



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
November 21, 2023

EXECUTIVE SESSION

1. **CALL TO ORDER:** The meeting was called to order at 5:45 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Dan Standke, Taylor Giles, and Renee Brouse.
3. **STAFF PRESENT:** City Attorney Ryan Adams, City Manager Keith D. Campbell, Public Works Director Craig Sheldon, Finance Director David Bodway, Community Services Director Kristen Switzer, and HR Director Lydia McEvoy.

4. **TOPICS:**

A. ORS 192.660(2)(d), Labor Negotiator Consultations

5. **ADJOURN:**

The executive session was adjourned at 6:10 pm and a work session was convened.

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:18 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Keith Mays, Councilors Kim Young, Doug Scott, Dan Standke, Taylor Giles, and Renee Brouse.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, City Attorney Ryan Adams, Systems Analyst Mark Swanson, Community Development Director Eric Rutledge, Finance Director David Bodway, Economic Development Manager Bruce Coleman, Public Works Director Craig Sheldon, Police Chief Ty Hanlon, Community Services Director Kristen Switzer, HR Director Lydia McEvoy, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

4. **TOPICS:**

A. Opioid Settlement Discussion

Finance Director David Bodway presented the "Opioid Settlement Funds Work Session" PowerPoint presentation (see record, Exhibit A) and provided background. He reported that in July 2021, the state had reached an agreement in the national lawsuit against four companies for their role in the opioid crisis. He stated that the funds could be used for a wide variety of opioid prevention, treatment, and recovery strategies. He reported that to date, the City of Sherwood had received \$61,768 in settlement funds and noted that the city had five years to spend the money and the city was required to report annually to the DOJ on the use of the funds. Mr. Bodway stated that to date, the city had not spent any of the funds since the city had first started receiving the funds 18 months ago and explained that the installment of the funds was sporadic. Mayor Rosener asked if there were stipulations around spending the funds within the city's jurisdiction. Mr. Bodway explained that early on, the city had the option to donate its funds to the county, but the city had chosen to retain the funds to address opioid issues within the city. He provided an overview of possible uses of the funds on page 3 of the presentation and stated options included: naloxone or other FDA-approved drugs to reverse overdoses (training for first responders, schools, etc.); prevention programs (media campaigns, public education, prevention programs in schools, drug disposal programs, training for first responders); first responders (education of law enforcement, wellness and support services who experience trauma associated with opioid-related emergency calls); and/or staff training to improve the capability of government to abate the opioid crisis. Police Chief Ty Hanlon stated that he would use the funds to publish PSAs and continue the work of developing relationships with Sherwood students to help educate on the dangers of fentanyl. He stated that he would also like to use the funds to purchase Naloxone or other FDA-approved drugs to reverse overdoses as well as purchasing additional AEDs. Discussion regarding naloxone occurred and Chief Hanlon explained that previously, naloxone had been supplied to the city via a county grant, but now the city was responsible for purchasing its own supply of the drug. Council discussed that they liked the idea of bringing the education component into the schools and asking the Youth Advisory Group to help devise ways to help reach other students. Mayor Rosener asked if school districts were also receiving settlement funds and Mr. Bodway replied that he did not believe so. Councilor Giles asked if there was any data on which methods of outreach or education were the most effective. Chief Hanlon replied that in his opinion, education was the most impactful tool and because the funds would be available for the next three years, they could continue to provide education to students. Councilor Brouse spoke on mental health first aid and asked which age group of students would be targeted for education. Chief Hanlon replied that ideally, the educational program would reach students of all grades, but the greatest impacts would be for high school and middle school students. Councilor Standke spoke on Washington County treatment centers and asked if there was data available about the number of Sherwood residents referred to such centers and suggested that some of the funds could be donated to those centers. Chief Hanlon replied that he did not have that information available, and Council asked that he look into those figures. Mayor Rosener commented that ideally, the funds would be spent on educating Sherwood students and Washington County treatment centers. He recapped that Council wanted more information on the efficacy of different types of education/outreach programs as well as the number of Sherwood residents receiving treatment in Washington County centers. He continued that Council also expressed interest in providing education, furthering SRO relationships within schools, and involving the Youth Advisory Group in these efforts. Councilor Scott stated that he would prefer to spend the money on assets that could be continually reused rather than spending money on original programming/PSAs. Council discussed the option of using established local and national marketing materials. Councilor Brouse spoke on her experience in drug use prevention and explained that targeting 4th-6th grade students had the most impact on drug use prevention and asked that a prevention program targeting those grades be looked into. Councilor Giles commented that he agreed with Councilor Scott in wanting to create programs or resources that were evergreen and could be continually updated and improved and stated that he liked the idea of including the Youth Advisory Group in these conversations. Mayor Rosener recapped that Council wanted to focus on prevention, the creation

of evergreen assets, and more information on the efficacy of different types of education/outreach programs. City Manager Keith Campbell added that any funds remaining at the end of the five-year term could be donated to Washington County treatment centers. Finance Director Bodway outlined that if Council approved, Chief Hanlon could begin utilizing some of the funds and he would bring it to Council at the first supplemental budget meeting where additional information would also be presented and Mayor Rosener confirmed that was acceptable.

B. Legal Counsel Staffing

City Attorney Ryan Adams presented the "Office of the City Attorney Staffing Discussion" (see record, Exhibit B) and explained that he would be deployed in July 2024 and would be absent for roughly one year. He reported that he averaged 53 hours per week and the law clerk averaged 11 hours per week. Council asked if the law clerk position could remain while he was gone and Mr. Adams replied that as long as there was a supervising attorney present, the law clerk position could remain. He outlined the three potential options for Council to consider on page 4 of the presentation. He provided an outline of the outside counsel option and stated that this option would need to budget for 160 hours per month with an estimated cost of \$300 an hour totaling approximately \$624,000 annually. He outlined that a minimum of 40 hours per month would total \$144,000 annually. He clarified that the numbers of hours could vary and \$300 per hour was on the lower end of attorney rates. He added that the city's outside land use counsel had billed 9 hours of work to the city in October. He outlined the interim City Attorney option and explained that this would be a one-year contract and would cost an estimated \$160,000 annually depending on experience. He clarified that this option was unlikely to result in many, if any, applicants. He stated that his professional recommendation was that unless the applicant already had experience as a city attorney, it was inadvisable to hire a new attorney for a city attorney position. Mr. Adams provided an overview of the Assistant City Attorney with duties as Interim City Attorney option and reported that this would cost approximately \$160,000 annually depending on experience. He stated that as the city continued to grow, the city would need additional counsel and reported that currently, there was enough work for two positions. He reported that not everything was able to be completed at his current hours and commented that this had been working, but it was a reactive stance and not a proactive one. He explained that with two positions, all RFPs could be reviewed by the City Attorney's office and more time could be spent reviewing city contracts. He outlined that if Council wished to pursue the Interim City Attorney contract or the Assistant City Attorney with Interim City Attorney duties options, the recruitment process needed to start shortly in order to get someone in the position 2-3 months prior to his deployment. He clarified that ideally, whoever was hired would have different areas of knowledge than himself, such as land use, to provide better City Attorney services. He stated that the city currently had a substantial outside counsel budget, but hiring on a second City Attorney position would be more than that budget. He stated that he had roughly \$70,000 budgeted for outside counsel this year and roughly \$10,000 was spent on outside counsel last year. Councilor Young clarified that when Mr. Adams was deployed, the city was not paying his salary and he replied that was correct. Finance Director Bodway stated that the cost for hiring a second City Attorney position or contracting with outside counsel for the duration of the deployment would not significantly impact the 5-year forecast or the General Fund since the City Attorney's office was under "Administration" and therefore had multiple funding allocations to pull from. Discussion of the law clerk position occurred, and City Attorney Adams asked that the law clerk position be maintained as it was a valuable and cost-effective position for the city to keep filled. Council discussed the various staffing options and Council stated that overall, they preferred the one-year contract for an Interim City Attorney, but if that was unlikely to result in any qualified candidates, then the Assistant City Attorney with duties as the Interim City Attorney option was their choice. City Attorney Adams clarified that per the City Charter, filling the position was not a Council responsibility as it was a city employee position which would report to the City Attorney and City Manager's

office. But because the position would be working closely with Council while Mr. Adams was gone, he wanted them to give their opinions on the issue and asked that several Council members be involved with the interview process. Councilors Brouse, Young, and Standke were chosen to assist with the interview process.

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 7:03 pm.

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

3. STAFF PRESENT: City Manager Keith D. Campbell, City Attorney Ryan Adams, Systems Analyst Mark Swanson, Community Development Director Eric Rutledge, Finance Director David Bodway, Economic Development Manager Bruce Coleman, Public Works Director Craig Sheldon, Police Chief Ty Hanlon, Community Services Director Kristen Switzer, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of November 7, 2023, City Council Meeting Minutes

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

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 the Robin Hood Festival winter parade and tree lighting ceremony would be held on December 2nd.

Mayor Rosener addressed the next agenda item.

8. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the Planning Commission had not met since the last Council meeting. He reported that he and his family attended a recent library event and commented regarding their enjoyment of the event.

Councilor Scott reported that the Parks and Recreation Advisory Board had not met since the last Council meeting.

Councilor Brouse reported that she was unable to attend the most recent Senior Advisory Board meeting. She reported that she attended the most recent HACC meeting. She reported that the city's Art Walk event would be held on November 30th.

Councilor Giles reported on his attendance at the most recent Library Advisory Board meeting where they heard a report on the usage of a library grant to hold a Spanish computer literacy class.

Councilor Young reported that she attended the most recent Police Advisory Board meeting and the Veterans Day event at the Arts Center. She reported she attended a fundraising event at the Senior Center.

Council President Mays reported that he attended the most recent WCCC meeting and reported there would be a meeting to discuss MSTIP funds/projects on December 4th. He reported that he attended the most recent Cultural Arts Commission meeting and provided an overview of upcoming Arts Center events.

Mayor Rosener reported on the upcoming WCCC retreat meeting where they would discuss MSTIP funds/projects. He reported that he was a judge in a Halloween event, and he attended the Veterans Day event at the Arts Center.

9. ADJOURN:

Mayor Rosener adjourned the regular session at 7:13 pm and noted a Council Executive Session would be held after the URA Board of Directors meeting.

EXECUTIVE SESSION

1. CALL TO ORDER: The meeting was called to order at 9:19 pm.

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

3. STAFF PRESENT: City Attorney Ryan Adams and City Manager Keith D. Campbell.

4. TOPICS:

B. ORS 192.660(2)(i), Performance Evaluation

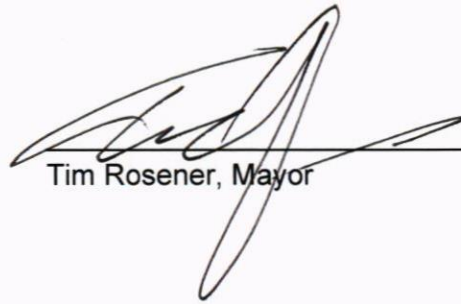
5. ADJOURN:

The executive session was adjourned at 10:00 pm

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor