



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 16, 2022

WORK SESSION

- 1. CALL TO ORDER:** Mayor Mays called the work session to order at 5:30 pm.
- 2. COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilor Renee Brouse. Councilors Sean Garland and Taylor Giles participated remotely. Councilor Kim Young arrived at 5:50 pm. Councilor Doug Scott was absent.
- 3. STAFF PRESENT:** City Manager Keith D. Campbell, Interim City Attorney Alan Rappleyea, Police Chief Ty Hanlon, Planning Manager Erika Palmer, Community Services Director Kristen Switzer, Economic Development Manager Bruce Coleman, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
- 4. TOPICS:**

A. Sherwood West/Brookman Hwy 99W Crossing Study

Planning Manager Erika Palmer introduced consultant Carl Springer with DKS and provided background on the project. She explained that during the Brookman Refinement Project Council had asked staff to look into making a connection between Brookman and Sherwood West and explained that at the time, the Sherwood West Project had not been started. She stated that the Sherwood West Project had since begun, and staff recognized that making a connection between Brookman and Sherwood West was a priority for Council. She explained this discussion was to share what the different crossing alternatives were for the area. Ms. Palmer outlined that there were many moving parts to the Sherwood West Project which included a review of the transportation system and the CAC would draft a map of transportation analysis alternatives that would be folded into the discussion regarding the crossing. Mr. Springer referred to the "OR 99W/Brookman-Chapman Rd Alternative Summary" handout (see record, Exhibit A) and explained that there were four alternatives of how to connect both sides. He addressed Alternative #1 and stated this alternative represented the existing plans on both sides of the highway and provided an overview of Alternative #1. He explained that because there was development on both sides of the highway, it would be necessary to upgrade traffic controls at the intersection in order to maintain safe activities on both sides and commented that a traffic signal or roundabout may be options. He outlined that the new connection that came out of Brookman to Highway 99W would not be a signalized street that connected to the highway but would likely be restricted in some way. He outlined that Alternative #1's advantages were its right-of-way impact, costs, consistency with current plans, environmental impact, and it had the most minimal footprint. He commented that the alternatives had not been evaluated for performance yet, but that would be done later in the process. Council President Rosener asked why the at-grade crossing of OR 99W was considered a disadvantage for Alternative #1? Mr. Springer replied that as he understood it, one of the goals of the project was to provide a better connection between both sides of the highway, and an at-grade crossing would maintain the status

quo with all the other signals. He addressed Alternative #2 and explained that it was similar to Alternative #1, but it included an overcrossing at OR 99W and the new road in the west subarea of Brookman. He explained that it would be open to cars, trucks, pedestrians, and bikes but it did not offer a connection to the highway. Discussion regarding the forecasted cost occurred. Mr. Springer explained that Alternative #2 would likely be a two-lane bridge, but because of the required span to go over the highway, it would be in the \$15-20 million range to construct. He outlined that Alternative #2 did not have sufficient grade difference, so ramps would be necessary on both sides and would be very visible. Council President Rosener commented that he liked Alternative #2 but wondered how to get traffic into the Old Town area. Mr. Springer explained that Figure 5 on page 6 of the handout showed a potential connection through the Brookman addition, over the overcrossing, and commented that it would lighten the demand at the highway intersection. Councilor Brouse asked where the pedestrian bridge would be located in relation to Alternative #2? Planning Manager Palmer stated that it would be roughly a quarter of a mile away from the pedestrian bridge. Mr. Springer commented that that was pretty good spacing. Councilor Giles referred to the current intersection at Brookman and asked if the "pork chop island," which prevented left-hand turns, would be retained? Mr. Springer replied that it was presumed that as development occurred over time, that area would be upgraded to an intersection with traffic control signals. He addressed the east-west connector from OR 99W to Old Highway 99W and explained that it did not continue directly down to Brookman because there was a railroad track there and commented that it was difficult to get a new railroad crossing approved. Council President Rosener asked if there was any reason why the city should not plan for a railroad crossing as an eventuality in order to preserve the city's right-of-way to construct a crossing in the future? Planning Manager Palmer replied that that was something staff could look into. Mayor Mays asked if it was likely that the city would need to straighten the crossing point? Ms. Palmer replied that the Brookman Refinement Plan had drafted a preliminary concept plan for what an at-grade crossing would look like at that location and included an estimated cost. Councilor Garland asked what currently existed in the area between Highway 99W, Brookman, and the railroad crossing? Council President Rosener replied that it looked like the area was currently farmland and a few scattered houses. Council President Rosener asked if the city had gotten any validation from the gas company? Ms. Palmer replied that when work on the Refinement Plan was ongoing, discussion had occurred about shifting that section of Brookman road to the north in order to not impact the gas company. Mayor Mays commented that he had spoken with NW Natural who had explained that they would move things if they were provided with enough years of advanced notice and asked that the city notify NW Natural of their intent. Council President Rosener commented he liked Alternative #2, but he was worried about traffic issues once Sherwood West was built out. Council discussion occurred. Mr. Springer addressed Alternative #3 and explained that this alternative would cut off the connectivity between Brookman and Chapman that existed today but there would be the added connectivity provided by the overcrossing and allow for access to/from the highway. He referred to the estimated \$30-50 million to construct Alternative #3 and commented that that amount would be a significant ask. Council President Rosener asked about ramp footprint alternatives. Mr. Springer replied that most ramps had similar footprints and costs despite design differences. He addressed Alternative #4 and stated that it was a partial cloverleaf and explained that Alternative #4 would need to be located north of SW Brookman Road and SW Chapman Road due to the Transportation Planning Rule restrictions that limited urban serving transportation improvements to be located within the UGB. He explained that the rule stipulated that cities could not do capacity improvements outside of the UGB to support growth inside the UGB. He reported that Alternative #4 had the biggest footprint and would result in even less buildable land within Sherwood West and the Brookman Addition plan areas. Mr. Springer noted that the small connector road shown in Figure 7 of the handout would not provide direct access to Highway 99W and people would instead have to go down to Brookman Road. He provided an overview of the comparison of alternative scores on page 10 of the handout and stated that Alternative #2 would likely be the best alternative given the goal of providing better connectivity on either side of the highway. Council President Rosener asked if they had conducted any traffic analyses yet? Mr. Springer replied that they had not because the plans had not evolved enough for them to conduct a traffic analysis and added that all of the alternatives

would functionally work. Council President Rosener commented that he was thinking of this project in the longer-term in terms of providing connectivity between Yamhill and Washington County. Councilor Giles referred to the potential option to utilize roundabouts and asked if that was ultimately a city, county, or ODOT decision? Mayor Mays replied that given the speed of traffic, the required size of roundabout would be on the European scale which could be the size of a football field or greater. Mr. Springer clarified that he was referring to the highway and not local streets for roundabout use. Councilor Giles commented that the current width of the road was nearly the size of a football field and if a roundabout were to allow traffic to flow more smoothly, he would be in favor of a roundabout and asked what the process was for getting a roundabout approved. Mr. Springer explained that it was too early to vote on roundabout versus no roundabout, but as the process went on, DKS would conduct an analysis and report back on the feasibility of various options including roundabouts. Mayor Mays commented that based on this discussion, he was in favor of Alternative #2. Councilor Giles asked if it was possible to add on/off ramps to Alternative #2 at a later date? Mr. Springer replied that in theory, you could do it in phases, but the whole bridge would need to be designed to be ready for the ramps and added that he had never seen it done that way. Discussion regarding cut-through traffic occurred. Mayor Mays asked if Alternative #2 could be an underpass instead? Mr. Springer replied that they could look into it, but he imagined there would be some amount of excavation involved in creating an underpass. Discussion regarding the need to connect Brookman to Sherwood occurred.

B. Council Goals – Review and Update

City Manager Keith Campbell presented the “Sherwood City Council Goals 2022-2023” PowerPoint presentation (see record, Exhibit B) and explained that he wanted to provide an update on the status of the current Council goals and to outline a process for staff to provide meaningful updates on their progress on those goals. He recapped the six pillars as: Economic Development, Infrastructure, Livability & Workability, Public Safety, Fiscal Responsibility, and Citizen Engagement and explained that each pillar had deliverables. He outlined that the presentation used green to signify the project had been completed, yellow to signify the project had been started, and white to signify the project had not yet been started. He addressed Pillar 1: Economic Development and deliverables and provided an overview. Council President Rosener referred to the city’s annexation policies and asked if there was anything the city needed to be doing on that? Planning Manager Palmer replied that the Comprehensive Plan had some annexation policies that applicants would have to address through the application process, and she envisioned that the city would bolster the existing policies for the next phase. Council President Rosener asked that staff think ahead to what the state legislature may pass regarding annexations in the near future. City Manager Campbell addressed Pillar 2: Infrastructure and deliverables and provided an overview. Mayor Mays referred to Deliverable 2:2(b) “Sherwood 99 Pedestrian Bridge Construction” and asked what “the first part of 2023” meant specifically? Mr. Campbell replied that currently, it looked like bridge construction would begin in February or March 2023. Council President Rosener asked to let Council know if there were things they could assist with when it came to providing additional resources or assistance in order to potentially speed up the timeframe for beginning bridge construction. Council President Rosener asked regarding the timeframe for Deliverable 2:4. Mr. Campbell replied that conversations were ongoing, but it looked like a 2-2.5 year timeframe. Council President Rosener referred to Deliverable 2:7, “Reconfigure existing software to adapt to current needs” and asked the city to investigate software that was compatible across all city departments as well as allow for citizen engagement with the city. City Manager Campbell addressed Pillar 3: Livability & Workability and deliverables and provided an overview. Council President Rosener referred to Deliverable 3:3, “Design Plan for Cedar Creek Trail Amenities” and commented that there may be the opportunity to work with Metro to reconfigure the Tonquin/Ice Age Trail plan system which may save the city money as well as extend the Cedar Creek Trail by not including a trail through the industrial areas. Councilor Brouse asked if Deliverable 3:10 was only for city staff or if it was city-wide? Mr. Campbell replied that it was both and explained that they were looking into programs for city staff and programs for residents. Council asked that the two types of

programs be differentiated deliverables. City Manager Campbell addressed Pillar 4: Public Safety and deliverables and provided an overview. Council President Rosener referred to Deliverable 4:1 and asked for clarification. Police Chief Ty Hanlon replied that they were trying to determine if a new SRO position was needed or if the previously approved SRO position was sufficient. Mr. Campbell addressed Pillar 5: Fiscal Responsibility and deliverables and provided an overview. He addressed Pillar 6: Citizen Engagement and deliverables and provided an overview. Council asked that Deliverable 6:1, "Create new Website Platform and Enhance Social Media" integrate with whatever new software the city determined would be best and would allow for better citizen engagement/utilization of the website and staff workflow. IT Director Brad Crawford provided a brief overview of what his process for Deliverable 6:1 and 6:3 would be and discussion occurred. City Manager Campbell asked for feedback from Council. Council stated they liked the color coding of project statuses and asked that a "due date" column be added to future updates in order to set staff and Council expectations and timelines. Mr. Campbell explained that he planned to provide a quarterly update to Council on the status of their goals.

5. ADJOURNED:

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

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Mays called the meeting to order at 7:05 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Renee Brouse and Kim Young. 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, Community Services Director Kristen Switzer, Police Chief Ty Hanlon, Interim City Attorney Alan Rappleyea, 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).

5. CONSENT AGENDA:

- A. Approval of July 19, 2022 City Council Meeting Minutes
- B. Approval of August 2, 2022 City Council Meeting Minutes
- C. Approval of August 10, 2022 City Council Meeting Minutes
- D. Resolution 2022-066, Reappointing Kade Strode to the Sherwood Budget Committee
- E. Resolution 2022-067, Authorizing the City Manager to enter into a contract with Total Range Solutions to renovate the Police Department's Indoor Firing Range

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:

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

7. PRESENTATIONS:

A. Introduction of New Sherwood Police Captain

Police Chief Ty Hanlon explained that the city had been recruiting for a replacement for the Police Captain position for several months and introduced Captain Dan O'Loughlin. He stated that Captain O'Loughlin had previously worked for the City of Hillsboro for more than 20 years as well as in Coos Bay and in Canada. Captain O'Loughlin came forward and stated he had 29 years of law enforcement experience, including four years in Alberta, Canada. He stated he was excited to be in Sherwood and commented that it had been a goal of his to join the Sherwood Police Department for the past four years. He stated he was thankful to be in Sherwood and was grateful to serve the community that he and his family lived in. He commented that the Sherwood Police Department had a "family-unit feel" to it and that was one of the reasons he wanted to join. Chief Hanlon commented that the "family-unit feel" of support through both the Sherwood Police Department and the members of the local TVF&R station was unique and thanked the TVF&R firefighters for attending the meeting. Council President Rosener welcomed Captain O'Loughlin to Sherwood.

Mayor Mays addressed the next agenda item.

8. NEW BUSINESS:

A. Resolution 2022-068, Authorizing Workback Policy for Sherwood Police Department

Police Chief Ty Hanlon recapped that the workback policy program had been discussed for several years and explained that SB 1049 allowed employers to hire personnel who had retired in PERS to workback up to fulltime without PERS penalty. He stated that a workback policy was an important tool for cities to utilize given the current landscape of law enforcement, hiring, and retention. He explained that the workback program would allow for the Sherwood Police Department to retain tenured officers while actively recruiting and training new officers. Mayor Mays commented that the proposed resolution was set to expire in December 2024 and City Council could choose to sunset the program or extend it when the time came. He stated that the legislation also recognized that the workback program was needed. Councilor Young asked if it was determined to be needed, an officer could theoretically work until December 31, 2024 with no PERS penalty? Chief Hanlon replied that was correct. Council President Rosener asked if it was true that the city would save money utilizing this program when it came to how PERS was handled? Chief Hanlon replied that the city would not be paying the PERS 6%. Councilor Young asked if the city would still pay for the other portion of PERS? City Manager Keith Campbell replied that was correct and explained that the money went towards the overall unfunded liability for PERS. Councilor Giles asked if this had been accounted for in the approved budget and if the program would be used while actively recruiting for replacements? Chief Hanlon replied that the program was accounted for in the budget and explained that they planned to use the workback program to fill in the coverage gaps while new officers were being recruited and trained.

Mayor Mays asked for discussion or a motion from Council.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2022-068, AUTHORIZING WORKBACK POLICY FOR SHERWOOD POLICE DEPARTMENT. 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.

B. Resolution 2022-069, Authorizing amendment of Compensation Policy for Police Sergeants at the Sherwood Police Department

Police Chief Ty Hanlon explained that the proposed resolution was an update to a policy that was implemented in 2011. He explained that in 2011, the City Manager and Police Chief had implemented a new policy to compensate Sergeants for overtime pay starting at 80 hours per 14-day work-period. He explained that the change meant that a Sergeant would not qualify for overtime until they had worked in excess of 80 hours within a two-week pay-period. Chief Hanlon explained that Sergeants were assigned to patrol and were included as a part of patrols minimum staffing and Sergeants did not make disciplinary decisions regarding personnel. He recapped that the amendment of the policy meant that when a Sergeant exceeded 40 hours in a 7-day work week, they would be compensated at time and one-half the employee's regular rate. He reported that the financial impact of the policy update would result in an increase in the Police Department's overtime expenditure by \$10,000-\$15,000 per year and explained that Sergeants were able to flex their schedules as needed within the identified 14-day pay-period. Councilor Young referred to the 2011 policy and asked if the policy was written that way because Sergeants were classified as "management, supervisory, and confidential"? Chief Hanlon replied that he was not a part of those conversations in 2011, but he felt that it was important to update the policy. Councilor Giles referred to labor laws and commented that the policy update made sense as the 40-hour work week was standard.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2022-069, AUTHORIZING AMENDMENT OF COMPENSATION POLICY FOR POLICE SERGEANTS AT THE SHERWOOD POLICE DEPARTMENT. 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.

9. CITY MANAGER REPORT:

City Manager Keith Campbell stated that he had no updates to share and Mayor Mays addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Giles encouraged middle school students to sign up for cross country and said it was a great way to make friends.

Councilor Young reported that Washington County's Program Manager Jennie Proctor would retire at the end of August and Councilor Young had attended the CDBG Policy Advisory Board meeting where they celebrated Ms. Proctor's 25 years of service. She stated that Ms. Proctor was a "true leader" of the policy board and wished her well.

Councilor Brouse reported she attended the Senior Advisory Board meeting where they discussed new

programs offered by Circle of Friends and PEARLS that centered on mental health and feelings of isolation in seniors. She reported that a Senior Advisory Board survey would be sent out to the community to gather feedback regarding making Sherwood an age-friendly city. She reported that the Library Advisory Board would not meet in August.

Council President Rosener reported that CEP grant applications were currently being accepted and explained what the Community Enhancement Program entailed. He reported he attended the National League of Cities Internet Technology Committee meeting.

Mayor Mays reported he attended the OMA conference in Newport. He reported that he was one of four mayors to receive the 2022 Mayor Leadership Award at the conference and commented that it was really a team award for city leadership, city staff, and citizen volunteers who executed Council's goals and visions. He spoke on the power of suggestion when it came to getting talented people involved in programs or activities.

11. ADJOURN:

Mayor Mays adjourned the regular session at 7:40 pm and convened an executive session.

EXECUTIVE SESSION

- 1. CALL TO ORDER:** The executive session was called to order at 7:45 pm.
- 2. COUNCIL PRESENT:** Council President Tim Rosener, Councilors Kim Young, Doug Scott, Renee Brouse, and Taylor Giles. Councilor Garland participated remotely. Mayor Keith Mays recused himself.
- 3. STAFF PRESENT:** City Manager Keith Campbell and Interim City Attorney Alan Rappleyea.
- 4. TOPICS**

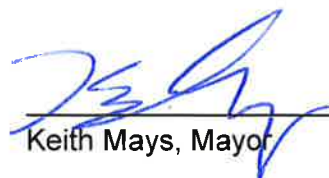
A. ORS 192.660(2)(e) Real Property Transactions

5. ADJOURN:

The executive session was adjourned at 8:25 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor