



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 17, 2023

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Renee Brouse, Doug Scott, Taylor Giles, and Dan Standke. Council President Keith Mays attended remotely.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, IT Director Brad Crawford, Community Development Director Eric Rutledge, Police Chief Ty Hanlon, Finance Director David Bodway, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Library Manager Adrienne Doman Calkins, HR Director Lydia McEvoy and Records Technician Katie Corgan.
4. **TOPICS:**

A. Council Goals Update

City Manager Keith Campbell presented the "Council Goals Update" (see record, Exhibit A) and recapped that the previous Council goals update discussion focused on 2022-23 goals and this discussion would focus on 2023-24 goals. He provided an overview of Pillar 1: Economic Development on page 2 of the presentation and addressed deliverable 1.1(a): Code Audit and Stakeholder Meetings to Determine Opportunity for Improvement and reported that staff had conducted industrial/commercial developer and broker tours of Sherwood West to gain input on future zoning and stated that additional interviews were scheduled for 2024. He addressed deliverable 1.1(b): Process Amendments and reported that there would be a director's interpretation on Site Plan Review Types to reduce approval timelines and additional procedural changes may occur after interviews with stakeholders and design professionals. Mayor Rosener asked how many tours had been given so far. Mr. Campbell replied that he estimated that for this fiscal year there had been at least one dozen tours. He addressed deliverable 1.2: Create Annexation Policies & Processes to manage our growth goals as it relates to infrastructure, school capacity, and long-term community needs and reported that new annexation policies for Sherwood West had been drafted and shared with Council, and if desired, staff could also adopt new annexation policies for the Brookman Addition or other areas of the city. He addressed deliverable 1.3: Target Metrics for Jobs/Housing Balance and stated that the city should strive for 45% of the assessed property value to be in commercial/industrial as this was on par with more balanced communities like Tualatin, Wilsonville, and Milwaukie. He continued that based on the 2023 EOA, the city needed to add 3,000 new jobs to have a jobs-housing balance. Councilor Scott asked if the city was trying to achieve 45% or to get closer to 45%. Mr. Campbell replied that the city was striving to get closer to that figure. Mayor Rosener added that the city had previously tracked the percentage of property taxes coming in from housing versus commercial versus industrial and commented that this method was easier. Councilor Scott commented that he felt that Council should have a more in-depth conversation on target metrics and that it was likely that more than one metric was needed to track progress. Discussion regarding the 45% figure occurred and staff explained that Economic

Development Manager Coleman had suggested that amount because it was similar to other communities Sherwood was striving to emulate and commented that staff could go back and review if 45% was appropriate for Sherwood's goals. Mayor Rosener asked if Council wanted a work session to review the appropriate percentage for Sherwood and Councilor Scott commented that the city should track multiple metrics to better illustrate the city's progress achieving the desired balance. Mayor Rosener wanted to know what the city was learning by giving industrial/commercial developer and broker tours because it was important to know how to attract the right kind of industry to the city. Community Development Director Eric Rutledge explained that staff was very good about following up post tour and staff made themselves available and frequently had meetings with interested parties to exchange information. Mayor Rosener clarified that he wanted to know how those tours, and the information learned from them, were informing policy recommendations. Mr. Rutledge referred to Economic Development deliverable 1.1 and explained that he was not concerned about the city's Code as staff had not received any feedback from developers saying it was too restrictive and commented that the city's Employment Industrial Zone in the TEA had been praised for its flexibility. He stated that he felt that the city's Site Plan Review process could be improved and provided examples of possible areas for improvement for the Site Plan Review process. Mayor Rosener asked that a work session to discuss what was being learned from industrial/commercial developer and broker tours and metrics be scheduled. City Manager Campbell addressed deliverable 1.4: Completion and Adoption of Sherwood West Re-Look Plan and reported that the Sherwood West Concept Plan had been approved by Council in July 2023. He addressed deliverable 1.5: Decision to ask Metro to include Sherwood West into the UGB and reported that work on this item was ongoing. Mr. Campbell provided an overview of the goals under Pillar 2: Infrastructure on page 6 of the presentation. He addressed deliverable 2.1: Improve Development Code to Promote Stronger Economic Development and explained that this was a duplicate of deliverable 1.1. He addressed deliverable 2.2(a): Sherwood 99W Pedestrian Bridge 100% Design and reported that 100% design was completed on June 23rd. He addressed deliverable 2.2(b): Sherwood 99W Pedestrian Bridge Construction and reported that bidding for the project had been extended to October 31, 2023 due to the complexity of the contract and Council was scheduled to authorize the construction contract at the November 21st City Council meeting. City Manager Campbell addressed deliverable 2.3(a): Cedar Creek Pedestrian Tunnel Feasibility Study and reported that a work session was scheduled for December 5th to discuss funding options as the city had not been awarded the \$600,000 from the state. He addressed deliverable 2.3(b): Cedar Creek Pedestrian Tunnel 30% Design Study and reported that this deliverable had not been started. Mr. Campbell addressed deliverable 2.4: Complete Sherwood Broadband Fiber to the Home Build Out and stated that this was an ongoing project. He addressed deliverable 2.5: Complete YMCA Agreement and reported that a Purchase and Sale Agreement had been completed and was currently in due diligence with closing expected this winter. He addressed deliverable 2.6: Purchase and/or replace antiquated software and provided an overview of the updates on page 10 of the presentation. Councilor Giles asked that software vendors be made aware that the city also intended to change the city's website and to make sure that the new software could work together. Community Development Director Rutledge commented that staff would ensure that new CDD software would be compatible with any future updates or changes. Mr. Campbell addressed deliverable 2.7: Reconfigure existing software to adapt to current needs on page 11 of the presentation. He addressed deliverable 2.8: Develop Shovel Ready Fiber Expansion Projects and reported that there were three shovel-ready projects and staff planned to include them in upcoming grant requests to the state. He explained that the funding for two of the projects had been requested from Representative Salinas and preliminary engineering on additional areas for upcoming state and federal broadband grants had begun. He addressed deliverable 2.9 Oregon Street Brownfield Cleanup – New Public Works Facility Location and stated that the city was working with Washington County on acquiring three lots and reported that the county had approved the request for the lots. Mr. Campbell reported that staff had completed an RFP for Environmental Engineering Services for site cleanup, and it was currently in the protest period. Mr. Campbell provided an overview of the goals under Pillar 3: Livability & Workability on page 13 of the presentation. He addressed deliverable 3.1: Consider Obtaining Age Friendly City Certification and reported that this deliverable had been completed. He addressed deliverable 3.2: Design Concepts for

single-story flex building on lot in front of Arts Building and reported that the city had requested services from several architects to help Council determine future site. He explained that the city had not received any responses and he planned to go back out soon. He addressed deliverable 3.3: Design Plan for Cedar Creek Trail Amenities and reported that the Parks and Recreation Advisory Board had recommended the feeder trail route and style of acoustic fencing at their meeting in September 2023 and city staff were working with ODOT on permitting. He reported that the bid for acoustic fencing would go out in November and the feeder trail bid would go out in December or early January 2024. Mr. Campbell addressed deliverable 3.4: Public Art in Roundabouts (2x) and stated that this item was the next work session topic for this meeting. He addressed deliverable 3.5: Monitor Housing, Track Progress on Issues, Actively Participate, as Needed, with Legislature and Rule Making Committees and deliverable 3.5(a): Develop Annual Report on Housing and stated that staff would provide Council with an annual report on new housing units constructed. He addressed deliverable 3.5(b): Participate in Rule Making & Monitor and Track Changes and reported that staff had tracked housing legislation for 2023 and provided testimony and feedback to lawmakers and the governor's office aligned with council policy. City Manager Campbell addressed deliverable 3.6: Employee and City volunteer recognition and appreciation programs and reported that there were ongoing efforts through the Volunteer Program. He outlined that a volunteer appreciation event was scheduled for April 25, 2024. He provided an overview of the various employee appreciation and engagement events on page 17 of the presentation. Mayor Rosener referred to deliverable 3.5(a) and asked when Council would be provided a copy of the Annual Report on Housing. Community Development Director Rutledge explained that the state required cities to submit their report annually in December/January. Council asked that Mr. Rutledge provide the last several reports to Council. City Manager Campbell addressed deliverable 3.7: Programs to Encourage Innovation and Creative Solutions and Ideas and reported that initial conversations about programs and incentives had begun and work was still ongoing. Discussion of the proposed changes to the city's boards and committees SWOT analysis process occurred. Mr. Campbell addressed deliverable 3.8: Involve the Community and Other Government Partners in Discussions on the Importance of Community Wellness and Mental Health Awareness and reported that the year program draft was complete and included information on financial health and monthly Health and Wellness notices were being sent out that included links to webinars and reminders about Employee Mental Health resources. Mayor Rosener asked that a copy of the year program draft be shared with Council. Councilor Brouse commented that Representative Courtney Neron planned to come back for a future work session with Council regarding mental health. City Manager Campbell provided an overview of deliverable 3.9: Review City Owned Property as it related to Community Gathering Spaces or Community Enhancements and stated that work on this deliverable had not begun. He provided an overview of the goals under Pillar 4: Public Safety on page 19 of the presentation. He addressed deliverable 4.1: Funding Additional SRO and reported that as a result of school board levy passing, a second SRO was assigned to the middle school as of Oct. 1, 2023. Mr. Campbell addressed deliverable 4.2: Enhance Visibility and Use of Police Reserve Program and detailed that the city had added two new reserve officers in April, bringing the total number of reserve officers to three. HR Director Lydia McEvoy clarified that the city had recently moved one of the Reserve Officers to a fulltime Officer position and there were three new Reserve Officers that were currently in the process of going through background checks. Mr. Campbell addressed deliverable 4.3: Work with SSD on Safe Routes to School Program and stated that both the city and the Sherwood School District had passed resolutions supporting the Safe Routes to School program in 2023 and the city and school district staff were meeting to implement the program. Mayor Rosener noted the deliverable timeframe of both 0-1 year and 2-3 years and asked for clarification. Mr. Campbell explained that this would be a process of identifying what route to work with, getting community support, and beginning work on grant proposals. Mr. Rutledge added that there were many different ways to implement the Safe Routes to School Program, and it needed to be determined how the program should be implemented for Sherwood. Mayor Rosener spoke on funding for street improvements via the Safe Routes to School program and asked for a work session on the topic to be scheduled before the next joint meeting with the Sherwood School District. City Manager Campbell addressed deliverable 4.4: Programs to Recruit and Retain Officers and reported that staff was developing

a list of outreach methods to include more/a variety of online job boards/creative job postings to reduce barriers to apply. He commented that including sabbatical/years of service for lateral applicants had been a useful recruitment/retainment tool for the Sherwood Police Department. He stated that there had been improved education for Officers on benefits, PERS, and the 457 plan to help aid retention. He addressed deliverable 4.5: Identify and Complete Infill for Sidewalk Improvements/ADA and reported that sidewalk and ramp inspections had begun in March 2023 and the project should be completed by the end of November, with implementation included in the 2024/2025 budget. He addressed deliverable 4.6: Develop an Action Plan with County to Improve Safety on County Owned Roads in Sherwood and UGB and stated that this project had not been started and no staff time had been allocated for this project in the 2023-24 budget. Council President Mays asked if the deliverable timeframe for 4.6 should be changed and Mayor Rosener asked if Council was okay with 4.6 not being a priority until next year. Discussion regarding Edy Road improvements and not wanting to risk not being awarded MSTIP funds occurred. City Manager Campbell explained that part of the challenge was that the city was currently down a position in the Engineering Department. Public Works Director Craig Sheldon explained that no funds had been allocated in the 2023-24 budget for work on deliverable 4.6 and if Council wished to have this project begin, an outside engineer would need to be brought in. He added that this project was also subject to the staffing limitations of Washington County since Edy Road was a county road. Mr. Sheldon outlined that both Ice Age Drive and the pedestrian bridge were Council priorities with a lot of money involved. Mayor Rosener asked if it would be possible for work on deliverable 4.6 to begin if funding became available to hire an outside engineer. Mr. Sheldon replied, and Council President Mays asked if deliverable 4.6 was more of a lobbying issue versus an engineering issue. Mayor Rosener replied that it would be good to understand what needed to be in place to be successful and then go from there. Mr. Campbell provided an overview of the goals under Pillar 5: Fiscal Responsibility on page 22 of the presentation. He addressed deliverable 5.1: Pursue Federal Grants and Monies and reported that the city had received \$3 million for the construction of Ice Age Drive and \$1 million for rural broadband expansion. He addressed deliverable 5.2: Pursue State Grants and Monies and reported that in the spring of 2023, the city had applied for a Business Oregon grant for Dahlke Corridor and engineering work had been done on three areas, but additional areas were being worked on now. He addressed deliverable 5.3: Complete Banking RFP and reported that Finance Director David Bodway had met with several banks and was in the process of collecting examples of RFP's used by neighboring jurisdictions. He addressed deliverable 5.4: Organizational Assessment and Review on Delivery of Services and reported that this item was currently under staff review. Mr. Campbell provided an overview of the goals under Pillar 6: Citizen Engagement on page 24 of the presentation. He addressed deliverable 6.1: Create new Website Platform and Enhance Social Media and reported that a work session was held and the RFP had been completed. He explained that once the RFP had been reviewed by Mayor Rosener and Councilor Giles, staff would post the RFP online. He clarified that he expected the RFP to be posted online within the next week. He addressed deliverable 6.2: Citizen Academy and reported that staff had begun a review of the previous academies and he hoped to launch an academy in spring 2024. He addressed deliverable 6.3: Utilize modern communication tools (mobile surveys, text messaging) to solicit feedback from residents and stated that enhanced communications would be one of the requirements in the website RFP. City Manager Campbell addressed deliverable 6.4: Track, respond and analyze citizen requests through a customer relationship management system and reported that work on this deliverable had not yet started but these capabilities were included in the scope of the work for the citizen engagement/website project. He addressed deliverable 6.5: Consider Engagement/Communication Specialist and stated that this position had been approved for the 2023-24 budget and the job description work had been completed and the position would be advertised soon. He addressed deliverable 6.6: Develop a comprehensive approach to doing surveys that enables the organization to improve both the strategy and execution and reported that these capabilities were included in the citizen engagement/website project. He addressed deliverables 6.7: Continue to refine our marketing materials for industry and 6.8: Refine Branding and stated that work had not been started on these deliverables. He explained that staff were engaging in preliminary conversations with some branding companies to gather information on the scope of work and potential ideas. He clarified that deliverables 6.7 and 6.8 would be

tasks that the new Engagement/Communication Specialist position would work on. City Manager Campbell addressed deliverable 6.10: Review and Update hiring processes through DEIA and reported that this deliverable had been completed and explained that roles were advertised on diversity sites in addition to Indeed and Government Jobs. He addressed deliverable 6.11: Consider Youth Advisory or Similar and reported that this had been completed and staff was currently working with the school district on the project.

B. Roundabout Art Work

Community Services Director Kristen Switzer presented the "Public Art Oregon Street Roundabout" PowerPoint presentation (see record, Exhibit B) and reported that staff had issued an RFP to develop a site specific, permanent, freestanding outdoor wildlife sculpture for display at the Oregon Street Roundabout in March 2023. She outlined that the city had envisioned wildlife/animal sculpture art that was representative and native to the Pacific Northwest. Ms. Switzer reported that two Oregon-based artists had responded to the RFP and Danae Bennett-Miller had been selected. She explained that Ms. Bennett-Miller and staff visited the site in August and determined that the Oregon Street approach facing southwest was the best location to place the art. She stated that Ms. Bennett-Miller had created the roundabout sculpture in Sisters, Oregon and showed a detailed picture of her work on page 8 of the presentation. Ms. Switzer reported that the deer shown on page 8 of the presentation was the first option and cost \$35,000. She provided an overview of Options 2A and 2B on pages 10-11 of the presentation and reported that the buck option was \$49,825. She provided an overview of Option 3 and reported this option cost \$57,625 and incorporated basalt rocks into the design. Ms. Switzer noted that all of the prices cited in the presentation included the cost to install the artwork but did not include any contingency. She provided an overview of Option 4 and reported this option cost \$92,625 and combined Option 1 and Option 3. She provided an overview of Option 5 and reported this option cost \$92,625 and combined the basalt deer and the buck. Council President Mays commented that he was a fan of Ms. Bennett-Miller and stated that he liked Option 5. He put forward the idea of installing Option 5 for the first year and then in the second year, installing additional fawns. Councilor Giles commented that from a safety perspective, it would be good to select a sculpture that simulated movement, such as the deer from Option 3, to help show drivers that these were not actual wildlife. Council agreed and discussion occurred. Council concurred that they wanted to pursue Option 5 with modifications to the pose of the basalt deer. Councilor Young asked how much was in the public art fund. Finance Director Bodway replied that currently, there was roughly \$141,000 but he projected that total to grow to \$173,000 by the end of the year. Discussion occurred and Council confirmed that they wanted to proceed with Option 5 but wanted to know what other posing options were available. Council discussed the idea of also purchasing one or two fawn sculptures for placement in the following year and agreed that they liked that idea. Mayor Rosener asked if the signage could be moved to a different location so as not to impact the artwork. He spoke on adding additional fawn sculptures to the area and asked that staff look into those pricing options with the artist. Community Services Director Switzer asked if Council wanted another work session to go over the replies from the artist or if that information could be shared via City Manager Campbell. Mayor Rosener replied that sharing the information through the City Manager was fine. Councilor Young asked if the Cultural Arts Commission had been involved in this project. Ms. Switzer replied that the Cultural Arts Commission had not assisted with this project and explained that typically, when it came to the selection of roundabout art, Council or the city had done the selecting.

5. ADJOURN:

Mayor Rosener adjourned the work session at 6:57 pm and convened a regular session.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:00 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, Library Manager Adrienne Doman Calkins, and Public Works Director Craig Sheldon.

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 (COUNCIL PRESIDENT MAYS WAS ABSENT).

Mayor Rosener addressed the next agenda item.

5. **CONSENT AGENDA:**

- A. **Approval of September 19, 2023, City Council Meeting Minutes**
- B. **Approval of October 3, 2023, City Council Meeting Minutes**
- C. **Resolution 2023-080, Approving the Sherwood Public Library Department Collection Development Policy**

Record note: Prior to the meeting, City Manager Campbell emailed Council a memo regarding the Sherwood Public Library Department Collection Policy and a copy of the proposed policy (see record, Exhibit C).

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. 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. **CITY MANAGER REPORT:**

City Manager Keith Campbell reported that a Veterans Day celebration would be held on November 10th at the Sherwood Center for the Arts with a presentation from Sig Unander. He reported that the Old Town Halloween Trick or Treat event would be held on October 31st from 3:00 pm - 6:00 pm. He reported that the Sherwood Police Department would hold a drug takeback event on October 28th at the Sherwood Police Department.

Councilor Young asked when Council would get to review the Youth Advisory Group applications. City Manager Campbell replied that he would work with Mayor Rosener to get the Youth Advisory Group

appointments on an upcoming City Council agenda. Mayor Rosener asked that the appointments be on the November 7th City Council meeting agenda.

Mayor Rosener addressed the next agenda item.

8. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the Planning Commission had not met since the October 3rd City Council meeting.

Councilor Scott reported that the Parks and Recreation Advisory Board would next meet on November 6th. He reported that he attended the October 2nd Parks and Recreation Advisory Board meeting at Murdock Park in preparation for the park's renovations.

Councilor Brouse reported that she attended the most recent Sherwood West meeting. She reported that she attended the most recent LOC meeting. She reported that she attended the Senior Advisory Board meeting where they discussed creating a "senior-friendly" business award for the Chamber of Commerce awards dinner.

Councilor Young reported that she reviewed several CDBG grant applications. She attended the LOC conference and recapped her experience at the conference.

Councilor Giles reported that the Sherwood Library Foundation had been created and was now working with the Secretary of State to be incorporated as a non-profit. He reported that the Foundation had passed their bylaws to raise money and apply for grants in order to continue to provide services at the Sherwood Library in the event of county budget cuts. He reported that some of the startup funds for the Foundation were provided by the Community Enhancement Program. He spoke on the Washington County library levy and reported that the county had hired a consultant to determine if a levy was necessary for the 2025 election. He expressed his excitement at the passage of the Sherwood Public Library Department Collection Development Policy at this meeting.

Mayor Rosener reported that he attended the LOC conference and spoke on his experience at the conference. Councilor Young added that Mayor Rosener had been recently elected to an LOC board. Mayor Rosener spoke on the importance of the LOC in advocating for cities on how to best deal with the housing crisis. He reported he attended the most recent WCCC meeting where they heard updates on ODOT and Metro projects.

9. ADJOURN:

Mayor Rosener adjourned the regular session at 7:18 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor