



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 29, 2024

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Ketih Mays, Renee Brouse, Dan Standke, and Doug Scott (left at 6 pm).
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Finance Director David Bodway, Police Chief Ty Hanlon, Planning Manager Sean Conrad, City Engineer Jason Waters, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

OTHERS PRESENT: First Forty Feet consultants Jason Graf and Will Grimm.

4. TOPIC:

A. Old Town Strategic Plan Discussion

First Forty Feet consultants Jason Graf and Will Grimm presented the "Sherwood Old Town Strategic Action Plan" PowerPoint presentation (see record, Exhibit A). Mr. Graf recapped that the purpose of the Old Town Strategic Action Plan was to promote the ongoing revitalization of Old Town as the traditional heart of the community. He stated the plan would include a review of opportunity sites, how to approach future development/infill of those sites, and the impact of state mandates and potential incentives. He stated they would meet with the Sherwood Main Street group to determine what types of partnerships would work to promote Old Town. Mr. Graf provided an overview of the objectives within the Community Engagement and Visioning, Economic Development and Business Growth, Strategic Site Development, and Incentives and Tools Guiding Development categories on page 3 of the presentation. He provided an overview of the key measures of success within each category on page 4 of the presentation and asked for Council input. Mayor Rosener stated a measure of success would be not exasperating the city's parking with the addition of more mixed-use buildings. He commented that the city currently did not have a parking requirement in Old Town, but he was open to changing that via development type if it was needed. Councilor Giles explained that he was not just interested in bringing in more businesses to Old Town, he wanted businesses that would generate increased foot traffic in Old Town and spoke on "discoverability." Discussion regarding needing different types of businesses that were open more hours or days of the week to capture more foot traffic and

“activity drivers” occurred. Mayor Rosener stated that an Old Town hotel, mercantile shops, mixed-use buildings, and affordable housing, particularly in Sherwood West, could all impact foot traffic levels in Old Town. Councilor Standke asked if foot traffic was the main driver for defining success and Mayor Rosener replied that it was foot traffic in the context of the look and feel of Old Town. Councilor Scott commented that to him, foot traffic was the result, not the goal. Discussion regarding wanting to attract businesses that drew people downtown throughout the day and evening occurred. Discussion regarding ways to encourage businesses to remain open more hours and/or days of the week occurred. Mayor Rosener said a grant program could be used and spoke on the impacts to design standards from SB 1537 and similar legislation and the need for strategic cost incentives. He spoke on façade grants and SDC offsets and asked that they look into creative programs other communities were using. Mr. Graf spoke on the City of Tigard’s storefront improvement and tenant improvement programs. Mayor Rosener commented that \$50,000 in URA funds could be set aside annually to help fund those types of programs in Sherwood. Mr. Graf reported that they would meet with the City of Tigard’s Economic Development Director to discuss their programs. Council asked that the consultant also meet with the City of Beaverton and City of Newberg. Mayor Rosener asked that they be mindful of recently passed and potentially upcoming legislation in order to try and plan ahead as best as possible. Councilor Giles asked if tenant improvement programs could be utilized by businesses on the second floors of buildings and discussion occurred. Councilor Scott stated that it was important that the city not spend money or incentives on properties that were sub-optimally developed.

B. Metro Solid Waste Discussion

Mayor Rosener referred to Councilor questions sent to Metro prior to the work session (see record, Exhibit B) and introduced Metro Council President Lynn Peterson and Metro Waste Prevention and Environmental Services Director Marta McGuire. Mayor Rosener spoke on transparency and working with Metro and stated he had served on Metro’s Rate Policy Advisory Group and the UGR stakeholder group. He stated that he appreciated that Metro’s level of community involvement over the last few years had increased. Metro Council President Peterson provided background on herself. She voiced that this region had wanted to do regionalism so everyone would benefit from the gains and commented that everyone was dependent on each other in order to succeed. She explained that Metro set the waste fee annually and worked to balance the impact of raising the fees. She referred to the COVID-19 pandemic and explained that cities had requested that Metro not institute large fee increases during that time, and Metro had agreed. She stated that the fees that cities were seeing now was a result of Metro holding back increases for three years and Metro was no longer able to offset the costs by dipping into their reserves. Ms. McGuire presented the “Metro Waste Prevention and Environmental Services” PowerPoint presentation (see record, Exhibit C). She provided an overview of Metro’s budget development timeline and referred to additional fee setting information that had been sent to Council prior to the work session (see record, Exhibit D). She reported that Metro Council served as the approval body for fee setting, and, starting this year, the Regional Waste Advisory Committee would provide input and advise Metro Council. Ms. McGuire voiced that Metro was working to do a better job sharing information with cities regarding fees, programs, and services. She provided an overview of Metro’s solid waste fees and fee history on pages 4-5 of the presentation. She referred to the 1% increase in the Regional System Fee and explained that Metro’s focus had been on maintaining programs and services and getting back to pre-COVID reserve levels. She explained the Solid Waste Fee had increased significantly due to increased labor, equipment, and fuel costs. Ms. McGuire recapped the table of 2024 private transfer station rates and fees on page 8 of the presentation and noted that it was very difficult to make comparisons between transfer stations because there were many different factors that impacted their rates and fees. Mayor Rosener asked if Metro had investigated why some regions were able to offer much lower rates. Ms. McGuire

replied that Metro sought to be as efficient as possible, which was why they competitively bid their contracts every 5-7 years. Metro Council President Peterson added that Metro Council had given direction to WPES to slowly remove themselves from the transfer station space. She explained this meant that there would be more tonnage for the private sector to allocate, but it also meant that Metro would be regulating the rates. Mayor Rosener commented that if Metro was regulating themselves, that could be seen as a conflict of interest. Metro Council President Peterson replied that Metro had the authority to regulate the private sector, so this was a clarification of roles. Councilor Giles asked if Metro reviewed their services to determine their return on their investments and Ms. McGuire replied that direction had been given to focus on maintaining basic levels of service for the past few years. She voiced that actions Metro took to provide cost savings via program or service cuts would have a ripple effect down to the community level. Council President Young referred to the number of new FTEs that Metro had added over the past five years and commented that she felt it was a large number. Ms. McGuire provided information on Metro's internal staff restructuring and the creation of a new department. Metro Council President Peterson added that previously, Metro had utilized incarcerated labor to help run the Regional Illegal Dump program. She reported that Metro no longer used incarcerated labor, and instead switched to a workforce development program which likely explained the large increase in FTEs. Ms. McGuire outlined the summary of city and county rates table on page 9 of the presentation and explained that each city and county set their own curbside collection rates and had independent rate setting processes. She outlined that Metro sought to set fees guided by a solid waste fee policy with input from the Regional Waste Advisory Committee. They also sought to improve transparency of their budget and fee information and would hold a spring budget forum to gather additional information to share with Metro Council. Ms. McGuire provided an overview of what programs and services the solid waste fees funded on page 12 of the presentation. She referred to Metro working with cities and counties around diversion and reported that in 2019, Metro Council adopted the Regional Waste Plan, which was created through collaboration with city and county governments as well as community organizations and industry partners. She referred to questions regarding key performance metrics for Metro's budget and stated those were something Metro was actively working on. Councilor Giles commented that he wanted to see information on the impact the programs were having versus how much they cost. Ms. McGuire explained that the Department of Environmental Quality set requirements for every city and county regarding environmental literacy and noted that Metro provided the regional programming for students via their outdoor school program. She provided an overview of Metro's Fiscal Year 2024-25 budget on page 15 of the presentation. Mayor Rosener asked how much in reserves Metro had, and Ms. McGuire replied that she was unsure, but thought it was likely around \$10-12 million. Discussion regarding the closure of the St. Johns Landfill and the potential usefulness of capturing and selling the methane from the site occurred. Ms. McGuire provided an overview of Metro's services and community investments on page 16 and Metro's planning and partnerships on page 17 of the presentation. She outlined the need for the 2.4 FTE employees that were added in the Fiscal Year 2025 budget. Council President Young referred to the 10 FTEs noted in Metro's budget and asked for clarification. Ms. McGuire explained that there was an internal reorganization of some departmental staff. Mayor Rosener referred to the fund transfer from the Waste Fund to the General Fund and the reorganization of staff and asked for clarification. Ms. McGuire replied that Metro had a cost allocation plan for their shared central services, such as HR and IT, and each department's portion was based on their FTE and their operating budget. Council President Young commented that there was a large jump from \$10 million to \$20 million in a two-year time period. Ms. McGuire explained that Metro's event venue revenue suffered during the pandemic, resulting in them dropping their operating budget and WPES had to carry the load. Mayor Rosener commented that that meant that the WPES was funding other operations. Metro Council President Peterson replied that "it was their portion of what was left." Ms. McGuire added that it should go down as the zoo and other venues increased their operations. Metro Council President Peterson added that

2026 would be a “cliff for the region” in terms of conferences coming into the area. She explained that this was delayed fallout from the 2020 protests and the fentanyl crisis in Portland. Mayor Rosener referred to the cost allocation of Metro’s central services and Ms. McGuire replied that it generally amounted to about 20% of the WPES budget and stated that that was reasonable. Mayor Rosener referred to the 2026 venue drop-off and commented that Metro would likely need to review their staff and services. Metro Council President Peterson replied that Metro departments were currently “rightsizing” and discussion occurred. Mayor Rosener commented that local facilities were able to offer similar services to Metro, so a new facility was not necessarily needed. Ms. McGuire replied that Metro staff would advocate to leverage private infrastructure to help provide needed services. She provided an overview of Metro’s key investments on page 19 of the presentation. Mayor Rosener asked that moving forward, Metro utilize scientific polling to gain insights into the region’s needs. He referred to Metro’s four-step budget development process and stated that a step needed to be added to review the costs of Metro’s programs and services and their impacts on rates. Metro Council President Peterson replied that there was discussion at the Metro Council level of waste management being a utility and should be treated as a utility and determining a minimum level of service. Discussion regarding better search engine optimization for waste management occurred. Mayor Rosener asked for more clarity around how Metro set their reserve levels and Ms. McGuire replied that it was a 45-day operational reserve. She added that there had been discussions regarding increasing it to a 60-day operational reserve given what they experienced during the pandemic. She reported that if Metro wanted to issue a bond for future infrastructure, then their reserves needed to be at a certain level. Mayor Rosener asked for more transparency and more inclusion of communities from Metro moving forward.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:03 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:10 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Keith Mays. Councilor Doug Scott was absent.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Finance Director David Bodway, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of October 15, 2024, City Council Meeting Minutes**
- B. Resolution 2024-067, Appointing Deborah Reisman to the Sherwood Cultural Arts Commission**
- C. Resolution 2024-068, Appointing Leah Nedwek to the Sherwood Cultural Arts Commission**
- D. Resolution 2024-069, Appointing Michael Smith to Sherwood Police Advisory Board**
- E. Resolution 2024-071, Forming a Project Advisory Committee and Technical Advisory Committee for the Old Town Strategic Plan**
- F. Resolution 2024-072, Approving Sherwood Police Department Policy Updates**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

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

7. PUBLIC HEARING:

A. Resolution 2024-070, Updating the 2024-25 Fee Schedule for Compliance with State Building Code Regulations and Accela Contract

Community Development Director Eric Rutledge presented the "Sherwood City Council Resolution 2024-070" PowerPoint presentation (see record, Exhibit E) and stated that the Community Development and Planning Departments were transitioning to Accela, the state's e-permit system. He explained that as a part of that transition, the State had completed an audit of the city's fee schedule to determine compliance with state regulations and reviewed the fee schedule structure to ensure compatibility with Accela. He reported that an Area Development Permit fee for manufactured home parks and RV parks was added to the fee schedule. He stated that plumbing and mechanical permit fees were now itemized, and the grading fee had been moved to Section 8. He reported that the city would go live with Accela on November 18th and noted that customers would be able to pay online. Council President Young asked regarding credit card fees and Mr. Rutledge replied that the Accela contract did not permit credit card fees to be charged and stated staff would be back soon to present Council with a technology fee to help recoup those losses. He commented that the upgrade would improve customer service and would be integrated into the new city website. Council President Young asked why the state mandated the inclusion of the Area Development Permit fee for manufactured home parks and RV parks. Mr. Rutledge explained that the fee schedule for building was very prescriptive and much of it was dictated by the state. He clarified that the city kept the fee, but the state dictated what the city could charge. Mayor Rosener opened the public hearing to receive public comment. Hearing none, Mayor Rosener closed the public hearing and asked for discussion or a motion from Council. Councilor Mays asked if Accela would result in better efficiencies and Mr. Rutledge replied that he was optimistic about the efficiencies the new software would create for both staff and customers. Council President Young asked if a customer would be able to view all of their permits with the new software and Mr. Rutledge replied that was correct. Councilor Giles asked if Accela was the predominant e-permitting software

cities used to comply with the state mandate and Mr. Rutledge replied that it was. With no further comments or questions, the following motion was stated.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT RESOLUTION 2024-070, UPDATING THE 2024-25 FEE SCHEDULE FOR COMPLIANCE WITH STATE BUILDING CODE REGULATIONS AND ACCELA CONTRACT. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR SCOTT WAS ABSENT).

Mayor Rosener addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that Old Town would hold a Halloween event on October 31st. He reported that there would be no Council meeting on November 5th. He provided an update on the construction of the pedestrian bridge. He reported that a Veterans Day event would be held on November 11th at the Arts Center.

Councilor Standke asked what was being done to ensure the security of ballot drop boxes. Police Chief Hanlon replied that the Police Department was keeping an eye on things and planned to provide a police presence at the ballot box on November 5th and spoke on the Washington County field force that was also available to ensure access to the ballot boxes. Councilor Standke asked if the previously announced Hide and Seek with a Cop event had been canceled and Chief Hanlon replied that was correct.

Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles reminded residents to vote. He reported on his attendance at the most recent Library Advisory Board meeting. He reported on the production of the Sherwood High School musical. He congratulated the Sherwood cross-country team.

Councilor Brouse reported on her attendance at the Housing Advisory Committee meeting. She reported she attended the Police Advisory Board meeting in Council President Young's place. She reported the Wine Festival would be held on November 2nd. She reported that Old Town would hold a Halloween event on October 31st.

Councilor Mays reported on his attendance at the League of Oregon Cities conference. He reported on recent and upcoming Arts Center events.

Councilor Standke reported on his attendance at a Voices for the Performing Arts event. He reported on his attendance at the most recent Planning Commission meeting.

Council President Young reported on her attendance at the League of Oregon Cities conference.

Mayor Rosener reported on his attendance at the League of Oregon Cities conference. He spoke on the American Connectivity Program committee.

10. ADJOURN:


Mayor Rosener adjourned the regular session at 7:42 pm and convened an executive session.

EXECUTIVE SESSION


1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:45 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Keith Mays. Councilor Doug Scott was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Police Chief Ty Hanlon, Finance Director David Bodway, and HR Director Lydia McEvoy.
4. **TOPIC:**
 - A. **ORS 192.660(2)(d)(e)(h) Labor Negotiator Consultations, Real Property Transactions, and Legal Counsel**
5. **ADJOURN**

Mayor Rosener adjourned the executive session at 8:55 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor