



CITY COUNCIL MEETING PACKET

FOR

Tuesday, November 1, 2022

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

6:15 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Executive Session
(ORS 192.660(2)(e), Real Property Transactions)
(Following the City Council Regular Meeting)

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

AMENDED AGENDA, ITEM 11.A ADDED



Home of the Tualatin River National Wildlife Refuge

6:15 PM WORK SESSION

1. **Economic Development Comparable Cities**
(Bruce Coleman, Economic Development Manager)

7:00 PM REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**

- A. **Approval of October 18, 2022 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Approval of October 19, 2022 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- C. **Resolution 2022-081, Authorizing the City Manager to Execute a Construction Contract for the 2022 Waterline Replacement Project (Norton Fire Flow Improvements)** (Craig Sheldon, Public Works Director)

6. CITIZEN COMMENTS

7. PRESENTATIONS

- A. **Recognition of Eagle Scout Award Recipient** (Keith Mays, Mayor)

8. CITY MANAGER REPORT

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN TO EXECUTIVE SESSION

11. CITY COUNCIL EXECUTIVE SESSION

- A. **ORS 192.660(2)(e), Real Property Transactions**

12. ADJOURN

AGENDA

**SHERWOOD CITY COUNCIL
November 1, 2022**

6:15 pm City Council Work Session

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Sherwood, OR 97140**

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How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 18, 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, and Kim Young. Councilor Taylor Giles participated remotely.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, Acting City Attorney Truman Stone, System Administrator Mark Swanson, Records Technician Katie Corgan, and City Recorder Sylvia Murphy. Public Works Director Craig Sheldon participated remotely.

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

4. TOPICS:

A. Solid Waste Rates Discussion

Public Works Director Craig Sheldon reported that many of Council's questions around the solid waste rates had been answered in a prior email (see record, Exhibit A) and that Kristin Leichner had also wished to discuss two new Pride Disposal programs with Council. Chris Bell with Bell and Associates presented the "City of Sherwood Solid Waste & Recycling Collection" PowerPoint presentation (see record, Exhibit B) and explained that the price had increased from 3.3-4.7% largely due to the tipping fee implemented by Metro and stated that Metro also regulated the amount of tonnage accepted at transfer stations which affected the rates. Council President Rosener asked if Metro mandated that a certain percentage of the loads go to Metro-owned transfer stations? Mr. Bell replied that was correct and explained that the most profitable waste loads to haul were commercial loads because they were the largest and quickest to dump whereas self-haulers had smaller, more frequent drop-offs, and were not as profitable for Metro to direct to their transfer stations. He continued that private transfer stations were unable to turn away other haulers and would have to send their own trucks to a Metro transfer station before declining another hauler. Kristin Leichner with Pride Disposal explained that Metro's code mandated that Metro was able to receive a minimum of 40% of the region's tonnage at their two facilities while distributing the other 60% amongst the other transfer stations in the region. Mr. Bell addressed the adjusted 2021 rate results on page 3 of the presentation and stated that the figures included the PPP money that Pride had received and had been recognized in the 2020-2022 rates. Council asked that Mr. Bell proceed to the new information that Council had not been presented with before and Mr. Bell provided an overview of pages 4-5 of the presentation. He reported that the proposed roll cart rates

effective January 2023 calculated per the city ordinance was a 5.24% increase and the rates for the proposed roll cart rates effective January 2023 with the Residential Organics Program was a 3.5% increase. He reported that there would be a 2.4% increase in the proposed commercial container rates effective January 2023 and provided an overview of the proposed drop box and compactor roll off service rates effective January 2023 on page 9 of the presentation. Mr. Bell recapped that Council had determined to continue with the current food waste program implemented by Pride, where the customers who received commercial food waste scraps services were invoiced for the service. Discussion about the rate differences between the proposed roll cart rates that were calculated per the city ordinance and the rates for the proposed roll cart rates with the Residential Organics Program occurred. Mayor Mays asked for Council direction on if they wanted to proceed with the city ordinance calculated rate or the rate that included the Residential Organics Program? Councilor Young asked Ms. Leichner if Pride received requests for a food scrap composting program frequently? Ms. Leichner replied that it was one of their most frequently asked questions and stated that soon the only jurisdiction that did not have a food scrap program would be unincorporated areas of Washington County and Sherwood. Councilor Scott commented that he liked that the program fees were built into the rates and that it seemed like a program many people wanted. Council President Rosener asked how much of the rate increase was driven by Metro's plan to increase their tipping fee roughly 7% annually over the next four years? Mr. Bell replied that it would be an increase of approximately .50 cents per customer per month. Mayor Mays asked Council which rate they wished to go with? Council communicated they wished to proceed with the roll cart with the Residential Organics Program rates. Council President Rosener stated he preferred to put the question to the community. Discussion regarding Metro's proposed new hauling station occurred. Ms. Leichner provided an overview of the new Recycle+ program Pride would be offering and provided a handout of the program mailer to Council (see record, Exhibit C). She explained that the proposed program would be optional for customers and provided details on the program. She stated that there would be a flat monthly fee of \$2.55 for customers who had signed up for the service as well as a pick-up fee of \$9.45 per-collection and that their current glass collection trucks were able to handle this service. Discussion of the program occurred. Councilor Young asked if there was a pick-up fee, why was there a \$2.55 monthly fee? Ms. Leichner replied that the \$2.55 monthly fee helped pay for the administration of the program and included staff time and materials for the program. Councilor Young clarified that all the items accepted in the Recycle+ program were also eligible to be dropped off at the Pride Disposal location in Sherwood. Ms. Leichner replied that was correct with the exception of textiles. Council President Rosener asked if Pride would be handling all the materials themselves? Ms. Leichner explained that different items would be sent and processed at different locations depending on what they were and stated that Pride would be responsible for processing the film plastics collected from the region. Council President Rosener remarked that he was fine with the program, but he wanted to keep it "self-contained" so that if the program took off and required more investment such as more equipment, that those cost increases were not subsidized by the other programs. Ms. Leichner replied that if the Recycle+ program needed a rate adjustment, only the customers utilizing the program would pay for that adjustment. Councilor Giles stated that he wanted it to be made clearer on the Recycle+ program marketing that it was an optional service, not a required one, as well as clarifying that all the materials accepted in the Recycle+ program could also be taken to the Pride location in Sherwood instead. Ms. Leichner replied that they would do so. Councilors Young and Brouse stated that they were in favor of the program. Councilor Giles commented that it would be helpful to have a picture of what items were accepted in the Recycle+ bin. Ms. Leichner replied that they had decided not to do that because the types of items that were accepted may change in the future. Council President Rosener asked that Mr. Bell keep the Recycle+ program rates separate from the other program rates for future rate reviews. Mr. Bell replied that he would do so. Mayor Mays recommended that Pride draft an article for the Sherwood Gazette explaining the details of the Recycle+ program for them to publish.

5. ADJOURNED:

Mayor Mays adjourned the work session at 6:53 pm.

REGULAR SESSION

1. CALL TO ORDER: Mayor Mays called the meeting to order at 7:02 pm.

2. COUNCIL PRESENT: Mayor Keith Mays, Council President Tim Rosener, Councilors Doug Scott, Renee Brouse, and Kim Young. Councilor Taylor Giles participated remotely.

3. STAFF PRESENT: City Manager Keith D. Campbell, Acting City Attorney Truman Stone, System Administrator Mark Swanson, Finance Director David Bodway, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR.

5. CONSENT AGENDA:

A. Approval of October 4, 2022 City Council Meeting Minutes

B. Resolution 2022-079, Appointing the Cultural Arts Commission to review the Design Plans for the Gateway, Landings, and Landscaping of the Hwy99w Pedestrian Overcrossing Design

C. Resolution 2022-080, Naming the Sherwood Festival Plaza to Robin Hood Plaza

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR.

6. CITIZEN COMMENTS: There were no citizen comments.

Mayor Mays addressed the next agenda item.

7. NEW BUSINESS:

A. City Council Appointment to Vacant Council Position

Mayor Mays explained that this appointment was to fill the remainder of the vacant Council seat term. He reported that the city had received three applications and outlined the process in the City Charter for filling the vacant Council seat. Mayor Mays nominated all three applicants to be on the ballot that Council would vote on, and Council President Rosener seconded. Councilor Young commented that Council had reviewed the candidate's resumes and applications and explained that Linda Henderson had been a City Councilor previously. Ballots were distributed to the Council members, filled out, and returned to the City Recorder (see record, Exhibit D). Linda Henderson received five votes and Darlene

Gallinger-Long received one vote. Council thanked the three applicants for applying and encouraged them to apply to serve on a city board or commission.

Mayor Mays addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Campbell reported that the city had partnered with SelectUSA, a federal government program led by the U.S. Department of Commerce that focused on facilitating job-creating business investment into the United States and raised awareness of the critical role that economic development played in the US economy. He explained that Mayor Mays, city staff, selected business and industrial leaders, and Sherwood business resource partners would conduct a live webinar on October 19th titled "Semiconductors & Advanced Manufacturing in Greater Portland." Mr. Campbell thanked Economic Development Manager Bruce Coleman for being a driving force behind the webinar and commented that over 130 people had already signed up for the event.

Council President Rosener commented that city staff had been doing a good job of executing Council's goal of furthering Sherwood's economic development and stated he was excited to see these opportunities come to Sherwood.

Councilor Giles commented that a Sherwood resident had recently reached out to city staff regarding an issue and the resident had praised city staff for their responsiveness to her inquiry.

Mayor Mays commented he was pleased to see the holiday lights already installed on the trees in Old Town. Mayor Mays addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported on his attendance at the most recent Planning Commission meeting where they discussed making the code surrounding tree preservation clearer. He reported that the Planning Commission's code clean up recommendations would be forwarded to Council.

Councilor Young reported on her attendance at the LOC Conference in Bend, Oregon. She reported she would attend the Police Advisory Board meeting on October 20th where they would continue their discussion on creating a community survey. She reported there would be a drug take-back day at the Sherwood Police Department on October 29th. She reported the Diwali Festival of Lights would be held October 23rd at the Center for the Arts. She reported a Veterans Day recognition event would be held at the Center for the Arts on November 11th.

Councilor Scott reported that the next Parks and Recreation Advisory Board meeting would be held on November 1st. He reported that there was an open community survey to receive feedback on the proposed new playground equipment for the Woodhaven city park. He reported he would attend and serve on the TAC for updating Sherwood's economic opportunities analysis on October 20th. He reported that there would be an open house at The Ridges on October 20th for residents to see the progress being made on the Sherwood West Concept Plan update and share their feedback.

Council President Rosener commented that it was important that the city stay on top of the planning for Sherwood West, so the development was something that reflected the community's desires.

Councilor Brouse recommended reading the Sherwood Library newsletter.

Council President Rosener reported on his attendance at the LOC Conference in Bend. He reported he attended an Oregon Broadband Advisory Council meeting. He reported he attended the WCCC meeting in Mayor Mays's place where they continued their work going through the MSTIP process and heard a presentation from TriMet regarding their upcoming route changes over the next two-to-three years.

Mayor Mays reported on Mayor's meetings where they discussed Washington County's recent realization that there were insufficient funds to provide the same level of service, they had been previously provided to unincorporated Washington County areas, like Aloha, and Chair Harrington's plan to urge those unincorporated areas to join nearby cities in order to receive city-level services. Mayor Mays reported that Council President Rosener was named Chair of the Oregon Broadband Advisory Council (OBAC).

10. ADJOURN:

Mayor Mays adjourned the regular session at 7:25 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 19, 2022

EXECUTIVE SESSION

1. **CALL TO ORDER:** The executive session was called to order at 6:02 pm.
2. **COUNCIL PRESENT:** Mayor Keith Mays, Council President Tim Rosener, Councilors Kim Young, Doug Scott, Renee Brouse, and newly appointed Linda Henderson. Councilor Taylor Giles was absent.

Record Note: Councilor Linda Henderson was sworn into office prior to the start of the executive session.

3. **STAFF PRESENT:** City Manager Keith Campbell and SGR Consultant Mark McDaniel.
4. **TOPICS**

A. ORS 192.660(2)(a), Employment of Public Officers

5. **ADJOURN:**

The executive session was adjourned at 6:47 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Keith Mays, Mayor

TO: Sherwood City Council

FROM: Craig Sheldon, Public Works Director

Through: Keith D. Campbell, City Manager and Alan Rapplelea, Interim City Attorney

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

Issue: Shall the City Council authorize the City Manager to enter into a construction contract with the lowest responsible bid for the 2022 Waterline Replacement Project (Norton Fire Flow Improvements)?

Background: SW Norton Street is identified in the 2015 Water Master Plan Update as having inadequate fire flow capacity. The proposed work will replace approximately 580 linear feet of 6-inch diameter waterline with 8-inch diameter restrained joint ductile iron waterline, installation of one fire hydrant, reconnect 6 water services and abandonment of the 6-inch diameter waterline.

The City solicited competitive bids from contractors and opened five (5) bids on October 24, 2022. The lowest responsible bidder is Tapani, Inc. with a bid of \$196,691.00.

City staff expects work to begin around January 2023 and to be completed by March 2023. City staff will provide notification to area residents of the upcoming project.

Financials: The contract amount is \$196,691.00. Staff is asking for a contingency of 15% (\$29,503.65) for a total of \$226,194.65. The City has budgeted \$230,000 to complete this project in the FY22-23 budget.

Recommendation: Staff respectfully requests adoption of Resolution 2022-081, authorizing the City Manager to execute a construction contract for the 2022 Waterline Replacement Project (Norton Fire Flow Improvements).



RESOLUTION 2022-081

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT FOR THE 2022 WATERLINE REPLACEMENT PROJECT (NORTON FIRE FLOW IMPROVEMENTS)

WHEREAS, the City completed a Water System Master Plan in 2015 in which fire flow improvements were identified for the area of Norton Street; and

WHEREAS, the City completed the design, produced bid documents and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

WHEREAS, the City opened bids on October 24, 2022 and issued the Notice of Intent to Award with the mandatory seven (7) day protest; and

WHEREAS, the City has budgeted for the construction cost of this project within the FY2022/2023 budget and Tapani, Inc. has been identified by City staff as the lowest responsible bidder.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: The City Manager is hereby authorized to execute a construction contract with Tapani, Inc. in the amount of \$196,691.00 for construction of the 2022 Waterline Replacement Project (Norton Fire Flow Improvements). Staff is asking for 15% contingency (\$29,503.65) for a total not to exceed contract amount of \$226,194.65.

Section 2: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 1st day of November, 2022.

Keith Mays, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder