon cart was \$1.51 and the increase for a 65 gallon cart was \$1.90. Councilor Mays said we have time to do a survey, and believed it had value. Mayor Rosener agreed that the data would be valuable. Mayor Rosener reminded of the other work session topic and said there were two Councilors absent tonight that would weigh in on the topic. He suggested scheduling a follow-up work session.

B. Review of Housing Bills

Community Development Director Eric Rutledge and Planning Manager Sean Conrad provided an Oregon Legislature Housing Bills 2025 Session presentation (see record, Exhibit B). Mr. Rutledge introduced Land

Use Attorney Carrie Richter. He said the purpose of the work session was to inform the Council and residents of the housing legislation that passed during the 2025 session and to discuss the impacts to the existing city limits and Sherwood West and determine the next steps. He stated the legislature passed four housing bills and he provided an overview.

Mr. Rutledge addressed **SB 974 Design Exemptions, Limited Review Process and Engineering Review Shot Clock** and stated it required cities to waive standards related to building design including façade materials and colors, roof form, window design, porches, balconies, etc. He noted it does not apply to multi-family structures over 3 units, to applications for less than 20 units, to setbacks, heights, or accessibility standards. Discussion followed about design standards that were recently adopted and whether there were any ways to work around this regulation and have our design standards apply. Ms. Richter noted that these provisions expired January 2033, eight years from now. SB 974 was effective September 26, 2025. Mr. Rutledge said it limited public notice and hearing procedures for the following types of residential land use applications: zone change to allow for a denser residential use designation, planned unit development (PUD), and variances from a residential approval standard. He stated specific timelines for cities to process final engineering plans for housing development were 14 days for completeness, 120 day permit issuance, writ of mandamus if deadlines were not met. Cities need to comply with the new regulations by July 1, 2026. Mr. Rutledge said the change to PUDs was concerning and would now be a staff level decision as opposed to a Type V application. Mayor Rosener explained that PUDs were cases where the developer wants to do something out of the norm for our rules and if they could get higher density, they would give the city something for the community good. Councilor Mays asked where would the appeal go if the Council did not approve of the staff's decision on a PUD. Mr. Rutledge said the Planning Commission, but we could update our procedures to have the appeal go to the City Council. Discussion followed.

Mr. Rutledge addressed **HB 2138 Middle Housing Revisions** and stated it passed and was an update to HB 2001. He stated cities could not require a Transportation Impact Analysis (TIA) or require off-site improvements for certain middle housing developments less than 12 units, it allowed additional middle housing units on a site when affordability or accessible ownership requirements were met and required development standard exceptions to make additional units possible, changed the definition of cottage cluster to include attached units in subgrouping of up to four, expedited review for middle housing land divisions, rulemaking on discretionary path for housing development, furthered applicability of clear and objective standards and a need to define unreasonable cost or delay, allowed single occupancy room (SRO) development as an outright permitted use where multifamily building was allowed (density for SROs allowed a 3x the density of the zone), and directed LCDC to undertake additional rule making that prohibited or restricted siting and design standards that prevented or discouraged middle housing. He said June 30, 2026, was the deadline for most provisions. He said the biggest concern was the potential additional rule making.

He addressed **HB 2258 Pre-Approved Site and Building Plans** and said it allowed LCDC to adopt rules requiring local government to approve land use decisions, notwithstanding any contrary comprehensive plan or land use regulation, for the development for specific residential development types on certain lots or parcels. HB 2258 only applied to lots or parcels between 1,500 and 20,000 SF. He said LCDC may set conditions related to process, design standards and scope of design review, minimum and maximum densities, parking requirements, and tree removal standards. He said the State had until January 1, 2027 to adopt initial rules. Ms. Richter noted that LCDC was going to promulgate rules that were going to allow developers to propose what she envisioned to be template structures on any lot in any zone. Discussion followed about how this would affect Sherwood West, the importance of annexation phasing, affordable housing, and community outreach.

Mr. Rutledge addressed **HB 3031 Housing Related Infrastructure Funding** and stated it provided \$10M in funding for housing related transportation, water, wastewater, and stormwater infrastructure for local jurisdictions and said there were a lot of strings attached to the funding.

Mr. Rutledge discussed the next steps, and said staff needed to do a clear and objective code audit to make sure we were in compliance with the most urgent SB 974. He said this would take planning time and would be complicated.

Mayor Rosener noted that two Councilors were absent and suggested a follow up work session to discuss possible options moving forward.

5. ADJOURN:

Mayor Rosener adjourned the work session at 7:00 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:08 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays and Taylor Giles. Councilors Doug Scott and Dan Standke were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

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

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

5. CONSENT AGENDA:

- A. **Approval of June 17, 2025 City Council Meeting Minutes**
- B. **Approval of June 24, 2025 City Council Meeting Minutes**
- C. **Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission**
- D. **Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission**
- E. **Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission**
- F. **Resolution 2025-056, Authorizing the City Manager to Execute a Contract for Certified Arborist and Tree Services**

- G. Resolution 2025-057, Appointment of Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee
- H. Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board
- I. Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board
- J. Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS SCOTT AND STANDKE WERE ABSENT.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

None.

7. PRESENTATION:

A. Washington County Sheriff's Office Annual 2024 Update

Sheriff Massey and Under Sheriff Koch came forward and provided a PowerPoint presentation (see record, Exhibit C). Sheriff Massey discussed the services they provided and stated Washington County was the safest major urban county in Oregon. She provided a 2024 Annual report handout (see record, Exhibit D). She discussed the role of the Washington County Sheriff's office and the services they provided to over 611,000 county members. Under Sheriff Koch discussed the countywide safety services and interagency teams. He highlighted the Community Violence Reduction Team, the Search and Rescue Team, and the Remotely Operated Vehicle Team. Sheriff Massey stated there would be a Public Safety Levy on the November 2025 ballot which would provide resources for the Sheriff's Office, District Attorney's Office, Community Corrections, Juvenile, and Family Justice Center.

8. CITY MANAGER REPORT:

Assistant City Manager Kristen Switzer reported on the Music on the Green concerts. She reminded of the upcoming Robinhood Festival, and the City Council having a float in the parade. She thanked Interim City Attorney Sebastian Tapia for his service and stated his last day was tomorrow. She asked Chief Ty Hanlon to provide an update on an incident that recently occurred.

Chief Hanlon said the incident evolved quickly and he was extremely proud of the Sherwood officer's response and that of a Tualatin officer. He said all the officers were doing well. He recapped the incident and said there was an outpouring of support from the Sheriff's office and local jurisdictions.

The Mayor and Chief Hanlon thanked Mr. Tapai for his work in Sherwood as the Interim City Attorney and asked what the next endeavor included. Mr. Tapai said he would be joining Marion County Counsel as a Senior Litigator. Mayor Rosener commented that City Attorney Ryan Adams would be returning to the city soon after the completion of a military tour.

9. COUNCIL ANNOUNCEMENTS:

Councilor Mays thanked Mr. Tapia for his service to the city. He thanked the Police Department and said incidents that involved shootings were rare and he was glad that no one was harmed. He expressed appreciation for Public Works staff and how well the City was maintained. He said there were four Music on the Greens concerts left and encouraged everyone to attend.

Councilor Brouse thanked Mr. Tapia for his service to the city and thanked the Sherwood Police Department staff and Public Works staff. She reported on the interviews for the Sherwood Youth Advisory Board and commented on a ribbon cutting for a new local business.

Councilor Giles thanked and congratulated Mr. Tapia. He thanked the Sherwood Police Department staff and reported that the planning commission had an upcoming meeting on July 22.

Council President Young reported on local performances and events of the Sherwood Foundation for the Arts. She reported on the Washington County Policy Advisory Board and said they produced an advocacy letter to our federal delegation with concerns about budget cuts advocating that CDBG and home projects were funded.

Mayor Rosener reported on his attendance at a Washington County Coordinating Committee meeting and their discussion on transportation projects and funding. He said there was a presentation by Metro regarding regional housing plans and their future vision project. He said he would be attending the Oregon Mayor's Association Conference in August in Baker, Oregon.

Councilor Mays provided additional announcements and reported that WCCCA 911 had a tentative new bargaining agreement after several months of negotiating.

With no other Council business, Mayor Rosener adjourned the meeting at 8:20 pm.

10. ADJOURN:

Attest:



Colleen Resch, CMC, Deputy City Recorder



Tim Rosener, Mayor