



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
November 1, 2022

WORK SESSION

1. **CALL TO ORDER:** Mayor Mays called the work session to order at 6:15 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Renee Brouse, Kim Young, and Linda Henderson. Councilor Taylor Giles was absent.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, Interim City Attorney Alan Rappleyea, IT Director Brad Crawford, Community Services Director Kristen Switzer, Economic Development Manager Bruce Coleman, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. Economic Development Comparable Cities

Economic Development Manager Bruce Coleman presented the "Discussion on Sherwood Economic Development Comparable Cities" PowerPoint presentation (see record, Exhibit A) and recapped that economic development was a high priority for Council and that Sherwood took an aspirational approach to economic development. He explained that it was important to benchmark Sherwood with comparable cities from an economic development perspective to ensure that Sherwood remained competitive. He reported that benchmarking Sherwood would also help when reviewing SDC rates and would assist in formulating economic development goals, policies, and programs. He continued that doing so would create guidance for creating new industrial/employment sites and included land use planning issues, code revisions, infrastructure/CIP programs, UGB expansions, and business recruitment initiatives. Mr. Coleman outlined that the criteria for the comparable cities list included: a 10,000-30,000 population, location, potential employment land availability, economic development goals and strategies, quality of life, and aspirational or similar economic development goals. He explained that staff was looking for Council to provide direction regarding which cities were comparable to Sherwood and should be benchmarked as Sherwood continued to emerge as a technology and advanced manufacturing hotspot. Council President Rosener clarified that the comparable cities should be cities that Sherwood can compete with, not just similarly sized cities. Mr. Coleman replied that was correct and explained that he used Sherwood as the base metric for comparison and provided an overview of the key economic development growth potential factors on page 6 of the presentation. He outlined that each city was compared on their population, school ranking, public safety ranking, and economic development growth potential key factors. He recapped that Sherwood was a higher income community that had a growing industrial/manufacturing business base and 200 acres of industrial land with proximity to "Silicon Forest". He commented that he believed that all of Sherwood's usable industrial land would be used up

within the next five years and discussion occurred. He outlined that Sherwood also had other potential future employment areas that included Sherwood North, Brookman/99W, and TEA (Tonquin Employment Area) South. He provided an overview of the City of Tualatin and recapped that the city had good proximity to Portland and the Port of Portland, the city had a large business base that included key existing industries and large existing industrial parks with a well-established and diverse business mix. Tualatin had over 700 acres of planned future industrial land, much of which was in their UGB, and they had TIF funding and an Opportunity Zone but no Enterprise Zone. Mr. Coleman explained that Sherwood did not have an Opportunity Zone because the US Treasury had delineated the area to the east of 124th Avenue as the Opportunity Zone and explained that it was a census issue. Councilor Henderson referred to Tualatin's Basalt Creek industrial area and commented that there was no access on the pathway. Economic Development Manager Coleman replied that a lot of infrastructure would have to be built in that area and that Tualatin viewed the Basalt Creek area as a 30-year plan. He provided an overview of the City of Wilsonville and recapped that the city had good proximity to Portland and the Port of Portland, the city had a large business base that included key existing industries and large existing industrial parks with a well-established and diverse business mix. Wilsonville had over 200 acres of new industrial parks planned as well as the "Wilsonville Invest Now" (WIN) TIF incentive program that functioned similar to an Enterprise Zone. He reported that Wilsonville had an Opportunity Zone on the east side of I-5, but no Enterprise Zone. He provided an overview of the City of Tigard and recapped that the city had direct access to I-5 and Highway 217. He reported that the city focused on infill and making downtown Tigard a mixed-use urban village. He stated that the city also focused on the Washington Square Regional Center that had an urban/suburban center that was mixed use Commercial, Residential, and Industrial to the west of Highway 217 and commented that Tigard had a limited amount of industrial land. He provided an overview of the City of Newberg and recapped that the city was adjacent to Highway 99W and somewhat close to I-5 and the city was outside of the Metro UGB. Mr. Coleman reported that the city had an existing economic base that included manufacturing companies. Newberg had a 200-acre industrial site that was currently undergoing redevelopment and their economic development strategy focused on advanced manufacturing, high tech, food/beverage, machining/fabricating, and aviation. He reported that Newberg had an Opportunity and Enterprise Zone as well as George Fox University and PCC-Newberg. Council President Rosener asked if having a college in the city was a big advantage to the city? Mr. Coleman replied that it did not provide a large advantage and discussion regarding distances from Sherwood to nearby colleges occurred. He provided an overview of the City of West Linn and recapped that the city had good proximity to Portland, the Port of Portland, and was I-205 adjacent. West Linn was a higher income community, but their economic base was different from Sherwood. The city had a corporate center but a low location quotient for manufacturing and they were targeting different future industries compared to Sherwood. Mr. Coleman outlined that based on a 2016 EOA, West Linn had 11 acres of buildable industrial land and a "Potential Urban Enterprise Zone." He provided an overview of the City of Canby and recapped that the city was Highway 99W adjacent and somewhat close to I-5. The city had a small and medium sized business base and a 300-acre industrial park that had shovel-ready sites and expansion opportunities. He explained that Canby was outside the Metro boundary area which developers were interested in and the city had property tax abatements but no Opportunity or Enterprise Zones. Mr. Coleman provided an overview of the City of Forest Grove and recapped that the city had access to Highways 8 and 47 and had proximity to the Silicon Forest growth corridor. He reported that Forest Grove had 0% industrial vacancy and their economic development strategy focus was data centers and promoting Forest Grove as an alternative to Hillsboro. Councilor Henderson asked if there were any studies that showed where the employees of high-tech sites lived. Mr. Coleman replied that he believed that Metro may keep track of those, or similar metrics and discussion occurred. He stated that the city had 70 acres available for industrial expansion but no current opportunities for UGB expansions. He provided an overview of the

City of Cornelius and recapped that the city had direct access to Highway 8 and had proximity to the Silicon Forest and the city was mostly focused on microbusinesses and serving as a business incubator. Cornelius had a Town Center economic development focus, a total of 54 acres of industrial land, and an Enterprise Zone. He provided an overview of the City of Hillsboro and recapped that it was a large city that could serve as an aspirational model for Sherwood to focus on attracting tech/advanced manufacturing. Hillsboro had good connectivity to US 26, I-5, Portland, and the Hillsboro Airport. Mr. Coleman commented that Hillsboro had the key industry clusters that Sherwood would like to emulate. Council President Rosener clarified that this discussion was solely focused on comparing economic development of comparable cities and what Sherwood wished to compete with. Mr. Coleman continued that Hillsboro had a 700-acre tech park and office clusters around Tanasbourne. Mayor Mays spoke on the land reserves in the state and commented that if those reserves were to be revised, Sherwood needed to be mindful of their approach and provided background. Mr. Coleman stated that Hillsboro was included in his list to serve as an economic development aspirational model. He provided an overview of the City of Happy Valley and recapped that the city had good proximity to Portland, I-205, and Highway 212. He explained that much of Happy Valley's acreage was comprised of small or hard to assemble parcels that may not have good access. Mr. Coleman asked for Council feedback on which cities should be included in his comparable cities tracking. Councilor Brouse asked if the City of McMinnville was considered, and Mr. Coleman explained that he had not included it because McMinnville did not share enough similarities to Sherwood to include it in the list. Council agreed to include Tualatin, Tigard, Wilsonville, Newberg, Canby, and Hillsboro in the list of comparable cities. Discussion regarding the Wilsonville WIN TIF program occurred.

5. ADJOURNED:

Mayor Mays adjourned the work session at 6:58 pm.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Mays called the meeting to order at 7:03 pm.
- 2. COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Renee Brouse, Kim Young, and Linda Henderson. Councilor Taylor Giles was absent.
- 3. STAFF PRESENT:** City Manager Keith D. Campbell, Interim City Attorney Alan Rappleyea, IT Director Brad Crawford, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Finance Director David Bodway, 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 GILES WAS ABSENT).

5. CONSENT AGENDA:

- A. Approval of October 18, 2022 City Council Meeting Minutes**
- B. Approval of October 19, 2022 City Council Meeting Minutes**

C. Resolution 2022-081, Authorizing the City Manager to Execute a Construction Contract for the 2022 Waterline Replacement Project (Norton Fire Flow Improvements)

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

6. CITIZEN COMMENTS:

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

7. PRESENTATIONS:

A. Recognition of Eagle Scout Award Recipient

Mayor Mays called Caitlyn Kreuzer forward and asked her to explain her Eagle Scout project. Ms. Kreuzer explained that her project entailed building the benches located next to the American flag outside the Sherwood Marjorie Stewart Senior Center. She explained that the new benches replaced the old benches that were in need of repair. She reported that the new benches would be more comfortable and would be more weather resistant than the previous benches. She commented that it was important to her to complete her Eagle Scout project in Sherwood at the Senior Center, and she thanked the city and the Senior Center, the Scouts and adults of Troops 423 and 218, and her family for their help and support. She stated that she was proud to be the first female Eagle Scout from Troop 218 in Tigard, Oregon. Mayor Mays asked Ms. Kreuzer how long her project took to complete. Ms. Kreuzer replied that it took roughly 50 hours to complete the project in total. Councilor Young asked if anyone had donated materials to her project. Ms. Kreuzer replied that she had purchased the materials herself. Mayor Mays presented Ms. Kreuzer with a certificate of achievement.

Mayor Mays addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Campbell reported that the Sherwood Center for the Arts would hold a Veteran's Day celebration on November 11th. He thanked Public Works Director Craig Sheldon and Public Works staff for their work putting up the outdoor lights in Old Town.

Mayor Mays addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Scott reported the Parks and Recreation Advisory Board would meet on November 7th to discuss the Sherwood West Concept Plan feedback they had received.

Councilor Brouse reported on the most recent Library Advisory Board meeting where they continued their work on their strategic plan and completed their SWOT (strengths, weaknesses, opportunities, and threats) analysis. She reported that the Senior Advisory Board had also completed their SWOT analysis and continued discussions on making Sherwood a senior-friendly city. She reported a fundraiser event would be held at the Senior Center on November 19th for the PEARLS program.

Councilor Young reported that the Police Advisory Board had finalized the survey questions for community feedback regarding policing in Sherwood. She reported that she attended a Planning Commission training session on October 29th.

Council President Rosener reported that he attended the most recent WRWC meeting. He reported that he filled in for Mayor Mays at the WCCC meeting where they heard presentations on the ODOT tolling project and TriMet. He reported that Councilor Brouse, Councilor Young, himself, and city staff had provided a tour of the city for Senator Merkley's staff. He thanked Public Works and Police staff for their work assisting with the "Pirates of Pinehurst" and stated that the event raised funds for the Sherwood Education Foundation.

Mayor Mays reported that Sherwood would be awarded a federal grant of \$3 million to put towards the construction of an industrial road when the bill passed in November or December. He reported that the LOC was still searching for a new executive director. He reported he attended a Washington County Cooperative Communications Center executive committee meeting where they continued their discussion on the implementation of new radios for all public safety officials in the county. He reported he would meet with the new director of the DLCD on November 4th.

Councilor Young encouraged residents to turn in their ballots by November 8th.

10. ADJOURN TO EXECUTIVE SESSION:

Mayor Mays adjourned the regular session at 7:25 pm and stated the Council would meet in an executive session.

EXECUTIVE SESSION

- 1. CALL TO ORDER:** The executive session was called to order at 7:27 pm.
- 2. COUNCIL PRESENT:** Council President Tim Rosener, Councilors Kim Young, Doug Scott, Renee Brouse, and Linda Henderson. Mayor Keith Mays and Councilor Taylor Giles were absent.
- 3. STAFF PRESENT:** City Manager Keith D. 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 7:54 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Keith Mays, Mayor