



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**November 19, 2024**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Ketih Mays, Renee Brouse, and Dan Standke. 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, Planning Manager Sean Conrad, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** Consultant Chris Bell with Bell & Associates and Pride Disposal representative Kristin Leichner.

4. **TOPIC:**

**A. Review Solid Waste & Recycling Collection Rates**

City Manager Craig Sheldon recapped that Council held a work session in September with consultant Chris Bell with Bell & Associates to discuss solid waste and recycling rates and an additional work session had been deemed necessary. Mr. Bell presented the "City of Sherwood Solid Waste & Recycling Collection Rate Presentation" PowerPoint (see record, Exhibit A) and provided an overview of the adjusted 2023 results on page 2 of the presentation and reported that the return on revenues for residential carts was 2.74%, 4.36% for commercial container, 7.72% for drop boxes, and 4.17% for composite. He noted that Pride Disposal had experienced significant cost increases related to garbage disposal, labor, and trucks/equipment. He reported that Pride had purchased 3.5-4 years of trucks within 18-months, which significantly impacted their financials since the cost could not be spread out as they typically would be. He stated the new collection trucks had an 18-24 month delay for procurement and commented that new trucks would continue to be difficult to procure for the next several years and are more expensive. He explained that this was why the adjusted results were lower than expected. Mayor Rosener asked what the depreciation schedule was for new trucks and Mr. Bell replied that it was seven years across the metro region. Pride Disposal representative Kristin Leichner added that generally, Pride bought 4-5 trucks a year on a regular replacement schedule and explained there were ongoing supply chain issues causing delays in truck deliveries and outlined the truck ordering process Pride followed. Councilor Giles asked why the trucks were so expensive and Mr. Bell explained that the costs had



significantly increased within the last four years, as well as inflation and delays added to the cost of the trucks. Mayor Rosener asked how the cost of the trucks were allocated across Pride's franchises. Mr. Bell explained that the cost of the trucks were allocated across the jurisdictions serviced by Pride, and the amount of hours spent in Sherwood were tracked, and the truck expenses allocated to Sherwood reflected those hours. Councilor Brouse asked if Pride planned on moving towards using electronic trucks in the future. Ms. Leichner replied that Pride had ordered two electric trucks to service residential carts and the trucks were scheduled to arrive in the first quarter of 2025. She noted that the electric trucks were more expensive than the natural gas trucks and commented that they had applied for a PGE grant to help offset the cost, but they did not receive it. She stated that Pride was mindful of communities wanting electric trucks but also aware of the expense of those trucks, so Pride planned to purchase the trucks slowly. Mayor Rosener asked if there was a corresponding drop in Pride's operating costs since electricity was cheaper than diesel right now. Ms. Leichner replied that most of Pride's fleet ran on natural gas, so there was not as much savings compared to diesel, but the electric trucks were supposed to have lower maintenance costs. She commented that there should be some offsetting of the operational costs, but they would not know until the electric trucks were being used. Councilor Mays asked if the electric trucks had a smaller payload capacity and Ms. Leichner replied they were similar. She outlined the field-testing they had utilized when they were looking into purchasing electric trucks. Mayor Rosener asked how much of the rate increase was from the trucks and Mr. Bell replied that he would have to look into that and report back to Council. Mayor Rosener commented that knowing that figure would be helpful to Council when interacting with the community because much of the rate increase was from Metro increasing their fees, which cities had no control over. Mr. Bell provided an overview of the collection and disposal rates that became effective in September 2023 on page 3 of the presentation. He explained that costs from 2023 were projected for 2025 rates and outlined the increases as: 5.7% for residential, 4.7% for commercial, and 3.3% for drop boxes. He outlined the factors which drove the cost increases and stated that driver wages increased by 5.9%, truck repair and maintenance increased by 2.5%, organic waste increased by 8.5%, administrative costs increased by 6%, and truck depreciation increased by 13%. Mayor Rosener spoke on Metro tipping fees and rate increases over the last several years. Mr. Bell provided an overview of the cart collection cost increases on page 6 of the presentation and noted that there was a proposed \$2.22 collection cost increase. Councilor Giles asked regarding operating margin percentages and Mr. Bell explained that when Pride recalibrated their rates, they aimed for a 10% margin and commented that the margin was not guaranteed, and discussion occurred. Mayor Rosener referred to the use of the term "margin" and asked if it referred to revenue minus the cost of goods sold. Mr. Bell replied that depreciation was included but amortization and income taxes were not. Mayor Rosener referred to capital expenditures and investments. Mr. Bell explained that in the garbage industry it was "revenue minus cost of goods sold. And cost of goods sold is disposal, recycling, and franchise fees. And then you have your operational costs that includes the truck, labor, administrative cost, and then that flows down to whatever that amount is, but we don't calculate income taxes." He explained that Pride paid income taxes on the franchise income of \$206,163, and that income tax was not included in the calculation. Mr. Bell provided an overview of the 2025 proposed collection rates on page 7 of the presentation and explained that there were two primary components that drove costs: cost of transfer disposal and the Metro fees and taxes. Mayor Rosener asked how many 6-yard weekly customers there were in Sherwood and Mr. Bell replied that the most popular sizes were 3- and 4-yard weeklies. Mayor Rosener asked that next year customer distribution of services be included in their report. Council President Young referred to the difference in collection costs between carts and yards. Mr. Bell explained that collection costs were allocated on the yard and explained the calculation used. Ms. Leichner added that carts had the same collection rate because it cost Pride the same amount of money in equipment and labor to pick up a 20-gallon cart or a 95-gallon cart. Councilor Standke referred to the 10% increase and the need to "catch up," and asked if in a typical year, if



the rate fell between 8-12%, would it be indexed to a CPI for the region and Mr. Bell replied that was correct. Councilor Standke clarified that Sherwood's code did not guarantee Pride 10% increases every year, it just happened to be around 10% this year. Ms. Leichner added that the data Mr. Bell used for the report was for the 2023 calendar year, so the rates were a delayed reaction. She said that Pride's costs had increased significantly in 2023 due to inflation, and their rates were based off of 2023 numbers not 2024 numbers. Mayor Rosener spoke on Metro's use of solid waste rates to subsidize the losses to their other businesses, such as the Expo Center. He reported that Metro had recently expanded their RWAC (Regional Waste Advisory Committee) to allow more people to serve on the committee. Mayor Rosener reported that he would serve on the board and Ms. Leichner stated that she had also been chosen to serve on the board. Mr. Bell provided an overview of medical collection rates on page 8 of the presentation. He explained that medical waste that needed to be incinerated now had to be transported to Texas because the Oregon and Washington incineration facilities had gone out of business. He explained that this change was the reason for the large increase in rates for medical waste. Ms. Leichner clarified that Pride subcontracted out their medical waste collection to Trilogy, and Pride was responsible for the reporting and the franchise fees. She clarified that none of the medical waste services were subsidized by other services Pride offered. City Manager Sheldon stated that some commercial rates were not included in the resolution that was to be presented at the regular session following this meeting and explained Mayor Rosener would request to remove the resolution from the agenda. He noted that the resolution would be moved to the December 3<sup>rd</sup> City Council meeting.

## **B. City Council Goals Update**

City Manager Sheldon presented the "Sherwood City Council Goals 2024-2025 Update" PowerPoint presentation (see record, Exhibit B) and explained that staff wished to provide a more detailed update to Council. He noted that a work session to discuss the Youth Advisory Board would be scheduled for the end of December. Assistant City Manager Kristen Switzer outlined the six pillars of Council goals as: Economic Development, Infrastructure, Livability & Workability, Public Safety, Fiscal Responsibility, and Citizen Engagement. She provided an overview of the goals and deliverables for Pillar 1: Economic Development on pages 3-6 of the presentation. City Manager Sheldon referred to the deliverable of "Clarify infrastructure required and financial approach for targeted sites," Ice Age Drive, and Business Oregon loans. He explained an application had been submitted in October and the city would be informed of the outcome in February. He referred to property acquisitions in Ice Age Drive and stated a work session would be scheduled for December because ODOT required a \$18 million downpayment by January 13<sup>th</sup>. He explained if the bidding deadline was missed, they would have to wait until March, which would put the project on the summer schedule. Assistant City Manager Switzer referred to the deliverable of "Identify target industries that will realistically offer diverse economy in Sherwood" and asked if Council wanted to discuss this more, have it come back as a resolution, or were they happy with staff moving forward. Council comments were received that they were happy to have staff move forward, and no further work session or resolution was necessary. Mr. Sheldon referred to the deliverable of "Target Metrics for Jobs/Housing balance" and commented that this was an ongoing conversation with staff and would be affected by the expansion of the UGB via Sherwood West. Mayor Rosener spoke on a new bill for cottage clusters from Governor Kotek which could impact this deliverable. Ms. Switzer provided an overview of the goals and deliverables for Pillar 2: Infrastructure on pages 7-10 of the presentation. Mayor Rosener referred to the pedestrian bridge and the nearby power and data lines and asked for an update. Mr. Sheldon replied that staff were currently working with PGE to resolve that issue. Assistant City Manager Switzer referred to the Cedar Creek Pedestrian Wildlife Undercrossing deliverable of "Pursue State and Federal grant opportunities" and explained that Metro had approved the



project and staff was authorized to apply for funds to design and construct the Cedar Creek Trail to SW Roy Rogers Rd. Mayor Rosener asked if that included funding for the undercrossing and Ms. Switzer replied that it did not. He referred to the Cedar Creek Trail and stated that the last section was federalized, which came with many requirements that increased the project's costs. He asked if the new section could be structured to avoid those costs but still deliver a quality trail. Discussion regarding Sherwood's road CPI scores occurred. Mr. Sheldon replied that the city typically spent \$650,000-\$750,000 a year in pavement management. Ms. Switzer provided an overview of the goals and deliverables for Pillar 3: Livability & Workability on pages 11-13 of the presentation. Councilor Giles referred to the deliverable of "Promote and Monitor Diverse Housing that will Accommodate a Wide Variety of Life Stages and Needs" and commented he would like to rework this deliverable at Council goal setting in January to make the ADU process more streamlined and discussion regarding HOAs occurred. Council President Young asked how public art was being funded and Assistant City Manager Switzer explained that it was funded from the Transient Lodging Tax. She provided an overview of the goals and deliverables for Pillar 4: Public Safety on pages 14-16 of the presentation. Mayor Rosener referred to the Safe Routes to School program deliverable and asked what the plan was if MSTIP funding was not awarded. City Manager Sheldon replied that if MSTIP funds were not awarded, using some of the traffic capital or street capital replacement funds to pay for the program was a potential option. Discussion regarding ways to measure success for the deliverable of "Continue Momentum Towards Addressing Mental Health Challenges in the Community" occurred. Councilor Giles suggested having a city webpage dedicated to compiling county mental health resources available to the public. Mayor Rosener stated that Metro needed to reauthorize the supporting housing services tax and there were ongoing conversations about giving direct allocations to cities to implement their own solutions versus county-wide solutions. Assistant City Manager Switzer provided an overview of the goals and deliverables for Pillar 5: Fiscal Responsibility on pages 17-19 of the presentation. City Manager Sheldon referred to the \$45,000 awarded for the evidence van and noted that more money would be needed to purchase the van and stated it may be feasible to utilize opiate money as well as DEA money. Council President Young asked where the \$45,000 came from and Mr. Sheldon replied it was a Homeland Security grant. Mayor Rosener stated that Hillsboro no longer wanted to be a lead agency for cooperative buying and commented that there were a lot of vehicles Sherwood could use to set up its own program in partnership with other agencies so Sherwood could continue to get the price breaks. Ms. Switzer provided an overview of the goals and deliverables for Pillar 6: Citizen Engagement on pages 20-22 of the presentation. Councilor Giles spoke on the need to provide multiple avenues for information to circulate in the community in order to reach as many people as possible. Discussion regarding tracking progress on Council's goals and deliverables occurred and Council stated they preferred this format for Council goal updates moving forward.

### **C. Recreational Immunity**

Interim City Attorney Sebastian Tapia presented the "Recreational Immunity" PowerPoint presentation (see record, Exhibit C) and explained that the city's insurance provider CIS was encouraging cities to opt into a statute concerning immunity protection for cities. He explained that because cities opened up their trails, people using those trails could be injured and they may choose to sue the city. He reported that there were two statutes, one applied to all cities, and the other required cities to opt in. Mayor Rosener provided background and explained that there was a lawsuit where a person claimed that they were not using the trail for recreation as they were using it to get to work and that person was awarded damages. Mr. Tapia explained that ORS 105.682 focused on activities for recreational purposes and ORS 105.668 did not look at the purpose of the activity, it only asks if the trail was open to the public. He noted that ORS 105.668 required cities to opt in and explained that he would present an ordinance to Council in December to codify this choice.



He referred to the Fields v. City of Newport lawsuit and explained that there were temporary fixes in place which would sunset in 2025. He outlined that ORS 105.668 applied to cities with a population of 500,000 or more and cities who chose to opt in via resolution or ordinance. He reported it applied to negligence claims involving the use of trails or the use of structures along trails, but it did not apply to streets or roads. He stated it covered employees and city officials and applied to landowners who opened their land to the public. Mr. Tapia stated that the city's insurance provider recommended that Sherwood opt in. Councilor Giles asked if "trail" was defined and referred to paved trails versus unpaved trails. Mr. Tapia explained that it was a difference between "improved" trails and "unimproved" trails and each statute covered a different type. He clarified the first statute applied to improved trails and the second statute applied to unimproved trails but also included structures. Interim City Attorney Tapia stated that there was no downside or costs associated with opting in.

## **5. ADJOURN**

Mayor Rosener adjourned the work session at 6:49 pm and convened a regular session.

## **REGULAR SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:01 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Ketih Mays, Renee Brouse, and Dan Standke. 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, Planning Manager Sean Conrad, Economic Development Manager Erik Adair, HR Director Lydia McEvoy, Arts Center Manager Chanda Hall, Building Official Jared Bradbury, and City Recorder Sylvia Murphy.

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

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO REMOVE THE PUBLIC HEARING ITEM RESOLUTION 2024-075, ADJUSTING SOLID WASTE AND RECYCLING COLLECTION RATES FROM THE AGENDA AND MOVE IT TO THE DECEMBER 3<sup>RD</sup> CITY COUNCIL MEETING. 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 2024-073, Authorizing the City Manager to sign a Union Contract with the Sherwood Police Sergeants' Association**



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

Mayor Rosener addressed the next agenda item.

## **6. CITIZEN COMMENT:**

Sherwood resident Judy Silverforb came forward and provided information on the Friends of the Center for the Arts. She reported that the group was formed in 2015 to bring together individuals in groups and organizations to support and enhance the programs and activities at the Sherwood Center for the Arts. She provided an overview of the events the Friends of the Center for the Arts had hosted since 2015 and stated that they sought scholarships, sponsorships, grants, and donors in order to provide production assistance grants for local and regional organizations that provided events at the Center for the Arts. She reported that the Friends of the Center for the Arts also provided scholarships for children and adults to take classes at the Arts Center.

Friends of the Center for the Arts President Robyn Folsom came forward and reported February 28, 2025 would be the 10-year anniversary for the Center for the Arts. She provided an overview of the planned events to celebrate the Center's 10<sup>th</sup> anniversary throughout 2025. She outlined that they were working on a community art project that would allow citizens to participate and would be unveiled at their gala in September. She invited Council to participate in as many events as possible. She spoke on her experience watching plays at the Sherwood High School auditorium. She stated that the Friends of the Center for the Arts would like to rename the main hall inside the Arts Center as the Meara Boughey Theater, a previous Sherwood resident who had passed away from cancer in 2023 while pursuing her theater career in New York. Ms. Folsom stated that Meara "truly embodies the spirit of the journey of the arts that has been taken in Sherwood" and to rename the theater after her would allow Meara's legacy to continue by "inspiring generations with her story" and would be incredibly meaningful to the Sherwood theater community. She stated that this would incur no cost to the city and the Friends of the Center for the Arts would work closely with city staff. She stated that she would provide Council with a proposal (see record) and additional information. Mayor Rosener commented that he and Council were in favor of the idea and stated that the idea needed to be presented to the Cultural Arts Commission so they could make a formal recommendation to Council.

Sherwood resident Dave Sweeney came forward and stated he supported naming the Arts Center's main hall the Meara Boughey Theater. He spoke on his experiences watching Ms. Boughey in Sherwood theater productions and her impact on the Sherwood community. He commented that "nobody...has done more for the arts in this community" than Ms. Folsom and he proposed naming the Sherwood High School theater after her.

Mayor Rosener addressed the next agenda item.

## **7. NEW BUSINESS:**

### **A. Resolution 2024-074, Adopting the Murdock Park Master Plan**

Interim Public Works Director Rich Sattler presented the "Murdock Park 2024 Master Plan" PowerPoint



presentation (see record, Exhibit D) and provided background on the project. He reported staff had worked with a consultant over nine months to determine project phasing. He stated that Phase 1 was site analysis, which led to the creation of concept alternatives in Phase 2. He reported that an open house was held for the Master Plan as well as an online survey. He stated that a meeting to determine the preferred concept plan was held on September 24<sup>th</sup> and reported that the Parks and Recreation Advisory Board had been consulted during each phase and two Council work sessions had been held. He asked that Council approve the Murdock Park Master Plan and provided an overview of the preferred plan on page 3 of the presentation. He clarified there was only enough funding to complete the master plan process and more funds would be included in next year's budget to start implementing some of the planned improvements. He stated that there were some state grant funding opportunities via the Oregon Parks and Recreation Department and noted that staff would pursue those opportunities. Mayor Rosener spoke on the need for projects to be properly planned for in order to prepare for grant readiness. Councilor Mays stated he supported the Murdock Park Master Plan project. Councilor Brouse asked if it could be determined where the majority of survey respondents lived in relation to Murdock Park. Interim Public Works Director Sattler replied that he did not have that information, but the open house was held near Murdock Park in the hopes nearby residents would attend. Mayor Rosener asked for a motion from Council.

**MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT RESOLUTION 2024-074, ADOPTING THE MURDOCK PARK MASTER PLAN. 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. PUBLIC HEARING:**

### **A. Resolution 2024-075, Adjusting Solid Waste and Recycling Collection Rates**

Mayor Rosener noted that the public hearing for this item was moved to the December 3<sup>rd</sup> City Council meeting.

Mayor Rosener addressed the next agenda item.

## **9. CITY MANAGER REPORT:**

Police Chief Ty Hanlon reported that the Sherwood Police Department would partner with Portland Cars & Coffee on December 14<sup>th</sup> at Langer's Entertainment Center to collect toys for the holiday season.

Community Development Director Eric Rutledge introduced new Building Official Jared Bradbury. Mr. Rutledge provided background and reported that Mr. Bradbury joined Sherwood from Newberg and spoke on Mr. Bradbury's certifications. Mr. Bradbury spoke on his excitement to join the City of Sherwood as the new Building Official. Council welcomed Mr. Bradbury to Sherwood.

Community Development Director Rutledge introduced new Economic Development Manager Erik Adair. Mr. Rutledge provided background, spoke on the recruitment process, and reported Mr. Adair was already meeting with local businesses. Mr. Adair provided background and reported he and his family moved to Sherwood from Olympia, Washington and he had twenty years of experience in business development, international trade and sales, and helping businesses expand and grow. He stated he was excited to join the



City of Sherwood. Council welcomed Mr. Adair to Sherwood.

Mayor Rosener addressed the next agenda item.

#### 10. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the Planning Commission did not meet and stated that they would not meet until January. He spoke on his experience attending a play at Sherwood High School with his son's class.

Councilor Mays reported on his attendance at the most recent Cultural Arts Commission meeting and spoke on upcoming cultural events.

Councilor Brouse reported she was unable to attend the Veterans Day event at the Arts Center and shared a personal story. She reported that the Senior Advisory Board did not meet, and she would be unable to attend their next meeting in December. She reported she would attend the upcoming WEA meeting as well as a housing forum meeting in Washington County.

Councilor Giles reported that the library was a gift and needs donation drop off location and urged residents to drop off gifts this holiday season as well as make donations to the annual food drive. He reported that the WCCLS was currently exploring sustainable long-term funding sources for libraries. He spoke on the importance of children experiencing live theater.

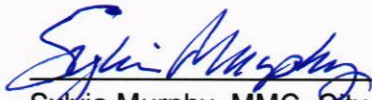
Council President Young spoke on the Sherwood SHARE Center's Gifts & Needs Drive event. She spoke on her attendance at the Veterans Day event at the Arts Center. She attended the most recent Chamber of Commerce breakfast event. She attended the WCCC meeting in Mayor Rosener's absence.

Mayor Rosener reported on his attendance at the National League of Cities event. He reported that the Pirates of Pinehurst event raised over \$15,000 for the Sherwood Education Foundation. He reported that Council would review Council Rules and Council liaison assignments in January.

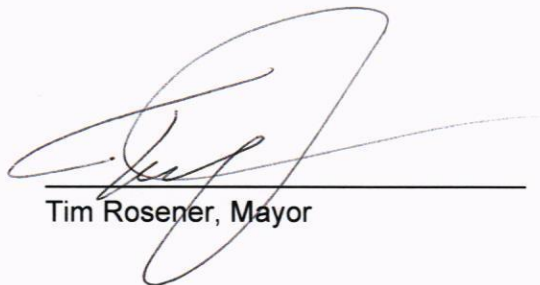
#### 11. ADJOURN:

Mayor Rosener adjourned the regular session at 7:42 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor