



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**September 19, 2023**

**EXECUTIVE SESSION**

1. **CALL TO ORDER:** The meeting was called to order at 5:45 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Renee Brouse, Doug Scott, Taylor Giles, and Dan Standke. Council President Keith Mays was absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell and City Attorney Ryan Adams.
4. **TOPICS:**

**A. ORS 192.660 (2)(h) Legal Counsel, ORS 192.660 (2)(e) Real Property Transactions and ORS 192.660 (2)(i) Performance Evaluation**

5. **ADJOURN:**

The executive session was adjourned at 6:30 pm and a work session was convened.

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:34 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Renee Brouse, Doug Scott, Taylor Giles, and Dan Standke. Council President Keith Mays was absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, IT Director Brad Crawford, Community Services Director Kristen Switzer, Community Development Director Eric Rutledge, Public Works Director Craig Sheldon, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPICS:**

**A. Discussion on Youth Advisory Committee**

Mayor Rosener explained that programs to get students involved with government at the federal and state level already existed, but there were no programs for students interested in municipal government. City Manager Keith Campbell presented the "Youth Advisory Group" PowerPoint presentation (see record,



Exhibit A) and explained that this program was a joint effort between the city and the Sherwood School District and was a deliverable for Council Pillars, Goals, and Deliverables. He provided an overview of the Youth Advisory Group and explained that the City Manager and the Superintendent would meet regularly with 16 Sherwood High School students, four at each grade level, during the 2023-24 school year. Mayor Rosener explained that he had spoken with Superintendent Lyon on how to include students who were not enrolled in traditional schooling and reported that the school district would choose four students per grade level and the city would choose one at-large student per grade level, for a total of five students per grade. Discussion on the demographics of students in Sherwood occurred and Council agreed that the Youth Advisory Group should be open to every high school-aged student in the city. Councilor Brouse asked for more information on how the ratio of students was decided. City Manager Campbell replied that allowing the school district to choose four students was to help create a partnership between the school district and the city as well as minimizing city staff time while still meeting the goals and objectives of this idea. Mayor Rosener commented that the school already offered other programs to get students involved in government, so it was important that the Youth Advisory Group not be comprised of those same students in similar programs or groups. Discussion regarding public meeting laws occurred and Councilor Brouse commented that the proposed group appeared to be more school-related versus city-related. She said that when she had first brought up the idea for a committee several years ago, the group was to be focused on getting youth involved with city government. Mr. Campbell explained that the Youth Advisory Group had endeavored to be about both student government and city government. He outlined that the group would meet at the high school during lunch time, lunch would be served, and meetings would last for one hour. He reported that the Sherwood High School admin team and counselors would be responsible for appointing students to the group. He recapped that he and Dr. Lyon had discussed the desire for the group to be comprised of students who did not normally participate in these types of groups. He stated that the agenda for each meeting would be jointly developed by the City Manager and Superintendent. He outlined the three goals for the Youth Advisory Group as: provide a framework for students to get to know representatives from the city, to provide a framework for students to get to know representatives from the school district, and to empower the students to speak about their experiences in both the school and the city as a way of providing feedback or voicing concerns they may have. Councilor Brouse asked if a representative from the Youth Advisory Group would regularly attend City Council meetings. Mr. Campbell replied that in the spring, student representatives would present a report of activities to Council at a regular Council meeting and at a school board meeting. He clarified that this would be an opportunity for the representatives to speak on their experience as a part of the Youth Advisory Group as well as an opportunity to provide feedback on the process. Councilor Brouse commented that she had hoped that the Youth Advisory Group representative would attend more Council meetings than what was outlined. Councilor Scott stated that he liked the proposed Youth Advisory Group and commented that what was presented was very different than the "Youth Advisory Board" Council had been discussing for several years. Councilor Brouse commented that she had concerns that the Youth Advisory Group only ran during the school year. City Manager Campbell replied that he had hoped to start the program, ask for feedback on what could be enhanced or improved, and then adjust from there. He commented that as the program was adjusted and changed, a summer program was a potential option. Councilor Young commented that she appreciated that this program would require less staff time from city employees to help run and City Manager Campbell referred to public meeting laws. City Attorney Ryan Adams replied that as it was presented, the Youth Advisory Group fell into a "gray area" when it came to public meeting law and read the statute aloud. He commented that he did not think that the public policy was intended for student advisory groups, such as the Youth Advisory Group. Mayor Rosener referred to the city's choice of students to serve on the board and explained that it did not have to be one student per grade, it could be a mix depending on the applications they received. Councilor Giles asked why the Youth Advisory Group



could not be comprised of entirely at-large positions, regardless of grade or enrollment in the Sherwood School District and discussion occurred. City Manager Campbell commented that after the Youth Advisory Group update in May, he hoped to hold a work session to review the program and to discuss possible changes for the next year. Councilor Giles commented that the outgoing seniors should also be interviewed to provide their feedback on the program. Mayor Rosener asked if Council agreed to move forward with the proposed Youth Advisory Group and Council signaled their agreement. Councilor Standke asked what the goal of the Youth Advisory Group was. Mr. Campbell replied that the goal was to find a way for the city to engage with youth to help educate them on local government and school district structure, as well as providing the opportunity to speak with the Superintendent and City Manager about issues within the city and to do so in an informal environment to help create relationships with their city. Councilor Standke asked if someone from the city would attend each meeting. Mr. Campbell replied that both he and Dr. Lyon would attend each meeting and Mayor Rosener added that City Manager Campbell may also designate a staff member to attend a particular meeting. Councilor Giles commented that since the city would help to set the agenda, Council could add things they wanted to get student feedback on. Council discussed the need for the creation of the Youth Advisory Group and the benefits of having a program that offered students a chance to learn about local government. Mayor Rosener asked if a resolution needed to be drafted for the creation of the Youth Advisory Group. City Attorney Adams replied that a resolution would not be necessary as there was Council consensus, the meetings would be held on school property, and it was not an official city board or commission. Mayor Rosener stated he and City Manager Campbell were working with the LOC and explained that in the past, several companies had sponsored high school aged students to travel to Washington D.C. as a part of the National League of Cities' City Summit event. He explained that he hoped to provide the opportunity for students serving on the Youth Advisory Group to participate in the City Summit event.

## **5. ADJOURN:**

Mayor Rosener adjourned the work session at 6:58 pm and convened a regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Renee Brouse, Doug Scott, Taylor Giles, and Dan Standke. Council President Keith Mays was absent.
- 3. STAFF PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, IT Director Brad Crawford, Police Captain Dan O'Loughlin, Community Services Director Kristen Switzer, Community Development Director Eric Rutledge, HR Director Lydia McEvoy, Public Works Director Craig Sheldon, 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 (COUNCIL PRESIDENT MAYS WAS ABSENT).**

Mayor Rosener addressed the next agenda item.



## **5. CONSENT AGENDA:**

- A. Approval of September 5, 2023, City Council Meeting Minutes**
- B. Resolution 2023-074, Appointing Jane Parisi-Mosher to the Sherwood Cultural Arts Commission**
- C. Resolution 2023-075, Appointing Michelle Nedwek to the Sherwood Cultural Arts Commission**
- D. Resolution 2023-076, Appointing Marilee Ratliff Ponangi to the Sherwood Library Advisory**
- E. Resolution 2023-077, Appointing Shruti Pawaskar to the Sherwood Library Advisory Board**
- F. Resolution 2023-078, Authorizing staff to submit an application to become a member of the WHO/AARP Network of Age-Friendly States and Communities**

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

Mayor Rosener addressed the next agenda item.

## **6. CITIZEN COMMENTS:**

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

## **7. PRESENTATIONS:**

### **A. Recognition of Eagle Scout Award Recipients**

Mayor Rosener recognized Jaden Will and Timothy Wieland for their achievement of attaining the rank of Eagle Scout and explained that Mr. Will was present at this meeting and called him forward and asked him to explain his Eagle Scout project. Mr. Will stated that he was a member of Troop 528 in Wilsonville and explained that he had been a Boy Scout since first grade, and he was currently a senior at Sherwood High School. He stated that he had wanted his project to give back to his previous school, St. Francis, and explained that his project involved renovating the Stations of the Cross trail to make it more accessible for different ability levels. He outlined that he leveled the trail, placed landscape fabric on top, covered the fabric with gravel, and added natural stone pavers along the sides of the trail. He reported that this project took two days to complete. Mayor Rosener asked if he had gotten any assistance with the project. He explained that he received help from 20 members of Troop 528 and thanked them for their hard work. Councilor Young asked if anyone had contributed materials for the project. Mr. Will replied that he had received donations from two local businesses who had helped to fully fund the project. Councilor Giles asked Mr. Will which badge had been his favorite to achieve. Mr. Will replied that his fishing badge was his favorite as he enjoyed fishing as well as his biking badge. Councilor Brouse asked who would maintain the trail now that it was complete. Mr. Will replied that the parish would maintain the trail. He reported that he hoped to help as many of his fellow troop members attain the Eagle Scout rank with his remaining time in the Boy Scouts. Mayor Rosener congratulated Mr. Will for achieving the rank of Eagle Scout and presented him with a certificate of achievement.

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

## **8. PUBLIC HEARINGS:**



**A. Ordinance 2023-009, Approving a zone change and conditional use permit for the Sherwood Family YMCA property, Tax Lot 9100 of Washington County Assessor Map 2S131CB**

Community Development Director Eric Rutledge outlined that the current zoning was Low Density Residential PUD and the Applicant sought to change the zoning to Institutional Public. He reported that no public comment had been received on the application and asked for questions or feedback from Council. Mayor Rosener explained that the proposed ordinance was a part of the process for selling the City of Sherwood recreation building to the YMCA and this ordinance was needed to partition out the skate park, as the city would maintain control over the skate park. Mr. Rutledge commented that this zone change should have been completed a long time ago and this was the city's last chance to change the zoning while they owned the property. He outlined that the entire site was public recreational use, so the zoning was most compatible with the IP Zone. Mayor Rosener opened the public hearing to receive public testimony on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for discussion or a motion from Council.

**MOTION: FROM COUNCILOR YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2023-009, APPROVING A ZONE CHANGE AND CONDITIONAL USE PERMIT FOR THE SHERWOOD FAMILY YMCA PROPERTY, TAX LOT 9100 OF WASHINGTON COUNTY ASSESSOR MAP 2S131CB. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCIL PRESIDENT MAYS WAS ABSENT).**

Mayor Rosener addressed the next agenda item.

**9. CITY MANAGER REPORT:**

City Manager Keith Campbell referred to Resolution 2023-078, Authorizing staff to submit an application to become a member of the WHO/AARP Network of Age-Friendly States and Communities and congratulated Community Services Director Kristen Switzer, Senior Center Manager Maiya Martin Burbank, and the Senior Advisory Board on this achievement. He explained that this was a Council Goal deliverable and commented he wished to recognize the work that had gone into completing that deliverable. He reported that a Sherwood West Concept Plan open house would be held on October 4<sup>th</sup> at the Ridges Elementary. He reported that Economic Development Manager Bruce Coleman had been awarded the Greater Portland Champion award and explained that the designation was awarded to a member of the community who advocated for economic development and has a track record of creating positive economic outcomes for their community. He reported that Mayor Rosener had nominated Mr. Coleman for his many accomplishments as the City of Sherwood's Economic Development Manager including his skills building relationships, his efforts with the Urban Growth Report, and his key role in bringing Lam Research, DWFritz Automation, and NSI Manufacturing to the city.

Councilor Standke asked how long the application for the age-friendly city designation would take to process. Community Services Director Kristen Switzer replied that the application would take approximately one month to process. Councilor Giles asked what the benefits of being an age-friendly city were. Ms. Switzer explained that the designation would provide the city with access to more resources as well as qualifying the city for more funding and more grants to complete ADA improvements, sidewalk improvements, and Senior Center programming. Councilor Brouse added that the designation created better livability for the seniors in the Sherwood community.



Mayor Rosener referred to the Sherwood West Concept Plan and the urban growth boundary discussion and explained that the city was seeking input from the community on the Sherwood West Concept Plan. He provided background information on the urban growth boundary and the process for submitting an ask to Metro. Mayor Rosener addressed the next agenda item.

#### 10. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported that he would attend the Library Advisory Board meeting on September 20<sup>th</sup> and reported that some members of the board were working with the Library Foundation on bylaws. He reported on recent events at the library.

Councilor Young reported on her attendance at the most recent CDBG and Home Policy Advisory Board meeting where they held a public hearing on their CAPER (Consolidated Annual Performance Evaluation Report). She explained that the report detailed the progress of the Washington County Consortium's execution of the five-year strategy outlined in the 2020-2024 Consolidated Plan and she provided an overview of the statistics cited in the CAPER. She reported that she attended the most recent Cultural Arts Commission meeting on behalf of Council President Mays where they began work on mapping out their priorities for the next year.

Councilor Brouse reported that she would be unable to attend the upcoming Housing Advisory Committee meeting as she would be out of the country. She reported that she had been unable to attend the most recent Senior Advisory Board meeting and expressed her excitement for the completion of the age-friendly city application. She reported that the RWC would meet next on October 4<sup>th</sup>.

Councilor Scott gave his kudos to Councilor Brouse for her work and initiative in getting the city to apply to become an age-friendly city. He reported that he was unable to attend the most recent Parks and Recreation Advisory Board meeting where they selected a representative to serve on the Charter Review Committee and encouraged residents interested in serving on the board to apply.

Councilor Standke reported that he attended the most recent Planning Commission meeting where they approved a major modification of the Chevron station on Highway 99W.

Mayor Rosener spoke on the Charter Review Committee and importance of home rule and a strong city charter to help manage a city. He reported that he attended the most recent WCCC meeting where they heard a presentation on Metro's Regional Transportation Planning process and tolling. He reported that he attended the most recent LOC Telecom Policy Committee meeting where they discussed broadband infrastructure funding. He reported that he attended the most recent Oregon Broadband Advisory Council.

#### 11. ADJOURN:

Mayor Rosener adjourned the regular session at 7:40 pm.

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Tim Rosener, Mayor