



# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, November 21, 2023**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon**

**5:45 pm City Council Executive Session**  
(ORS 192.660(2)(d), Labor Negotiator Consultations)

**6:15 pm City Council Work Session**

**7:00 pm City Council Regular Meeting**

**URA Board of Directors Work Session**  
(Following the 7:00 pm Regular City Council meeting)

**City Council Executive Session**  
(Following the URA Board of Directors Work Session)  
(ORS 192.660(2)(i), Performance Evaluation)

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



Home of the Tualatin River National Wildlife Refuge

#### **5:45 PM CITY COUNCIL EXECUTIVE SESSION**

- A. ORS 192.660(2)(d), Labor Negotiator Consultations**  
(Ryan Adams, City Attorney)

#### **6:15 PM CITY COUNCIL WORK SESSION**

- A. Opioid Settlement Discussion** (David Bodway, Finance Director)  
**B. Legal Counsel Staffing** (Ryan Adams, City Attorney)

#### **7:00 PM REGULAR SESSION**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA**
  - A. Approval of November 7, 2023, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- 6. CITIZEN COMMENTS**
- 7. CITY MANAGER REPORT**
- 8. COUNCIL ANNOUNCEMENTS**
- 9. ADJOURN TO URA BOARD OF DIRECTORS WORK SESSION** (See URA Board Agenda)
- 10. RECONVENE - CITY COUNCIL for EXECUTIVE SESSION**
- 11. CITY COUNCIL EXECUTIVE SESSION**
  - A. ORS 192.660(2)(i), Performance Evaluation**  
(Ryan Adams, City Attorney)

#### **12. 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](mailto: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](mailto: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.

#### **AGENDA**

#### **SHERWOOD CITY COUNCIL November 21, 2023**

**5:45 pm City Council Executive Session**  
(ORS 192.660(2)(d), Labor Negotiator Consultations)

**6:15 pm City Council Work Session**

**7:00 pm City Council Regular Session**

**URA Board of Directors Work Session**  
(Following the 7:00 pm Regular City Council Meeting)

**City Council Executive Session**  
(ORS 192.660(2)(i), Performance Evaluation)  
(Following the URA Board of Directors Meeting)

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

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

**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](http://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](mailto: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](mailto:Cityrecorder@Sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time.



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**November 7, 2023**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:32 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Doug Scott, and Dan Standke. Council President Keith Mays attended remotely. Councilors Renee Brouse and Taylor Giles were absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, IT Director Brad Crawford, Community Development Director Eric Rutledge, Police Chief Ty Hanlon, Community Services Director Kristen Switzer, HR Director Lydia McEvoy, Senior Planner Joy Chang, Planning Manager Erika Palmer, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** Washington County Sheriff Pat Garrett, Washington County Undersheriff Caprice Massey, and Washington County Commander Dave Marzilli.

**4. TOPICS:**

**A. Washington County Sheriff, Jail Staffing & Capacity**

Washington County Sheriff Pat Garrett presented the “Jail Staffing” PowerPoint presentation (see record, Exhibit A) and stated that the Sherwood Police Department were great partners. He reported that Washington County had a 33% vacancy rate for their jail Deputies and Corporals. He provided an overview of how the current staffing crisis came about on page 3 of the presentation. He explained that the staffing crisis was a result of the COVID-19 pandemic which created recruitment and retention challenges. He stated that there were currently 39 Deputy vacancies and a 33% Deputy vacancy rate for housing, intake and release. Sheriff Garrett explained that due to the pandemic’s effects on the court system, the number of the most dangerous AICs (adults in custody) had increased, which correlated to a rise in assaults on staff. He reported that pre-sentenced AICs with higher management needs rose from 50% before the pandemic to 80% after the pandemic. Councilor Scott asked if that percentage was expected to go down over time. Sheriff Garrett replied that he did not expect the percentage to go down because there was currently a public defender shortage in Oregon. He stated that the AIC population was becoming more prone to assault, had an increased risk of death due to the rise of fentanyl and other drug addictions, and had higher management needs. Mayor Rosener confirmed that the county controlled the budget for the Washington County jails, including their advertising budget, and Sheriff Garrett replied that was correct. Sheriff Garrett provided an overview of the jail division certified staffing breakdown on page 4 of the presentation and reported that 140 Deputy/Corporal positions had been budgeted, but only 101 positions had been filled. Discussion regarding PTO and overtime for jail housing staff occurred. Commander Marzilli provided an overview of the shift

minimum breakdown and its impacts on operations on page 5 of the presentation and reported that currently, Washington County Jail had 72 staff, but 113 staff was needed for minimal overtime. He reported that when leave was factored in, October 2023 averaged 5.0 FTE below minimum per shift before overtime. He provided an overview of the county's recruitment and retention trends and pod lockdowns on pages 7-8 of the presentation. Councilor Young asked if there was a maximum amount of time someone could be held prior to sentencing. Undersheriff Massey replied that AICs often waived their right to a speedy trial if it was a complex case, provided that they were represented. Commander Marzilli added that they were required to release an individual within seven days if they were not assigned an attorney following their first hearing. Discussion regarding the impacts of needing to house additional AICs who were having their case retried occurred. Councilor Young asked about the impacts of Measure 110 on the percentage of AICs needing to undergo detox once in custody. Sheriff Garrett replied that in his opinion, Measure 110 normalized the possession of "any and all dangerous drugs" and made the impact of those drugs on the community worse. Councilor Standke asked how many AICs were currently being housed in Washington County Jail. Commander Marzilli replied that the jail had a capacity for 388 AICs, but the jail was currently housing between 350-360 AICs and discussion regarding "functional capacity" occurred. Sheriff Garrett provided an overview the booking criteria, decisions and recommendations, and the recovery roadmap on pages 13-15 of the presentation. Mayor Rosener asked Sheriff Garrett to speak on the changes in booking criteria and Sheriff Garrett replied that Theft II now resulted in a citation to appear in criminal court instead of booking those individuals in jail. He added that Disorderly Conduct was another charge that was now resulting in a citation and clarified that issuing a citation versus arresting the individual was situationally dependent. Mayor Rosener asked if the county was supportive of Sheriff Garrett's recommendations for improving recruitment and retention. Sheriff Garrett replied that the county had been supportive and commented that the recruitment tools they had implemented had been successful in attracting and retaining new hires. Councilor Standke asked if the number of individuals who were not being booked now due to staffing issues was being tracked and if so, were those numbers publicly available. Sheriff Garrett replied that they were not tracking that information, but they could track the number of criminal citations at the county level. City Attorney Ryan Adams asked that they speak on how the seven-day release policy was implemented across different types of offenses. Sheriff Garrett replied that the District Attorney, the Washington County Courthouse, Washington County Sheriff's Office, and the Board of County Commissioners had recently met to try and determine the best way to shorten the length of time between booking and someone's first appearance. Council President Mays asked what the timeline was between recruitment and the ability to perform unsupervised work. Sheriff Garrett replied that it takes about ten months for a new Deputy to be able to work in a "solo capacity." Councilor Young asked what the Washington County Sheriff's Office would like from local municipalities and Sheriff Garrett replied that it would be helpful for local municipalities to advocate for more funding at the county level. Mayor Rosener thanked Sheriff Garrett for coming to the meeting and stated that public safety was the most important aspect of public service.

## **B. Sherwood West, Letter of Interest to Metro**

Community Development Director Eric Rutledge presented the "Sherwood West UGB Expansion Work Session" PowerPoint presentation (see record, Exhibit B) and provided an overview of the previous work session timelines. He reported that December 1<sup>st</sup> was the deadline for submitting a LOI (Letter of Interest) to Metro and April 5, 2024 was the deadline for submitting a full application. He addressed the proposed Hospitality Zone on page 3 of the presentation and stated that the area was roughly 75 acres in size and was comprised of larger lots ranging from 4-10 acres on average. He outlined that the Hospitality Zone was envisioned as a "gateway to wine country" and would focus on wine and specialty agriculture and could include hotels, restaurants, tasting rooms, and small-scale retail. He stated that he felt that the Hospitality

Zone was an ideal area for a Master Planned Community and explained that this would give the city more control over the land uses in the area. He explained that allowed uses and design standards would be determined during the Comprehensive Planning stage. Mayor Rosener commented that it was important that the LOI not be overly prescriptive so as to provide the city with flexibility if a new change to state law occurred. Mr. Rutledge outlined that the LOI only needed to cite the anticipated number of housing units and jobs for the entire area. He provided an overview of the open house event and survey results on pages 5-9 of the presentation. He reported that an estimated 75-100 people attended and 46 people had filled out the survey and discussion of the survey results occurred. Mr. Rutledge commented that staff could collect additional community feedback and Council discussed the need for the feedback to be gathered after educational material on the project had been provided to survey takers. Community Development Director Rutledge recapped that the LOI was due by December 1<sup>st</sup> and clarified that the LOI was not binding but would allow staff to start working on the application. He stated that in order to submit the application in time, staff needed clear direction from Council by the end of January 2024. Council asked that an additional work session on the topic be scheduled for February and March 2024. Mr. Rutledge stated that staff would bring a resolution to Council as well as updated appendices and Title 11 findings in March 2024. Mayor Rosener asked that staff present options to Council by the January work session. Discussion regarding the LOI occurred and Council stated they wished to use the language of “up to” when discussing the proposed acreage as well as citing the city’s possible utilization of new zoning types and multiple master plans. Mayor Rosener asked if Council wanted an additional work session to review the LOI and Council stated that an additional work session was not needed, but staff would provide the LOI to Council for feedback prior to its submittal. Councilor Scott asked that staff ensure that any work on annexation agreements be completed before the UGB was finalized. Mr. Rutledge replied that it was up to Council to determine if the city was ready to allow development via the approval of the ordinance. He clarified that there was a possibility that Metro may put a condition that the city complete its comprehensive planning within a certain timeframe, and if the city was unable to meet that condition, then the city would be out of compliance with its ask. Mayor Rosener spoke on HB 3414 and the need for the city to have updated annexation code in place prior to any new legislation getting passed. Council confirmed that the city could withdraw its ask prior to Metro’s decision and Mr. Rutledge replied that was correct.

*Record note: Prior to the meeting, Community Development Director Eric Rutledge provided Council Sherwood West work session presentation materials and Letter of Interest memo (see record, Exhibit C).*

## 5. ADJOURN:

Mayor Rosener adjourned the work session at 6:45 pm and convened a regular session.

## REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:01 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Doug Scott, and Dan Standke. Council President Keith Mays attended remotely. Councilors Renee Brouse and Taylor Giles were absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, IT Director Brad Crawford, Community Services Director Kristen Switzer, Community Development Director Eric Rutledge, Public Works

Director Craig Sheldon, HR Director Lydia McEvoy, Finance Director David Bodway, and City Recorder Sylvia Murphy.

**4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS BROUSE AND GILES WERE ABSENT).**

Mayor Rosener addressed the next agenda item.

**5. CONSENT AGENDA:**

- A. Approval of October 17, 2023, City Council Meeting Minutes**
- B. Approval of October 24, 2023, City Council Meeting Minutes**
- C. Resolution 2023-079, Appointing members of the City Charter Review Committee**
- D. Resolution 2023-081, Approving Sherwood Police Department Policy Updates**
- E. Resolution 2023-082, Appointing members of the Sherwood Youth Advisory Group**

**MOTION: FROM COUNCILOR YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILORS BROUSE AND GILES WERE ABSENT).**

Mayor Rosener addressed the next agenda item.

**6. CITIZEN COMMENTS:**

Sherwood residents Jim and Susan Claus came forward and Mr. Claus commented that he was considering pursuing litigation and spoke on the city's intent on developing "Urban Renewal District #2." He spoke on exhausting administrative remedies and stated that he was going to present the city with an offer, and if the city did not take the offer, it would show that the city had no intention of developing "that strip." He spoke on the location of Walmart and Council President Mays. He stated that he was working with ODOT to develop traffic patterns and commented that the property was "de-zoned and not developable" and stated he wished to work with the city's Planning Department. Susan Claus stated that the "property out on the highway" was put in the city's second Urban Renewal District, and there was a \$9 million allotment for a Cedar Brook Way extension, but it was not accounted for another 20 years. She stated that the land was some of the most valuable commercial property in Sherwood because of its location along Highway 99W. She referred to a separate city project for a "public right-of-way light" between Sunset and Meinecke. She stated that previously, a study group for that light had been formed and was comprised of ODOT, the city, and local landowners. She asked that a group be formed that included ODOT and the city to study the "public right-of-way light" project and stated that ODOT had committed to serving in the group, but because it was a city project, the city was the one who had to initiate the formation of the group. She stated that the project was a two-year process, and it was an important piece of infrastructure for the Urban Renewal District. She stated that it was the "commercial hub" of the area, and local landowners would appreciate having more information moving forward about the potential future development of the area. She stated that she and her family had gifted the Robin Hood Theater to the city and explained that there had been a process in place for doing so.

She stated that she and her family were also considering another gifting opportunity but needed it to undergo the necessary processes first. She stated that the city would greatly benefit from this opportunity.

Mayor Rosener addressed the next agenda item.

## **7. CITY MANAGER REPORT:**

City Manager Keith Campbell reported that a Veterans Day celebration would be held on November 10<sup>th</sup> at the Sherwood Center for the Arts with a presentation from Sig Unander. He reported that the Old Town Sherwood Art Walk would be held on November 30<sup>th</sup>.

Councilor Scott asked if there were plans to update the city's Transportation System Master Plan. Public Works Director Craig Sheldon replied that he believed that an update to the city's Transportation System Master Plan would begin next year and commented that he believed that it was included in the Five-Year CIP.

Police Chief Ty Hanlon reported on the Police Department's participation in the Old Town Halloween event.

Mayor Rosener addressed the next agenda item.

## **8. COUNCIL ANNOUNCEMENTS:**

Councilor Young welcomed the new members of the Youth Advisory Group.

Councilor Scott welcomed the new members of the Youth Advisory Group. He asked that drivers be more aware of pedestrians and bicyclists now that it was getting dark earlier. He reported that he attended the most recent Parks and Recreation Advisory Board meeting where they discussed the health of several local trees and the redesign of Murdock Park. He reported that the proceeds from the sale of the YMCA facility would be put towards city parks.

Councilor Standke reported that he attended the most recent Planning Commission meeting where they discussed food cart code and climate friendly communities code. He reported that he attended the Old Town Halloween event and commented on the use of the new Sherwood Festival Plaza. He reported that he attended the Diwali celebration at the Sherwood Center for the Arts.

Council President Mays commented that he was excited for the renovation of Murdock Park. He gave his kudos to city staff for their work putting up the tree lights. He asked that drivers be more aware of pedestrians and bicyclists now that it was getting dark earlier.

Councilor Young thanked Public Works staff for their work on the leaf pickup program.

Mayor Rosener reported that the Metro Mayors Consortium met with Metro to discuss solid waste and how to address inconsistencies in service locations and geographic equity. He reported on his attendance at the Washington County Mayors meeting where they met with the new Washington County Sheriff. He commented on the Old Town Halloween event and gave his kudos to the Sherwood Main Street Group for their work on the event.



**9. ADJOURN:**

Mayor Rosener adjourned the regular session at 7:25 pm and convened an executive session.

**EXECUTIVE SESSION**

- 1. CALL TO ORDER:** The meeting was called to order at 7:35 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Doug Scott, and Dan Standke. Council President Keith Mays and Councilor Taylor Giles attended remotely. Councilor Renee Brouse was absent.
- 3. STAFF PRESENT:** City Attorney Ryan Adams, City Manager Keith Campbell, IT Director Brad Crawford, Public Works Director Craig Sheldon, Finance Director David Bodway, and Sherwood Broadband Manager Brandon Price.
- 4. TOPICS:**
  - A. ORS 192.660(2)(f), Exempt Public Records**

**5. ADJOURN:**

The executive session was adjourned at 8:57 pm.

Attest:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor