



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>

August 3, 2021

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:30 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Systems Administrator Mark Swanson, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, HR Manager Christina Jones, and City Recorder Sylvia Murphy.
4. **TOPICS**

A. Festival Plaza & Langer Farms Parkway Roundabout Discussion

Mayor Mays explained that Council would also be discussing the restriping of the Langer Farms Parkway roundabout in addition to discussing the festival plaza. Public Works Director Craig Sheldon recapped that Council had held a work session to discuss the repainting of the Langer Farms Parkway roundabout in April 2020 and presented a map of the roundabout (see record, Exhibit A). He reported that according to the consultants from DKS and the city's engineering department there were two different options. One option was to restripe the roundabout to allow for only single lane entry on east and westbound approaches to help with pedestrian and bike traffic and was estimated to cost \$45,000 to complete. The other option was to permanently make the roundabout into a single-lane roundabout and was estimated to cost \$250-400,000 to complete. Mr. Sheldon reported that Council had asked the City Manager to have the first option priced out, which staff completed. He reviewed the map of what restriping the roundabout would look like. He stated that the project was estimated to cost roughly \$35,800. He stated that some of the sight distance issues in the roundabout had already been addressed since the April 2020 work session. Councilor Scott commented that he thought that Council had discussed a third option of leaving the concrete/pavement as-is and instead restriping the entire roundabout down into a single lane, not reconfigure the roundabout. He commented that he would prefer to not complete the proposed changes to the roundabout if what was presented was the only option. Council President Rosener commented he agreed that he remembered Council wishing to go with the third option and commented he was worried that the option presented at this meeting did not address the issues with the roundabout. Mayor Mays commented he also remembered Council wishing to go with the lower cost option of leaving the concrete/asphalt alone and restriping down to one lane for the

entire roundabout. Councilor Garland commented that Exhibit A was not “user friendly” for helping the public understand what the project was proposing. Councilor Brouse asked regarding a potential traffic study prior to going in an alternative direction. Mr. Sheldon replied before the roundabout could be changed to a single-lane only, a traffic study should be done to determine if a single-lane only roundabout was feasible. Council President Rosener asked if that was required by law or only recommended by the consultants? Mr. Sheldon replied that the traffic study was recommended by the engineering firm to ensure the traffic counts were still accurate from the last time they were calculated in 2012. He commented that traffic counts were lower than DKS had anticipated in 2017-2018, which made the one-lane only option a possibility. Mr. Sheldon commented that he had believed that the details of the project had been worked out and the information had been provided to Council and he was told to move forward, but if Council did not wish to move forward with this option, he could work with the contractor to cancel the workorders. He outlined that the City would likely have to pay for the materials cost and the labor costs associated with the work done marking up the street in preparation for the project. Councilor Scott asked if Council thought the proposed changes were an improvement or not, and if they did not believe the changes were an improvement, then the City had to absorb the costs associated with work already completed on the project. Councilor Young commented that she also believed that Council had wished to pursue the single-lane option and commented that the previous work session in April 2020 Council had discussed a “hybrid package” option of restriping down to one lane based on the packages presented by DKS. Council President Rosener commented that the safety improvements to the roundabout needed to be done correctly, and if that meant holding off on the project to discuss it further and absorbing the costs already incurred from the prep work, then that was acceptable. Mr. Sheldon outlined that Package A from the packages presented by DKS involved restriping the roundabout for sight distance into a single lane and was estimated to cost \$68-70,000, Package B was a permanent reconfiguration of the roundabout to a single lane and was estimated to cost \$283-485,000, and Package C involved sight distance improvements, additional signage, striping, and improved lighting and was estimated to cost \$62-66,000. Councilor Young commented that she recalled Council not wanting to pursue the option with the permanent changes. Council President Rosener added that that is where the idea of a hybrid Package A occurred. Mr. Sheldon stated that if Council did not want to move forward with this project, it was staff’s recommendation that he work with the contractor to determine what the incurred costs were, take the issue back to DKS and have them recalculate the numbers for the north and southbound lanes to determine if a single lane only roundabout was an option. After that, the City would notify residents and businesses that the roundabout work would not start on August 4th as previously planned. Councilor Brouse asked what would happen if Council decided to move forward with the project and also complete a traffic study to determine if it was feasible to bring the roundabout down to a single lane in all directions? Mr. Sheldon replied that part of the work would already be done and then once the study was completed, the north and southbound lanes would be made to match the east and westbound lanes. Councilor Brouse commented that by doing that, it would also allow the City to observe how traffic flowed with the new changes. Mr. Sheldon repeated that he would follow whatever requests Council had regarding the project, and that he wanted to ensure that the City continued to communicate with the public and contractors what Council’s decision was. Councilor Garland asked what the estimated costs were for the improvements noted on Exhibit A? Mr. Sheldon replied that it was roughly \$35,800 and added that if the entire roundabout was to be restriped with thermal plastic, it would add an additional \$49,000 to the project cost. He added that if thermal plastic was not used, the cost would be significantly less. Discussion regarding the materials used occurred. Council President Rosener asked if the City could use the materials in other projects? Mr. Sheldon replied that the City did not own the proper machinery to use the thermal plastic on other projects. Mayor Mays commented he was not in favor of any plans that utilized candlesticks. Councilor Griffin commented he felt the proposed plan was not the right choice and he was in favor of paying the contractor for whatever costs had already been incurred by the project and wanted to wait and observe the

roundabout. Councilor Garland commented that he wanted to get the roundabout fixed for safety issues but felt that the proposed changes would make the roundabout more confusing to drivers. Councilor Young commented that she did not wish to proceed with the proposed changes and stated that she was concerned about moving forward and completing the traffic study at a later date which could necessitate work needing to be re-done. Councilor Scott commented he agreed. Council President Rosener commented he wished to pause the project and absorb the incurred costs and asked staff to determine how much a traffic study would cost for the entire roundabout. Mr. Sheldon stated he would work with DKS to do a complete study to include future businesses to bring something back to Council and confirmed that Council wished to have a single-lane roundabout if possible. Council confirmed that that was correct.

Mayor Mays recapped that the festival plaza was an Urban Renewal District project and reported that City Manager Pro Tem Kristen Switzer would put a committee together, similar to the committee that was formed for the Cannery Plaza, and Mayor Mays would be the liaison for the committee. He asked Council for ideas for the committee to discuss or consider and asked that Council consider what things could be done to improve the alley of that block with the idea that any improvements could be extended out to the adjoining blocks. Council President Rosener explained that the festival plaza was envisioned to extend the promenade that ran along City Hall towards Oregon Street out to Memorial Park to create a sense of place. He commented that because they were working on the festival square, it made sense to also complete everything at once. He cited ideas such as a common enclosed trash area for businesses to put their trash in a centralized location and would allow restaurants to extend their back patios. Mayor Mays commented that the challenge for those blocks was that the promenade could not be extended as the other blocks were able to because it was an active roadway. Mayor Mays recapped that the festival plaza was intended to be a large open space that would double as a parking lot when not being used for an event. He outlined the possible types of pavers to be used in the plaza, ways to address the trees that were planted nearby, and stated the plaza should include a public art element. Councilor Garland asked if it was possible to move the pedestrian crossing from where it was located at Railroad Street up to the walkway across from the promenade? Mayor Mays and Council President Rosener commented that that was a good idea. Councilor Scott commented that it would be nice to have some signage or historical markers where the Robin Hood Theater once stood. Mayor Mays commented artistic bollards could be used. Councilor Scott commented that it could be called "Robin Hood Plaza" or "Theater Plaza." Council President Rosener put forward "Sherwood Forest Park" as a potential name. Mayor Mays asked City Manager Pro Tem Switzer to describe who would comprise the festival plaza committee. Ms. Switzer outlined that there were several members from the Cultural Arts Commission, Parks and Recreation Board, a Council liaison, and a Public Works liaison to advise on maintenance and impact to maintenance. Mayor Mays asked that the committee also reach out to Old Town businesses and merchants to get their thoughts and feedback. Council President Rosener commented he was interested in serving on the advisory board for the festival plaza.

5. ADJOURN:

Mayor Mays adjourned the work session at 7:02 pm and convened a regular session.

REGULAR SESSION

1. CALL TO ORDER: Mayor Mays called the meeting to order at 7:06 pm.

2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Sean Garland, Renee Brouse, Doug Scott, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, Systems Administrator Mark Swanson, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director David Bodway, Police Chief Jeff Groth, Center for the Arts Manager Chanda Hall, City Engineer Bob Galati, HR Manager Christina Jones, Police Captain Ty Hanlon, and City Recorder Sylvia Murphy.
4. **APPROVAL OF AGENDA:**

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

Mayor Mays addressed the next agenda item.

5. **CONSENT AGENDA:**

- A. **Approval of July 19, 2021 City Council Meeting Minutes**
- B. **Approval of July 20, 2021 City Council Meeting Minutes**
- C. **Resolution 2021-064 Authorizing the City Manager Pro Tem to Sign an Intergovernmental Agreement with Washington County for Design and Construction of Utility Relocation Needs Associated with the Tualatin Sherwood Road Widening Project**
- D. **Resolution 2021-065 Appointing Marianne Bickett to the Sherwood Cultural Arts Commission**
- E. **Resolution 2021-066 Naming the east-west collection in the Tonquin Employment Area "Ice Age Drive"**
- F. **Resolution 2021-067 Authorizing the City Manager Pro-Tem to sign an intergovernmental agreement with Oregon Department of Transportation for traffic patrol and law enforcement for work zones**
- G. **Resolution 2021-068 Approving the Sherwood Public Art Plan**
- H. **Resolution 2021-069 Approving the Sherwood Murals Plan**
- I. **Resolution 2021-070 Approving a Community Enhancement Grant-funded Mural at Symposium**
- J. **Resolution 2021-071 Amending the Employment Agreement with the City Attorney Extending the Contract Duration and Providing an Increase in Compensation "Amendment #7"**

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

Mayor Mays addressed the next agenda item.

6. **CITIZEN COMMENTS:**

No citizen comments had been submitted and Mayor Mays addressed the next agenda item.

7. **PRESENTATIONS:**

A. Recognition of Eagle Scout Award Recipient

Mayor Mays recognized and congratulated Michael Wanner for his achievement of attaining the rank of Eagle Scout and invited him to attend a future Council meeting.

B. Recognition of Sherwood High School Students

Mayor Mays explained that certificates of recognition for the Sherwood High School students who maintained a 4.0 cumulative GPA in the 2020-2021 school year would be sent out by the City shortly. He explained that a PowerPoint presentation to recognize the students would take place at the August 17th Council meeting.

Mayor Mays addressed the next agenda item. The City Recorder read the public hearing statement and reported that no public testimony had been received.

8. PUBLIC HEARINGS:

A. Ordinance 2021-007, Vacating City right-of-way located along the east side of SW Park Row Avenue and south to SW Willamette Street

City Engineer Bob Galati explained that the vacation request was submitted by the property owner who lived adjacent to the Park Row right-of-way. He recapped that the request was a private citizen request and reported that all of the required notifications and public postings had been completed according to State ORS. Mayor Mays closed the public hearing portion of the hearing and asked for questions or discussion from Council.

MOTION: FROM COUNCILOR YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2021-007 VACATING CITY RIGHT-OF-WAY LOCATED ALONG THE EAST SIDE OF SW PARK ROW AVENUE AND SOUTH TO SW WILLAMETTE STREET. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Mayor Mays addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Pro Tem Kristen Switzer reported that there were no reports or updates to share.

Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Garland thanked current and former members of the Cultural Arts Commission and Center for the Arts Manager Chanda Hall for their hard work over the last several years on the Sherwood Public Art Plan, Sherwood Murals Plan, and for working with Symposium and Sherwood Main Street on their grant-funded mural.

Councilor Young asked Center for the Arts Manager Chanda Hall to explain the public process that occurred for the Symposium mural and asked if the public had the opportunity to provide their feedback at Cultural Arts Commission meetings? Ms. Hall replied that because this was the first mural in Sherwood, the sign

code needed to be updated to allow murals. She explained that because of that, it was not a traditional process, but going forward, in the Murals Plan there was a portion that will allow public comment and the surrounding neighborhood would be notified of future murals to allow for public comment. She explained that the Cultural Arts Commission held a noticed public meeting regarding the mural at which public comment was allowed, and they did not receive any public comments. Mayor Mays added there was also a City Council work session for murals, and it was on the agenda for this Council meeting, should someone wish to provide comment on it. Ms. Hall added that since Sherwood Main Street was a sponsor of the Symposium mural, the proposed design was circulated to Main Street business owners.

Councilor Brouse reported she attended the Library Advisory Board meeting and announced there was a Social Justice Story Hour and reported the library was undergoing a cooperative agreement process review with the WCCLS.

Mayor Mays asked residents to get their COVID-19 vaccinations.

11. ADJOURN:

Mayor Mays adjourned the regular session at 7:23 pm and convened an executive session.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Mays called the executive session to order at 7:26 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Kim Young, Sean Garland, Renee Brouse, and Russell Griffin.
3. **STAFF PRESENT:** City Manager Pro Tem Kristen Switzer, City Attorney Josh Soper, and Consultant Lynn Barboza.
4. **TOPICS**
 - A. ORS 192.660(2)(a), Employment of Public Officers.

5. ADJOURN:

Mayor Mays adjourned the executive session at 7:42 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor