



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**September 20, 2022**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:33 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott and Kim Young. Councilor Taylor Giles participated remotely. Councilor Renee Brouse was absent.
3. **STAFF PRESENT:** Interim City Attorney Alan Rappleyea, Public Works Director Craig Sheldon, IT Director Brad Crawford, and City Recorder Sylvia Murphy. City Manager Keith D. Campbell participated remotely.

**OTHERS PRESENT:** Kristin Leichner with Pride Disposal and consultant Chris Bell with Bell and Associates.

**4. TOPICS:**

**A. Solid Waste Annual Rate Update**

Public Works Director Craig Sheldon introduced consultant Chris Bell with Bell and Associates who presented the "City of Sherwood Solid Waste & Recycling Collection" PowerPoint presentation (see record, Exhibit A). He explained that in addition to the yearly rate adjustments for Council to discuss, there was a new program being offered and Pride Disposal was seeking Council's input. Mr. Bell recapped that the current rates were implemented in January 2022 and cart prices had increased from 3.3-4.7% largely due to the tipping fee implemented by Metro. He outlined that Metro had reported that they planned to increase their tipping fee roughly 7% annually over the next four years. He provided an overview of the adjusted 2021 results and stated that rates came in slightly under 12% and explained that the optimal range for collection operations within a city was from 8-12%. He stated that there were caveats with that rate and explained that some of the costs that were anticipated for 2021, such as truck and container replacements, were delayed due to logistical problems and Pride was hoping to get those items this year. Council President Rosener referred to the Oregon statute regarding profitability and rate changes and asked if the statute stated that the previous year's rates were used or a rate forecast? Clarification discussion occurred. Mr. Bell replied that the statute stated to use the previous year's rates. Kristin Leichner with Pride Disposal added that one of the reasons Pride had provided projections was because it was not a standard year and Pride was proposing a new program. Mr. Bell provided an overview of the estimated 2022 and 2023 costs for rate setting on page 4 of the presentation and noted that recycling processing had increased 52% in 2022. He addressed the projected rates for 2023 and reported that the return on revenue rates for composite was 6.97%, 4.91% for drop box, 10.31% for container, and 6.28% for carts. He explained that in order to bring the rate of return to 10%, a 3.5% increase would be needed for roll cart service, a \$5-7 increase in hauling service, and drop box rental rates would be rounded up to the nearest dollar. Councilor

Scott asked what percentage the drop box rates were increasing and commented that it seemed like the cost of the drop boxes were being subsidized by the cart and container rates and that it seemed like the drop box rate should be higher to buffer the other rates. Mr. Bell clarified that when he recalibrated the rates, he aimed for a 10% return margin for each item. Council President Rosener referred to Mr. Bell's previous statement that Pride intended to have their increase in capital costs included in last year's rates, but were unable to do so due to logistical reasons, and asked what last year's rates would have been if the capital costs had been included? He continued that he was concerned that they were artificially inflating last year and were "undermining" this year and commented that it seemed like it needed to be leveled out more. Mr. Bell replied that he did not have that figure, but he would provide it after the meeting. Ms. Leichner added that they were still encountering logistical issues when it came to procuring the new trucks and they were unsure on how to manage the cost when the trucks did come through. Councilor Scott commented that in future years, he would like to see the fully loaded costs for rates that did not include driver salary but included the cost of the driver picking up the cart and the dumping of the different gallon rates, so it was clear what the margin was on a 20-gallon cart versus a 95-gallon cart. Mr. Bell replied that those calculations were already done every year, but he would be sure to add it to the presentation next year. He added that there was roughly a \$3 delta between the 35-gallon and the 65-gallon cart and a \$2 delta between the 65-gallon cart and the 95-gallon cart. Ms. Leichner asked what the percentage estimate was on the total fee a customer paid that was attributed to the disposal? Councilor Scott interjected that that conversation could be saved for next year's discussion and that tonight's conversation should move on. Council President Rosener asked if there was any data that showed the impact from the various rate increase sources in the form of percentages? Mr. Bell replied that part of that information was included in his rate report and process discussion occurred. Councilor Giles referred to the delayed capital purchases and asked if those funds were already set aside waiting to be used? Mr. Bell outlined that Metro would be implementing a mandatory commercial food waste program that would go into effect on March 31, 2023 and explained that the program had three tiers of food waste generators. Group 1 generated over 1,000 pounds of garbage and food waste a week, Group 2 generated 500 pounds of garbage and food waste per week, Group 3 generated 250 pounds of garbage and food waste per week, and low food waste generators that were voluntarily participating in the program were Group 4. He explained that implementing the collection rates to support the program could be accomplished by three methods. The first method was to set it at the cost of service and reported that that was what Pride was currently doing. He stated the second method was to subsidize and commented that he assumed a 50% subsidization rate for this alternative. The third alternative was to bundle the program to spread the cost of the food collection program to all commercial customers. Council stated they liked the first method best. Mr. Bell provided an overview of the Sherwood businesses that were in Groups 1-4 on page 11 of the presentation. He recapped next steps and stated that he'd follow up with the additional information requested in this meeting. Ms. Leichner asked if the 2023 rates included adding food to the yard debris service? Mr. Bell replied that was correct. Ms. Leichner explained that it would provide the opportunity for residential customers to compost their food scraps with their yard debris, but it came with a slightly higher processing cost which was built into the 2023 residential rates. Councilor Scott asked if Council got to decide if that program would go into effect and what the cost of the program would be? Ms. Leichner replied that it was up to Council to decide if the city would allow that program to be implemented and the cost was added to the residential rate increase cost. Mayor Mays asked that Mr. Bell also provide information on what that program's cost was in his follow-up to Council. Council President Rosener asked if there were any other additional add-ons included in the new rates? Mr. Bell replied that there were not. Ms. Leichner commented that Pride Disposal also wanted to propose a Recycle+ program that would be optional for customers. Councilor Scott commented that it seemed to him that the cart and container rates were subsidizing the drop box service rates and he would like to increase the drop box rates and decrease the cart rates and discussion occurred. Mayor Mays recapped that there would be a second work session to discuss the rates in October and discussion occurred.

### **Other topics discussed:**

Mayor Mays stated that Council would appoint a new City Councilor at the October 4<sup>th</sup> City Council meeting.

### **5. ADJOURNED:**

Mayor Mays adjourned the work session at 7:00 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 Doug Scott and Kim Young. Councilor Taylor Giles participated remotely. Councilor Renee Brouse was absent.

**3. STAFF PRESENT:** Interim City Attorney Alan Rappleyea Finance Director David Bodway, Public Works Director Craig Sheldon, Community Services Director Kristen Switzer, Police Captain O'Loughlin, IT Director Brad Crawford, and City Recorder Sylvia Murphy. City Manager Keith D. Campbell participated remotely.

### **4. APPROVAL OF AGENDA:**

**MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCIL PRESIDENT ROSENER. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR BROUSE WAS ABSENT).**

### **5. CONSENT AGENDA:**

- A. Approval of August 24, 2022 City Council Meeting Minutes**
- B. Approval of September 6, 2022 City Council Meeting Minutes**
- C. Resolution 2022-073, Authorizing the City Manager to enter into a contract with Bureau Veritas for the Americans with Disabilities Act (ADA) Transition Plan**
- D. Resolution 2022-074, Authorizing City to Enter into an Intergovernmental Agreement to Pursue Litigation Against the State Concerning the Adoption of Administrative Rules**
- E. Resolution 2022-075 Amend Previous Resolutions and Adopt New Engineering Design and Standard Details for Small Wireless Facilities**

**MOTION: FROM COUNCILOR YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR BROUSE WAS ABSENT).**

**6. CITIZEN COMMENTS:** There were no citizen comments and Mayor Mays addressed the next agenda item.

### **7. PRESENTATIONS:**

#### **A. Recognition of Sherwood High School Students Academic and Athletic Achievements**

The City Recorder called forward the students who had RSVP'd for tonight's academic achievement recognition. The Council congratulated the Sherwood High School students for receiving a 4.0 cumulative GPA in the 2021-2022 school year and provided the students with certificates of achievement.

Mayor Mays addressed the next agenda item.

## **8. CITY MANAGER REPORT:**

Community Services Director Kristen Switzer announced that the Cedar Creek Trail ribbon cutting ceremony would be held on September 24<sup>th</sup> at Stella Olsen Park.

City Manager Campbell reported that That Oregon Life had named Sherwood as the number three best place to live in Oregon.

## **9. COUNCIL ANNOUNCEMENTS:**

Councilor Giles reported that he attended the Planning Commission meeting where they discussed code clean up. He recapped a story in which he traveled to Boston and visited an international festival that had food carts and performances and asked for those interested in creating something similar to that event in Sherwood to contact him.

Councilor Scott commented that he was excited to hear that the Cedar Creek Trail would be open soon.

Councilor Young reported that she attended the September 19th Cultural Arts Commission meeting where they discussed plans for their Diwali Festival of Lights event on October 23<sup>rd</sup> from 4:00 pm to 7:00 pm. She reported she attended the Police Advisory Board meeting where they continued their work on creating a new community survey to gather opinions on policing and staffing in Sherwood.

Council President Rosener reported that he attended the WCCC meeting in Mayor Mays's place where they discussed MSTIP funds and ODOT's tolling project. He reported that the WCCC would send a letter to Salem stating that they were displeased with how ODOT was setting up the tolling program and its potential to create diversion traffic.

Mayor Mays reported that he attended the Mayors of Washington County meeting where they discussed water issues, staffing challenges, funding options, county boundary changes, and police recruiting. He reported on his attendance at the WCCCA meeting where he Chairs the board.

## **10. ADJOURN:**

Mayor Mays adjourned the regular session at 7:33 pm.

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Tim Rosener, Council President