



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**May 2, 2023**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Taylor Giles, and Renee Brouse. Councilor Dan Standke was absent.
3. **STAFF PRESENT:** City Manager Keith Campbell, Community Services Director Kristen Switzer, City Attorney Ryan Adams, IT Director Brad Crawford, Community Development Director Eric Rutledge, Economic Development Manager Bruce Coleman, Planning Manager Erika Palmer, Public Works Operations Supervisor Rich Sattler, Public Works Director Craig Sheldon, Senior Planner Joy Chang, City Engineer Jason Waters, Finance Director David Bodway, Police Chief Ty Hanlon, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** KPFF consultants Curt Vanderzanden, John Breshears, Craig Totten, Nick Halsey, Wes Shoger, and Ted Ketchum.

**4. TOPICS:**

**A. Food Cart Regulations**

Planning Manager Erika Palmer presented the "Mobile Food Vendors 'Trucks, Carts, Pods'" PowerPoint presentation (see record, Exhibit A) and provided background. She recapped that a previous work session had been held on the topic in fall 2022 and Council had asked staff to research what food cart pod sites would look like in Sherwood. She reported that staff started with the downtown area and explained that they had identified city-owned lots, privately-owned lots, and Retail Commercial lots with food cart potential. She outlined that most downtown plots were 5,000 square feet, many sites had constraints, and there were not many vacant lots in downtown Sherwood. Community Development Director Eric Rutledge clarified that the 5,000 square foot lots were primarily privately-owned lots and the city-owned lots tended to be slightly larger and explained that if Council decided to allow food carts on privately-owned lots only, then the development would likely be smaller. Ms. Palmer provided an overview of "Option 1 – Old town Sherwood" on page 4 of the presentation and explained that this was a mockup of a 5,000 square foot lot and noted that a lot that size could hold up to five food carts. She commented that Council had previously stated that if food carts were to be permitted, then it should be a destination with a permanent structure and said that it would be difficult to do those things on a 5,000 square foot lot. Councilor Scott stated that they wanted a permanent structure with windows, bathrooms, plumbing, etc. and those things should be required in a food cart pod development. He continued that he



did not want to focus on where, format, and size and instead focus on determining what requirements Council wanted and then work backwards from there. Ms. Palmer addressed "Option 2 – Retail/General Commercial Zone" and explained that this option would allow for food cart pods to be in the Retail or General Commercial Zone with draft standards. She stated that Option 3 was to not allow food cart pods. Community Development Director Rutledge referred to Option 2 and explained that development could occur on a currently vacant site and be developed as a food cart pod site. He explained that he felt it was more likely that a portion of an existing commercial center would be redeveloped as a food cart pod. He continued that the city could draft a code for parking requirements and the developer would need to demonstrate that they still met the parking minimums and other commercial center standards with the food cart pod in place. He clarified that Council would need to adopt food cart pod standards to codify what a food cart pod in Sherwood needed to look like and developers would need to make those standards work for their site. Discussion occurred and Council commented that they liked the idea of the food cart pod being a destination and that ideally, it would be located in Old Town, but the available lots in downtown Sherwood did not lend themselves to the type of food cart pod they wanted. Councilor Giles suggested a food cart pod be located near the high school to service the area as it developed and commented that the Sherwood West Plan should include zoning to allow for the development of a food cart pod. Discussion occurred and Mr. Rutledge commented that it would be difficult to fit everything Council wanted for a food cart pod into a 5,000 square foot lot, unless the city allowed for minimal setbacks. Council discussed how many food carts were needed in order for the pod to be considered a "destination" and Council determined that 5-6 carts plus a permanent structure, bathrooms, indoor seating, and liquor license were needed. Councilor Scott commented that Council did not need to specify the minimum number of carts because the market would drive the minimum, but Council should determine what amenities and structures were required on the site. He commented that developers had told him that a lot size of 8,000-10,000 square feet was needed for a food cart pod with the requirements Council wanted. Mayor Rosener stated that he agreed that the market would drive the number of carts and that Council needed to have their standards in place. Council determined a minimum of five food carts should be required for a food cart pod. Discussion regarding the cost to the city to service a food cart pod site versus the taxes the city would be paid from the site occurred. Council President Mays commented that he wanted to look into creating a different type of business license for the individual carts so there was a monthly or annual fee to offset the loss of revenue to the city. Council commented that the fee should not be prohibitively expensive. Mr. Rutledge explained that staff would bring back more information on other alternatives and assessed value concerns. He stated staff would bring back code language that would likely prevent a 5,000 square foot lot from working. Councilor Young asked if a minimum lot size could be used instead. Mr. Rutledge replied that that was also an option. Council spoke on possible legislation from the state regarding changes to parking requirements. Community Development Director Rutledge and staff recapped Council's desires for food cart pods as: the requirement of a Conditional Use Permit with site plan; a permanent structure with indoor seating and a minimum canopy size; liquor license for the permanent structure; the site needed to be plumbed; the possible requirement of 1-2 year leases for the carts at the site; appropriate screening for the carts; a minimum distance between carts; site to meet parking standards; site met Old Town design standards, if located in Old Town; the flexibility to allow for food cart pods on 5,000 square foot lots if the design met the standards; and allow for food cart pods in Retail/Commercial Zones. He stated that staff would bring back more information to Council for a future work session.

*Record Note: Planning Manager Erika Palmer provided Council with supplemental information on mobile food vendors via email prior to the work session (see record, Exhibit B).*

## **B. 99W Pedestrian Bridge Lighting Discussion**

Public Works Director Craig Sheldon introduced KPFF consultant Curt Vanderzanden and explained the project was still on schedule to reach 100% design by the end of May or early June and would likely go



out to bid in early July. Mr. Vanderzanden presented the "Sherwood 99W Pedestrian Bridge Crossing" PowerPoint presentation (see record, Exhibit C) and outlined that he and his team were looking for Council feedback regarding the lighting system, bridge paint color, and bridge art opportunity refinement. KPFF Architect John Breshears provided an overview of the overall lighting plan for the pedestrian bridge and explained that there were four lighting types that the bridge would use and were: poles, handrails, arches, and walls. He stated that the pole lights were 12-feet tall, silver in color to match the steel on the bridge, and were symbolized by the dots on the map on page 4 of the presentation. He noted that all of the lights were LEDs. He stated that the purple strips on page 4 symbolized the handrail light fixtures and explained that the lights were embedded in the top of the railing and would be placed 54-inches above the ground to function as a guard rail for pedestrians and bicyclists. Council asked regarding the maintenance of the handrail lights and Mr. Breshears explained that there were two vendors who could supply these lights and the LEDs could easily be changed out or repaired. Council asked regarding vandalism which damaged the wires. Mr. Breshears replied that the housing was tamper-proof, but if the wire was damaged, the company would need to come out and fix the unit. He outlined that the lights used for the arches and the lights used for the walls were able to be changed if Council wished. Council asked regarding lumens. Mr. Breshears replied that the selected lights met the safety standards for illumination. He provided an overview of the differences between decorative lighting, pre-set lighting scenes, and safety lighting on page 6 of the presentation. He spoke on decorative lighting and explained that it was possible to control every single decorative light individually and stated that this was something Council needed to decide on soon. Discussion occurred and Mr. Breshears clarified that each light could be controlled independently if a separate control system was purchased that sent a wire to each individual fixture. He continued, if a smaller control system was purchased that sent a wire to each side of each span, then that span could be controlled. Council asked for more information on the price differences between a larger control system and a smaller control system. Mr. Breshears commented that he recommended having the manufacturer set up lighting presets. Council asked how quickly the color lighting could be changed. Mr. Breshears replied that he recommended having the manufacturer create the preset since they were the most familiar with the technology, and then when the city wanted the colors changed, they could either reach out to the manufacturer or pay for a subscription service to allow the city to be able to change the colors. Council asked that it be required that Public Works be supplied with the full electrical schematics for the bridge. Mr. Breshears provided an overview of the railing mesh. Council asked regarding public safety features on and near the bridge. Mr. Vanderzanden replied that the main security feature would be security cameras and stated that they would work with Public Works to ensure there was good coverage and the railing mesh was difficult to climb and would make vandalizing the bridge arches difficult. Mr. Breshears stated that more detail on the project's anti-vandalism measures would be added. He recapped that Council had narrowed the bridge paint color down to either white or deep red and provided an overview of what each color would look like during the daytime and nighttime on pages 8-12 of the presentation. Discussion regarding which color to choose occurred and Council asked that a community survey be published that showed the pictures from pages 8-12 of Exhibit C to gather feedback from residents. Mr. Vanderzanden explained that Council had until early June to decide on a paint color. Mr. Vanderzanden addressed bridge artwork and provided an overview of the medallions at belvederes art option on page 14 of the presentation. He explained that there would be four 18-inch medallions at the belvederes and four 24-inch medallions at the pathway nodes. He explained that these medallions could be installed at any time after the bridge was constructed and asked if this was something Council wanted. Council replied they wanted to proceed with the medallions. Mr. Vanderzanden addressed the option of having a sculpture at the west approach. Council signaled they wanted this option. He addressed the east side options of: vertical elements and a sculpture at the approach, a custom concrete form on the wall, a surface mounted sign on the wall, or a screen in front of the wall on pages 16-19. Discussion occurred and Council determined that they wished to have a custom concrete form for the east wall.



### C. Capital Improvement Plan (CIP) Review

Public Works Director Craig Sheldon referred to the "23-24 CIP Project Summary Table" (see record, Exhibit D) handout and explained that Finance was still working on the final numbers for some of the projects listed in the table. He explained that the "Schaumburg Street" project was behind schedule, so the final cost would change. He explained that the city was currently down two engineers, and staff would prioritize projects that aligned with City Council goals. He clarified that there were several thousand hours of engineering work needed for some of the projects and the city would likely need to contract out the work in order to proceed with the projects, but it was a possibility that the projects may be delayed. He noted that there was \$40 million worth of projects tied to Council goals. Mr. Sheldon stated that per the Council's goals, staff were prioritizing the pedestrian bridge, Ice Age Drive, the Cedar Creek Trail separated grade crossing, Cedar Creek Trail supplemental work, and maintenance projects. He reported that the project was not noted in the table, but the city had received several complaints about the pedestrian crossing on Sunset and the project had been started but was not yet complete. He explained that there were currently no traffic calming projects underway, but some projects should be added and a consulting service should be hired using the traffic calming funds to help move those projects along. Council President Mays asked if a new pedestrian crossing standard would be created soon. Mr. Sheldon replied he would bring back options for Council to consider. Mayor Rosener stated that he was okay if the city contracted out work when necessary if it meant getting projects done. Public Works Director Sheldon addressed the "Tualatin-Sherwood Road Widening" project and explained that this was a multi-year project and the city was coordinating some of the water line aspects of the project. He addressed the "Oregon Street Improvements" project and stated that more information on the tannery site cleanup would be available soon and explained that Oregon Street also had a Regional Water Quality facility, and needed storm drainage work. He addressed the "Arrow Street" project and explained that the city would contribute to the design and construction of the street as a part of the county project. Councilor Scott asked when construction on Oregon Street would start. City Engineer Jason Waters explained that the construction on Oregon Street had been paused in order to sync up the project with the tannery site cleanup project. He explained that it would take roughly two years to procure the environmental permits for the cleanup. Mr. Sheldon addressed the "Schaumburg sewer line" project and reported that there was roughly \$500,000 worth of sewer projects to complete including upsizing a line from 6 inches to 8 inches. He stated that there were not enough funds in the city's Sanitary Fund to complete the \$500,000 worth of sanitary projects. He stated that the city had applied for ARPA funds to help assist with the cost of the sanitary projects and commented that he was not confident that ARPA or any state funds would be enough to cover the necessary costs. Council President Mays asked if the city had made efforts to correct the deficit in Sanitary Sewer Funds. Public Works Director Sheldon explained that the city had raised commercial rates and would also be proposing an additional rate increase. Council President Mays commented that Council may need to discuss how to move forward when it came to sanitary sewer projects and funding because sewer maintenance was a priority. Mr. Sheldon addressed the "Ice Age Drive" project and explained that if the city did not pay for the contract in the current fiscal year for proposed URA Resolution 2023-004, then it would need to be taken out of next year's budget. He clarified that the city would be reimbursed for any unused funds for the quoted \$2 million amount. He addressed traffic calming and explained that some of the funds would be spent on the Sunset Boulevard pedestrian crossings. He addressed the "Woodhaven Swales" project and explained that it was a maintenance project. He addressed the "Citywide Catch basin remediation program" project and explained that this was an ongoing project. Discussion regarding available funds for Traffic Safety Committee traffic calming projects and the need to create a process for managing traffic calming projects occurred. Mr. Sheldon addressed the "Water Quality Facility Refurbishments" project and explained that it was a maintenance project. He addressed the "2<sup>nd</sup> & Park Streets SWF Rehabilitation" project and explained that it was for updates for a pond in Stella Olsen Park. He addressed the "Brookman Area Sanitary Sewer Trunkline Extension Design & Construction" project and explained that there would be an expense out of the Sanitary Fund for the city's portion of the project.



and the city needed to determine how that would be funded. He added that there would be IGAs with Clean Water Services for the project because the city was responsible for pipes up to 12-inches. He addressed the "Old Town Laterals" project and explained that it would be removed from the CIP list as it was more of a maintenance project. Public Works Director Sheldon addressed the "WIF Capacity Improvements to 6.2 mgd" project and explained that the project would be completed soon. He stated that the figure quoted for the "WRWTP – 20 mgd expansion" project was the estimate of what would be spent in the next year and the project should be mostly completed in the next year. He addressed the "Public Works Facility" project and explained that no money had been budgeted for the project because the site needed to be cleaned up before money could be spent on a facility. He addressed the "Tannery Site" project and commented that the city would apply for Brownfield grants. Mayor Rosener added that the city had also applied for state and federal level grants for the project but it was unlikely that the city would be selected for any of those grants. Mr. Sheldon addressed the "Oregon St @ Tonquin Rd & Murdock Rd Improvements" project and commented that he hoped to bring someone on to assist with the project if it was a Council priority. He stated that there were many CIP projects and the Council needed to determine if they wanted to use Transient Lodging Tax funds to assist with some of the project costs. Mayor Rosener commented that Council would likely need to hold a work session to determine the priority order for CIP projects given the available funds and staff time. Mr. Sheldon explained that he prioritized projects that were tied to Council goals and included an estimate of staff time to give Council an idea of what the project entailed. He explained that all of the other CIP projects were captured in the "FY 23/24 Five Year Capital Improvement Plan" table (see record, Exhibit E). Mr. Sheldon summarized the five-year CIP table and Council President Mays stated that Council needed to determine if they supported the new projects or if any should be removed from the list. Mayor Rosener asked if there were any projects listed in the five-year CIP plan that should have been listed in the one-year CIP plan? Council signaled there were no projects listed in the five-year CIP plan that should have been listed in the one-year CIP plan. Mayor Rosener suggested that a work session be scheduled to go over the five-year CIP plan in detail, but the one-year CIP plan took priority when it came to budgeting. Public Works Director Sheldon said he would need a budget for the five-year CIP plan and both the one-year and the five-year CIP plans needed to be discussed by Council prior to the approval of the budget since both plans were a part of the budget. Councilor Giles commented he appreciated the format of the tables and liked how each project was tied to a Council goal. Mayor Rosener asked that a work session be scheduled to discuss the five-year CIP plan. Discussion occurred regarding the budget and the five-year CIP plan. Finance Director Bodway explained that the one-year CIP plan was built into the city's budget, while the five-year CIP plan was outlined in the budget document which showed various city projects and the potential future dollar amounts for the projects. He clarified that the projects and their potential future dollar amounts in that section were not binding. Mayor Rosener asked that a work session be scheduled to discuss the five-year CIP plan in June.

## **5. ADJOURN:**

Mayor Rosener adjourned the work session at 7:08 pm and convened a regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:15 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Taylor Giles, and Renee Brouse. Councilor Dan Standke was absent.



**3. STAFF PRESENT:** City Manager Keith Campbell, Community Services Director Kristen Switzer, City Attorney Ryan Adams, IT Director Brad Crawford, Community Development Director Eric Rutledge, Planning Manager Erika Palmer, Public Works Operations Supervisor Rich Sattler, Public Works Director Craig Sheldon, City Engineer Jason Waters, Finance Director David Bodway, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

**4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR BROUSE TO APPROVE THE AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR STANDKE WAS ABSENT).**

**5. CONSENT AGENDA:**

- A. Approval of April 18, 2023 City Council Meeting Minutes**
- B. Resolution 2023-027, Authorizing City Manager to Surplus Equipment for Auction**
- C. Resolution 2023-028, Appoint Lavette Columbo to the Sherwood Senior Advisory Board**
- D. Resolution 2023-029, Adopting a Plan of Action for Revenue Recognition, Cut-Off of Expenditures and Recording of Revenue in the Appropriate Funds**
- E. Resolution 2023-030, Creating New City Funds, Public Art Fund, Economic Development and Promotion Fund and Investment Fund**

**MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR STANDKE WAS ABSENT).**

**6. CITIZEN COMMENTS:**

There were no citizen comments and Mayor Rosener addressed the next agenda item.

**7. PRESENTATIONS:**

**A. Recognition of 2023 Oregon Youth Governor Appointee – Kylie Johnson**

Mayor Rosener explained that Sherwood resident Kylie Johnson had been selected as the 2023 Oregon Youth Governor Appointee. Ms. Johnson came forward and Mayor Rosener asked her how many other students had been nominated. Ms. Johnson replied that there were 60-70 students in the program and three candidates, including herself, had campaigned. She spoke on her campaign and her experience and stated that it was a very friendly but competitive experience. Mayor Rosener explained that Ms. Johnson had previously introduced a mock bill on ranked choice voting and had met with Representative Neron and several directors from the Secretary of State's office about her bill. Ms. Johnson thanked Mayor Rosener for connecting her with Representative Neron and stated that it was a great experience getting to speak with her. She explained that the Youth and Government Program was run by the YMCA and held a yearly legislative conference in February. She explained that leading up to the conference, participants would meet with their delegation, which was comprised of other local students, and participants would learn about the legislative process including how to write a bill. She stated that in her freshman year, she wrote a mock bill on ranked choice voting with Eli Rosener and presented the bill during the Youth and Government Legislative Conference. She stated that the program also offered other opportunities including CONA (Conference on National Affairs), which she would attend for the

second time this year. Councilor Giles asked Ms. Johnson what her responsibilities would be as Youth Governor. Ms. Johnson replied that she was responsible for helping run the program as well as serving on the program committee as the Youth Appointee. As Youth Governor, she was invited to speak at several events such as an Oregon Higher Education Coordinating Commission meeting and would attend the Youth Governor's Conference in Washington D.C. where she would learn how to lead and govern a community. As the Youth Governor, she would also be responsible for signing or vetoing the bills proposed at the next Youth and Government Legislative Conference. Councilor Young congratulated Ms. Johnson and commented that she hoped Oregon's program would grow in the coming years. Councilor Brouse asked Ms. Johnson about her future plans. Ms. Johnson replied that she would like to complete several internships before she graduated high school and would like to study political science and history in college. Council presented Ms. Johnson with a certificate and congratulated her on her achievement.

Mayor Rosener addressed the next agenda item.

**B. Recognition of 2023 Oregon Mayor's Association "If I Were Mayor" Middle School Entry Contest Winner – Addison Selby**

Mayor Rosener explained that this was the first year that Sherwood was participating in the OMA's "If I Were Mayor..." contest and provided background on how the program worked. Mayor Rosener stated that Sherwood resident Addison Selby was selected as the winner of the Middle School Entry for the contest. Ms. Selby came forward and Mayor Rosener stated that he had enjoyed Ms. Selby's essay and asked her to provide background information on her essay. Ms. Selby explained that as mayor, she would conduct polls to determine what it was that her constituents wanted. Mayor Rosener commented that understanding what the community wanted was a key aspect of serving on Council. Ms. Selby explained that as mayor, she would try to create activities that would benefit the community, such as building a community center. Council President Mays congratulated Ms. Selby on her achievement. Councilor Brouse asked how she had decided to enter into the contest. Ms. Selby explained that her social studies teacher told her about the contest, and she had decided to enter. Council presented Ms. Selby with a certificate and congratulated her on her achievement.

Mayor Rosener addressed the next agenda item and the City Recorder read aloud the public hearings statement.

**8. PUBLIC HEARINGS:**

**A. Resolution 2023-031, Adopting a Supplemental Budget for fiscal year 2022-23 and making appropriations**

Finance Director David Bodway presented the "Supplemental Budget" PowerPoint presentation (see record, Exhibit F) and provided background on Oregon and local budget law. He stated that supplemental budgets were common and authorized by Oregon State Law to account for unforeseen financial needs or for new revenue sources. He explained that the city typically completed one mid-year adjustment and another adjustment near the end of the year. He reported that this year's adjustment amount was large enough to necessitate a public hearing. He reported that the General Fund came in almost \$847,000 higher than originally projected and there had been additional, unexpected expenses



that included City Attorney recruitment, Public Safety salaries, and City Hall reroofing carryover. He stated that he recommended putting the remaining \$507,547 in reserve for future years. Mr. Bodway reported that the General Fund had also received several unexpected additional funds and provided an overview of the items on page 4 of the presentation. He stated that additional funds included: an updated IGA with Washington County to assist with funding for the Senior Center and the Arts Center was exceeding original expectations in both Facility Rental and Class Fees. He reported that the digital reader board for the Arts Center had come in after fiscal year end which offset some of their revenue and the city was still contracting for building plan review services as they had been unable to fill the position thus far. He stated that the one-time payment to union members came to \$382,169 and explained that he recommended leaving that amount under Contingency and then, in the next supplemental budget in June, move those funds to the appropriate funds and departments. He stated that the total proposed FY22-23 use of funds totaled \$508,669 and the funds in Reserve for Future Years totaled \$4,538,974. He noted that some of that total would be reserved for the City Investment Fund and would be moved during the budget process. Mayor Rosener asked how much of the offsetting expenses from the Arts Center were from the digital reader board. Finance Director Bodway replied that the reader board was approximately \$31,000. He addressed the Debt Service Fund and explained this was a fund that the city was trying to move out of the remaining balance and into the General Fund. He reported that the budget document had been prepared correctly last June, but there was an error in the resolution where the money that was supposed to be transferred out was accidentally included in the Debt Service Fund. He explained that this was fixing that error so there would not be an over expenditure. He addressed the Grant Fund and explained that the additional beginning fund balance was lower than expected due to the timing of the ARPA dollars and noted that if the dollars had not been allocated to a specific program or government service, then it should be recorded as deferred revenue. He continued that this error had been corrected in the financial statements for June 30<sup>th</sup> and everything was balanced, and the auditors had signed off on the audit report. He noted that the ARPA funds had earned more interest than anticipated. He explained that the ARPA funds and CEP grant money had originally been placed in Contingency in case Council had decided on how they wished to allocate the ARPA dollars and stated that there had been a second round of the CEP applications. He noted that ARPA dollars had been transferred out to the General Fund and \$60,000 in grants had been awarded and was reflected under Operations. He addressed the General Construction Fund and explained that the fund came in higher than projected due to the timing of the Cedar Creek Trail project and stated that he recommended allocating the additional rollover fund balance to the Capital appropriation line item since there were additional expenses associated with the Cedar Creek Trail Project. He addressed the Water Fund and explained that the beginning fund balance for the Water Fund was lower than projected due to the timing of various projects. He stated that he recommended utilizing the \$290,000 in contingency for Operations in order to pay for reservoir repairs in Snyder Park. Mayor Rosener gave his kudos to the Finance Department for being good stewards of the city's funds and explained that a supplemental budget was used to move dollars between different funds and was not an indicator that the city had budgeted poorly and was also a state requirement. Mayor Rosener opened the public hearing portion of the meeting and asked for public comment on the proposed resolution. Hearing none, Mayor Rosener closed the public hearing and asked for questions or a motion from Council.

**MOTION: FROM COUNCILOR YOUNG TO APPROVE RESOLUTION 2023-031, ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2022-23 AND MAKING APPROPRIATIONS. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR STANDKE WAS ABSENT).**



Mayor Rosener addressed the next agenda item.

**B. Ordinance 2023-004, Adopting the Sherwood Procurement Code, Chapter 1.10 (First Reading)**

City Attorney Ryan Adams explained that this had been discussed at several work sessions and reported that the state allowed cities to adopt their own procurement code. He provided background and explained that the city's procurement code had not been updated since 2005 and the proposed ordinance reflected both the wishes of Council as well as the recommendations from the LOC's model ordinance. He outlined that small procurement contracts were contracts that were under \$10,000 and required no competition. Intermediate procurement contracts were contracts between \$10,000-\$150,000 and stipulated that three informal quotes be obtained and the selected quote be the one that provided the best value to the city. Formal procurement was needed for contracts over \$150,000 and needed Council approval. Mayor Rosener opened the public hearing portion of the meeting and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for questions or discussion from Council.

Mayor Rosener addressed the next agenda item.

**9. CITY MANAGER REPORT:**

City Manager Keith Campbell reported that the Cannery Square Saturday Market would open on May 6<sup>th</sup>. The Community Shred & Food Drive event would be held at the Police Department on May 6<sup>th</sup>. Coffee with the Force would be held on May 6<sup>th</sup> at Dutch Bros. Councilor Giles asked for more information on the Coffee with the Force event and Chief Hanlon explained.

Mayor Rosener addressed the next agenda item.

**10. COUNCIL ANNOUNCEMENTS:**

Councilor Scott reported he attended the most recent Parks and Recreation Advisory Board meeting where they discussed tree removals, pickleball, and CIP projects relating to parks. He reported that he would attend the TVF&R Citizens Academy program.

Councilor Brouse reported that the Boots & Bling Gala was held on April 28<sup>th</sup> and reported that the funds raised from the event would go towards purchasing safety equipment and technology for public safety. She reported that the Senior Advisory Board would meet next week. She reported that she attended the Housing Advisory Committee meeting where they received a tour of a new supportive housing development in Aloha.

Councilor Giles reported that he was unable to attend the most recent Library Advisory Board meeting as he attended the joint work session with the Sherwood School District. He reported that May 6<sup>th</sup> was Free Comic Book Day at the Library and outlined upcoming events at the Library.

Councilor Young reported that she attended the joint work session with the Sherwood School District. She attended the most recent Police Advisory Board meeting and reported that the board would soon



have a vacancy and urged those interested to apply. She reported that she attended the Boots & Bling Gala. She reported that a voter's forum would be held at City Hall on May 3<sup>rd</sup>.

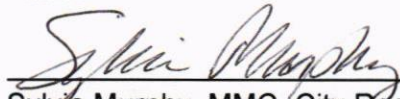
Council President Mays urged residents to vote and turn in their ballots. He reported that he attended the Boots & Bling Gala. He gave his kudos to Public Works Director Craig Sheldon and his team for their work keeping Sherwood's parks, streets, and trails looking nice.

Mayor Rosener reported he attended the Metro Mayors Association meeting where they discussed legislation coming out of Salem including tolling and HB 3414. He reported he attended the Metro Policy Advisory Council meeting where they discussed the urban growth planning process and housing studies. He reported that Veterans Park would hold an opening ceremony with the American Legion in June.

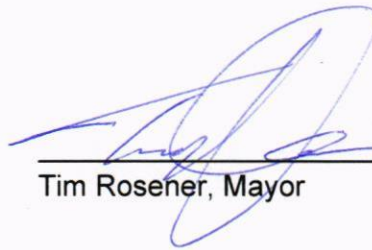
#### 11. ADJOURN:

Mayor Rosener adjourned the regular session at 8:08 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor