



SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

Pursuant to House Bill 4212 (2020), this meeting will be conducted electronically and will be live streamed at <https://www.youtube.com/user/CityofSherwood>

January 4, 2022

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:33 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Russell Griffin, and Renee Brouse.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Finance Director David Bodway, Interim Police Chief Ty Hanlon, Senior Center Manager Maiya Martin Burbank and City Recorder Sylvia Murphy.

4. TOPICS

A. Becoming an Age Friendly City

Senior Center Manager Maiya Martin Burbank presented the "Age-Friendly Cities" PowerPoint presentation (see record, Exhibit A) and stated that the World Health Organization's guide for age-friendly cities was a city that adapted its structures and services to be accessible to, and inclusive of, older people with varying needs and capacities and in so doing provided for the needs of community members of all ages. She recapped that the Senior Advisory Board had asked that the City adopt the initiative of mindful planning and decision making to ensure that older adults were able to thrive and participate in the Sherwood community. She stated that the Senior Advisory Board believed that participating in the global network of age-friendly communities, would lead to a healthier, stronger community, as well as helping to prepare for demographic shifts over the coming decades. She expressed that in order to do this, it required that cities listen to, and include older adults in the decisions that affect their lives. She provided background on the history of the age-friendly city initiative and explained that the age-friendly city designation was both a program and a process to help guide cities to level the functional urban age gap and allow for equitable urban living for people of all ages. She outlined that there were eight components that went into making a city an age-friendly city. She addressed the Outdoor Spaces and Buildings component and explained that there was a need for clean and pleasant public spaces, pedestrian crossings that were sufficient in number with non-slip markings, visual and audio cues, and adequate crossing times, green spaces and sufficient outdoor seating that was well-maintained and safe, and services that were situated together and were accessible. She commented that Sherwood was viewed by many older adults to be a difficult city to live in because it was difficult to comfortably get from one place to another and was often cited as a reason why older people

moved away from Sherwood. She addressed the Transportation component and explained that public transportation needed to be reliable and frequent, sufficient priority parking and drop-off spots for people with special needs should be available and respected, specialized transportation should be available for disabled people, and roads and sidewalks should be well-maintained with covered drains and good lighting. She addressed the Housing component and explained that sufficient, affordable housing needed to be available in areas that were safe and close to services and the rest of the community, and the housing needed to be well-constructed and provide safe and comfortable shelter from the weather. She addressed the Social Participation component and explained that venues for events and activities needed to be conveniently located, accessible, well-lit and easily reachable by public transport, events needed to be held at times that were convenient for participation by all people, and there needed to be consistent outreach to include people at risk of social isolation. She addressed the Respect and Social Inclusion component and explained that older adults should be regularly consulted by public, voluntary, and commercial services on how to better serve them, older adults should be recognized for their past and present contributions, and older adults with less economic means should have good access to public, voluntary, and private services. She addressed the Civic Participation and Employment component and explained that a range of flexible options for older volunteers should be made available, with training, recognition, guidance, and compensation for personal costs, a range of flexible and appropriately paid opportunities for older adults should be promoted, and decision-making bodies in public, private, and voluntary sectors should encourage and facilitate membership of older people. She addressed the Communication and Information component and explained that a basic, effective communication system that reached community residents of all ages should be used, there should be wide public access to computers and the internet, at no or minimal charge, in public places such as government offices, community centers, and libraries, and those at risk for social isolation get one-on-one information from trusted individuals. She addressed the Community and Health Services component and explained that health and social services should be conveniently located and accessible by all means of transport, clear and accessible information should be provided about health and social services for older people, and community emergency planning should take into account the vulnerabilities and capacities of older adults. Ms. Burbank explained that becoming an age-friendly city was a five-year process that consisted of the formation of a board to include older adults in the civic process, which was fulfilled by the Senior Advisory Board. The process also required a community needs assessment, and she reported that most of the community needs assessment work had already been completed through the preparation for the Sherwood 2040 Comprehensive Plan. She explained that the next step in the process would be to formally submit their application to AARP and the WHO to officially begin the process. She reported that the application required a letter of support from the Mayor and/or City Council and would establish the mechanisms to involve older adults in the process, provide a baseline assessment of the current age-friendliness of Sherwood, illustrate the development of community-wide action plan, and the identification of indicators so progress could be measured. She clarified that Council could also pass a resolution or make a proclamation of the City's intent to be an age-friendly city. After that had been completed, the application and letter would be submitted and work to continue to make Sherwood and age-friendly city would continue. Mayor Mays commented he believed a lot of the necessary work for becoming an officially recognized age-friendly city had already been completed. Ms. Burbank replied that was correct and clarified that much of the work put into the 2040 Comprehensive Plan would make the application process much easier to accomplish. Councilor Young asked where the data that showed older adults were moving out of the Sherwood community came from? Ms. Burbank replied that that data was anecdotal based on what she had heard from seniors at the Senior Center who were moving out of the area. She added that there was data that showed that transportation needs and older adult livability statistics were a driving factor in seniors moving away from cities. Councilor Brouse gave her kudos to Ms. Burbank for her work on the Senior Advisory Board and commented that there was a lot of enthusiasm on the board to move

forward with this idea. Councilor Garland asked for an update regarding the City's purchase of a van to help assist with senior transportation needs? Ms. Burbank replied that a van had been ordered, but due to supply chain issues, the van had not been delivered yet. Public Works Director Craig Sheldon reported that the last update he had on the van delivery was that the van would hopefully be delivered by the end of this budget year. He explained that the bigger issue was that the small businesses that installed ADA ramps, would not order the ADA items until the van arrived, which would further delay the use of the van. Council President Rosener asked that the information on becoming an age-friendly city be included as a part of Council's upcoming visioning session. He commented that he would like more information on what some of the concrete plans were, forecasted costs, and if there were options besides AARP and the WHO for becoming an age-friendly city. Discussion occurred.

5. ADJOURNED:

Mayor Mays adjourned the work session at 6:53 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Mays called the meeting to order at 7:01 pm.
- 2. COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Russell Griffin, and Renee Brouse.
- 3. STAFF PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Finance Director David Bodway, Interim Police Chief Ty Hanlon, Economic Development Manager Bruce Coleman, City Engineer Bob Galati, Legal Counsel Spencer Parsons, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION TO AMEND: FROM COUNCILOR YOUNG TO ADD ITEM FOUR, NEW BUSINESS, THE SELECTION OF A COUNCIL PRESIDENT. SECONDED BY COUNCILOR GRIFFIN. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AMENDED AGENDA. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of December 7, 2021 City Council Meeting Minutes**
- B. Resolution 2022-001, Appointing Maggi Gerhard to the Sherwood Library Advisory Board**
- C. Resolution 2022-002, Adopting an Executive Session News Media Attendance Policy**
- D. Resolution 2022-003, Authorizing the City Manager to amend the professional services contract with Murraysmith to cover unanticipated costs due to project changes and delays**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS:

The City Recorder read aloud the testimony provided by Sherwood resident Dave Sweeney regarding the holiday season in Old Town. He suggested that lighted snowflakes, three to five feet in diameter, hang off the blue light poles in the downtown area. He commented the addition of the snowflakes would brighten up the downtown streets. He also suggested that exteriors of several municipal buildings, such as the Library and the Center for the Arts, be used as a “blank canvas” for lighted Christmas displays. He stated these additions would help take the Sherwood Christmas lights experience to the next level.

Council President Rosener suggested that Mr. Sweeney send his suggestions to the Cultural Arts Commission to take into consideration. Councilor Griffin agreed with Council President Rosener and commented that he thought it would be fun to add more decorations to the downtown area.

Mayor Mays addressed the next agenda item.

7. PRESENTATIONS:

A. Proclamation, Proclaiming December 15, 2021 as Arbor Day

Mayor Mays proclaimed December 15, 2021 as Arbor Day in the City of Sherwood.

Mayor Mays addressed the next agenda item.

B. Introduction of new Westside Economic Alliance Executive Director

Economic Development Manager Bruce Coleman introduced the new Westside Economic Alliance Executive Director Gail Greenman and stated she had an extensive background in policy advocacy. He explained that her role was to be a, “visionary, strategic leader” for the organization and to work on governmental affairs. He reported that prior to her role at the WEA, Ms. Greenman served as a lead federal public affair professional at the Oregon Farm Bureau where she formed many relationships with the congressional delegation from Oregon. She also served as the federal policy advisor in the educational area and was the Director of Governmental Affairs for the National Association of Federally Impacted Schools. Ms. Greenman explained that she came to the WEA with 25 years of experience primarily in the federal policy realm. She stated she started with the WEA in September 2021 and commented she had received a tour of Sherwood from Economic Development Manager Bruce Coleman in October 2021. She presented the “WEA” PowerPoint presentation (see record, Exhibit B) and explained that the WEA was a non-profit and their membership was comprised of three areas: business, public, and affiliate. She explained that public membership included cities and counties, regional government, school districts, special service districts, and state agencies. She reported that the WEA primarily monitored local, regional, state issues, and recently had started to monitor federal issues. She stated the WEA had a committee structure, which included the Land Use and Housing Committee, Transportation Committee, and a Government Affairs

Committee. She stated that the WEA provided unique opportunities for its public and private members to network and collaborate with each other. She outlined the Westside Economic Alliance's vision and values statements. She provided an overview of the Executive Committee and Board of Directors members. She thanked Council for their hard work and public service. Mayor Mays asked Ms. Greenman if the vision, goals, or mission had changed at the WEA since she started there? Ms. Greenman replied that there had been no changes made to the value statement or the mission statement but there was a new officer in the Treasurer position as well as some outgoing members due to retirement.

Mayor Mays addressed the next agenda item.

8. NEW BUSINESS:

A. Selection of Council President

Mayor Mays explained that it was time to elect a Council President for the new year and thanked current Council President Tim Rosener for his service over the past year. Mayor Mays asked for nominations. Councilor Scott nominated current Council President Rosener. Councilor Young seconded the nomination. Councilor Rosener accepted the nomination. Councilor Young asked what the Council President position was responsible for? Council President Rosener replied that the position required him to attend various meetings, occasionally attending meetings in place of Mayor Mays when Mayor Mays was unable to attend, and several seasonal events. He reported he was appointed to the National League of Cities Broadband and Telecommunications committee. He explained that he met with Mayor Mays and City Manager Keith Campbell weekly to ensure everyone was on the same page. With no other nominations received, Mayor Mays called for a vote.

VOTE: ELECTING COUNCILOR TIM ROSENER AS COUNCIL PRESIDENT. VOTE PASSED, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Keith Campbell thanked Public Works staff for their work during the recent inclement weather. Council President Roseñer also thanked the Public Works staff for their work during the inclement weather and added his thanks for their year-round work taking care of the roads and infrastructure in Sherwood. Mayor Mays stated he agreed with Council President Rosener's comments. Councilor Scott thanked City Manager Campbell for his frequent updates throughout the weather event. City Manager Campbell thanked Police Department staff who worked over the holidays and during the inclement weather, and their hard work year-round.

Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Young thanked Public Works staff for their work during the inclement weather. She commented that she felt that the holiday lights downtown looked very good, but she also liked Mr. Sweeney's ideas. She spoke on the Robin Hood Holiday Festival and commented she was very pleased with the event and the

crowd turnout. She reported she had been selected to serve on the League of Oregon Cities Finance and Taxation policy committee in 2022.

Councilor Griffin reported he attended the Parks and Recreation Advisory Board meeting and reported that the board had requested a work session to hold an in-depth discussion about the Parks and Recreation Master Plan and future projects and objectives.

Councilor Brouse reported that the Library Advisory Board was seeking public input to determine which order to bring back some of the public events. She reported they had won a \$2,000 grant through the Cultural Coalition to fund a program that will welcome and celebrate immigrants coming into the community of Sherwood. She reported that the Sherwood Chamber of Commerce annual awards dinner would be held February 24th at the Sherwood Center for the Arts, and they were seeking various nominees for business and business leaders. She reported that May 14th would be the Sherwood Police Foundation Gala which would be held at Vine & Sparrow.

Councilor Garland reported that the Cultural Arts commission was continuing their work. He reported the Sherwood Center for the Arts puzzle competition would be held in-person on February 26th.

Councilor Scott reported that the next Planning Commission meeting would be held on January 11th, and the January 25th Planning Commission meeting would have three public hearings. He reported that the Planning Commission was seeking applicants to fill two vacancies.

Council President Rosener reported he attended the CAC meeting for the Sherwood West Relook project where they discussed how to finetune their message to the community. He commented that the CAC was also discussing the need for park land in Sherwood West, as well as a signature park for that area. He reported that the Sip and Spell would be held in-person on February 3rd.

Mayor Mays gave his kudos to City staff for their work over the holidays and inclement weather. He reported that January 1st marked his first day as Past President of the League of Oregon Cities. Council President Rosener thanked Mayor Mays for his work as the President of the LOC over the previous year.

11. ADJOURN:

Mayor Mays adjourned the regular session at 7:48 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor