



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 29, 2022

SPECIAL SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, and Renee Brouse. Councilors Sean Garland and Taylor Giles participated remotely. Councilor Doug Scott was absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Public Works Director Craig Sheldon, Interim City Attorney Alan Rappleyea, Police Chief Ty Hanlon, Finance Director David Bodway, Community Services Director Kristen Switzer, Public Works Utility Manager Rich Sattler, HR Manager Rebecca Tabra, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

Mayor Mays addressed the next agenda item.

5. CONSENT AGENDA:

- A. **Approval of June 21, 2022 City Council Meeting Minutes**
- B. **Resolution 2022-040, Authorizing City Manager to Enter into Contract for Certified Arborist and Tree Services**
- C. **Resolution 2022-041, Authorizing an Intergovernmental Agreement with the Sherwood Urban Renewal Agency for the Sherwood Broadband Project**
- D. **Resolution 2022-042, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues**
- E. **Resolution 2022-043, Reappointing Caz Thomson to the Sherwood Senior Advisory Board**
- F. **Resolution 2022-044, Reappointing Donna Nevedal to the Sherwood Senior Advisory Board**
- G. **Resolution 2022-045, Reappointing Eugene Stewart to the Sherwood Senior Advisory Board**
- H. **Resolution 2022-046, Authorizing an Intergovernmental Agreement with the Willamette Water Supply System Commission for System Interconnection**

- I. Resolution 2022-047, Authorizing Granting Easements to the Willamette Water Supply System Commission**
- J. Resolution 2022-048, Approving the City Investment Policy and Authorizing Investments**
- K. Resolution 2022-049, Transferring budget expenditure appropriations between categories for fiscal year 2021-22**

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

Mayor Mays addressed the next agenda item.

6. CITIZEN COMMENTS:

None.

Mayor Mays addressed the next agenda item and the City Recorder read aloud the public hearings statement for all public hearing items.

7. PUBLIC HEARINGS:

A. Resolution 2022-050, Declaring the City of Sherwood's Election to Receive State Shared Revenues

Finance Director David Bodway explained that the state shared certain revenue with municipalities that chose to accept it with the condition that the municipality hold a public hearing on the use of the funds and the municipality must have levied a property tax in the preceding year. He stated that the first hearing was held on June 1st at the Budget Committee meeting and this hearing served as the second public hearing. Mr. Bodway recommended that Council adopt the proposed resolution and asked for questions or comments from Council. Mayor Mays opened the public hearing and asked for public comment on the proposed resolution. Hearing none, Mayor Mays closed the public hearing and asked for discussion or a motion from Council.

MOTION: FROM COUNCILOR YOUNG TO ADOPT RESOLUTION 2022-050, DECLARING THE CITY OF SHERWOOD'S ELECTION TO RECEIVE STATE SHARED REVENUES. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Record note: Prior to the meeting, Finance Director David Bodway provided Council with the "State Shared Revenue" PowerPoint presentation (see record, Exhibit A).

Mayor Mays addressed the next agenda item.

B. Resolution 2022-051, Adopting a Schedule of Fees as authorized by the city zoning and community development code, establishing fees for miscellaneous city services and establishing an effective date

Finance Director David Bodway explained that each year during the budget process, Finance asked department supervisors to review the fees that they charge. He stated the proposed fees fell into three categories. He provided an overview of the changes and reported that there would be a 2% increase, as approved in Resolution 2017-008, which was the maximum amount allowed since CPI was 5.1%. He continued that there would be a 4.49% increase, as previously approved in Resolution 2018-049, for SDC and TDT fees. He reported that other changes included miscellaneous new fees and minor changes and provided a brief overview of some of the miscellaneous changes. He explained that the Senior Center had added a new program fee for non-residential membership, under the Parks and Recreation section, language and fees associated with the school district fields due to the IGA termination were removed. Under the Engineering section, language for a Reimbursement District was added. Mr. Bodway recommended that Council adopt the proposed resolution and asked for questions or comments from Council. Mayor Mays opened the public hearing and asked for public comment on the proposed resolution. Hearing none, Mayor Mays closed the public hearing and asked for discussion or a motion from Council.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2022-051, ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Mayor Mays addressed the next agenda item.

C. Resolution 2022-052, Adopting the FY2022-23 budget of the City of Sherwood, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget

Finance Director Bodway explained that on May 31st and June 1st the Sherwood Budget Committee received the budget message, reviewed the proposed budget, and heard public comment on the proposed budget. He reported that the Budget Committee had approved the proposed budget at their June 13th meeting and the budget had been published in accordance with local budget law. He stated that this public hearing was the final step in the process and Council would need to adopt the Fiscal Year 2022-23 budget. He noted that he had made an amendment to the budget that had been recommended by the Budget committee and recommended that Council approve the proposed resolution. Mayor Mays opened the public hearing and asked for public comment on the proposed resolution. Hearing none, Mayor Mays closed the public hearing and asked for discussion or a motion from Council. Councilor Young asked if the change Mr. Bodway had referred to was in reference to the additional conservative five-year forecast he had included in the "City of Sherwood FY 2022-2023 Approved Budget"? Mr. Bodway replied that was correct. With no comments or questions, the following motion was stated.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2022-052, ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Mayor Mays thanked the Budget Committee for their hard work and careful review and evaluation of the proposed budget.

Mayor Mays addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Keith Campbell thanked the Budget Committee for their hard work and for being a part of the process. He thanked staff and the Senior Leadership Team for their hard work and diligence.

Mayor Mays addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

None.

10. ADJOURN:

Mayor Mays adjourned the special session at 5:45 pm and convened an executive session.

EXECUTIVE SESSION

1. CALL TO ORDER: The executive session was called to order at 6:00 pm.

2. COUNCIL PRESENT: Council President Tim Rosener, Councilors Kim Young, Doug Scott, and Renee Brouse. Councilors Sean Garland, Taylor Giles, and Doug Scott participated remotely. Mayor Keith Mays was absent.

3. STAFF PRESENT: City Manager Keith Campbell and Interim City Attorney Alan Rappleyea.

4. TOPICS:

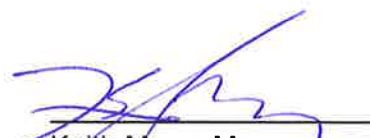
A. ORS 192.660(2)(e) Real Property

5. ADJOURN:

The executive session was adjourned at 6:55 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor