



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**November 28, 2023**

**SPECIAL WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:32 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Kim Young, Doug Scott, Dan Standke, Taylor Giles, and Renee Brouse. Council President Keith Mays arrived at 5:43 pm.
3. **STAFF PRESENT:** City Attorney Ryan Adams, IT Director Brad Crawford, Finance Director David Bodway, Public Works Director Craig Sheldon, Police Chief Ty Hanlon, Community Services Director Kristen Switzer, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.
4. **TOPICS:**

**A. Discuss Appointment of City Manager Pro Tem and Assistant City Manager**

City Attorney Ryan Adams explained that the Oregon Revised Statutes allowed for the discussion of topics as they arose in work sessions and explained the process for calling an executive session if needed. Mayor Rosener recapped that several Council members had held meetings with several members of city staff to devise a plan for the appointment of a City Manager Pro Tem and an Assistant City Manager. He stated that the results of those discussions were reflected in the proposed resolutions. Mayor Rosener explained that he, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, and Police Chief Ty Hanlon had met to discuss the issue and later included the other members of the Senior Leadership Team. Councilor Giles asked how it was determined that Community Services Director Switzer, Public Works Director Sheldon, and Police Chief Hanlon were to be considered for the City Manager Pro Tem and Assistant City Manager positions. Mayor Rosener explained that those staff had been with the city for a long period of time, some of those staff had expressed an interest in serving as the City Manager Pro Tem, and he felt that the chosen staff were the most qualified. He added that the chosen staff's direct reports were also consulted for their feedback on the proposal. Public Works Director Craig Sheldon commented that he felt that this plan was "a band aid until we get somebody hired" and explained that in the initial meeting, staff had outlined the current and upcoming projects and tasks. He explained that many of the projects and tasks were for large projects that needed funding and extensive collaboration with the Finance Director. He outlined that some of the projects included solid waste rates and lobbying projects that he was responsible for. He explained that there were items identified that Community Services Director Switzer could assist with, such as Council agenda setting. He reported that the results of that discussion were then brought to the other members of the Senior Leadership Team for discussion and spoke on the importance of a collaborative budget process. Community Services Director Switzer recapped that the proposal of appointing Public Works Director Sheldon as City Manager Pro Tem and herself as Assistant City Manager was brought to the Senior Leadership Team for discussion. She reported that staff had been supportive of the idea. Mayor Rosener



added that the staff had acknowledged the workload commitment of the position and no feedback had been shared regarding any hesitations about the candidates' abilities to serve in the position. Police Chief Hanlon shared that he acknowledged that Public Works Director Sheldon and Community Services Director Switzer had more experience with the cited projects and tasks of the position and stated that he would support both roles as much as possible. Council thanked city staff for stepping up and working together. Councilor Standke asked Mr. Sheldon if he felt that he could successfully manage both roles given the current duties of the Public Works Director position. Mr. Sheldon replied that some operations modifications would need to be made to help manage the new workflow, and he explained that in taking on both roles, there would be some tasks that he would not necessarily be able to complete. Councilor Young asked regarding compensation for serving in the different roles and City Attorney Adams replied that he would be working with HR Director Lydia McEvoy on compensation. He reported that he and Mayor Rosener had discussed a 5-10% pay bump for staff serving in their new roles. Councilor Giles asked regarding reporting structure and Community Services Director Switzer explained that she would report to Public Works Director Sheldon and Public Works Director Sheldon would report to Council. City Attorney Adams referred to the City Charter and explained that the Charter precluded a City Manager Pro Tem from hiring or removing any city employee, and that proposed Resolution 2023-083 addressed this issue. He explained that the proposed resolution would give the City Manager Pro Tem the authority to fill all positions that were budgeted for in the current fiscal year rather than requiring legislation be presented to Council for the filling of each vacancy. He spoke on the possible need to terminate staff and commented that from his perspective, the removal of staff was exempt from the public record process, and he did not want to call for an executive session every time a member of staff was removed. He stated that this issue was also addressed in Resolution 2023-083 and explained that he endeavored to include as many checks and balances as possible in the resolution. He outlined that if the City Manager Pro Tem needed to terminate someone, they would need the approval of the department director, HR Director, and the City Attorney who would also consult with CIS on the termination. If there was not a consensus, then the termination of that employee would be brought to Council for approval. Mayor Rosener asked that senior staff be transparent about any projects or tasks that they feel should be paused and share that information with Council. City Attorney Adams clarified that neither Mr. Sheldon nor Ms. Switzer asked to be selected for the positions but were suggested to fill the positions based on the outlined projects and tasks. City Attorney Adams asked for questions or discussion from Council. Councilor Young referred to the phrase of "...but is not limited to..." in Exhibit A of Resolution 2023-084 and asked for clarification. Mr. Adams explained that contracts contained "essential terms" and "non-essential terms," and essential terms were what were cited in Exhibit A of Resolution 2023-084 and required Council approval. He continued that he would add boilerplate waiver language and suggested language from CIS. He explained that the contract that the city would be using was a CIS form and he explained what the mutual non-disparagement agreement and liquidated damages meant in Exhibit A to the resolution. He asked that Council grant him the authority to negotiate what the liquidated damages would be for a breach of the mutual non-disparagement agreement and discussion occurred.

## **5. ADJOURN:**

Mayor Rosener adjourned the special work session at 6:00 pm and convened a special session.

## **SPECIAL SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:15 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, IT Director Brad Crawford, Finance Director David Bodway, 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 BROUSE TO APPROVE THE AGENDA. SECONDED BY COUNCILOR YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

5. **NEW BUSINESS:**

**A. Resolution 2023-083, Appointing City Manager Pro Tem and Assistant City Manager**

Mayor Rosener explained that Council had held a work session to discuss this topic prior to this meeting. With no further discussion, the following motion was made.

**MOTION: FROM COUNCILOR YOUNG TO APPROVE RESOLUTION 2023-083, APPOINTING CITY MANAGER PRO TEM AND ASSISTANT CITY MANAGER. SECONDED BY COUNCIL PRESIDENT MAYS. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next agenda item.

**B. Resolution 2023-084, Approving a separation agreement with Keith Campbell**

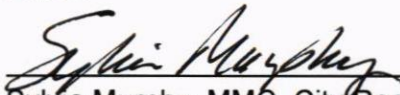
Mayor Rosener explained that Council had discussed this topic in the work session held prior to this meeting. With no further discussion, the following motion was made.


**MOTION: FROM COUNCILOR YOUNG TO APPROVE RESOLUTION 2023-084, APPROVING A SEPARATION AGREEMENT WITH KEITH CAMPBELL. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

6. **ADJOURN:**

Mayor Rosener adjourned at 6:19 pm.

Attest:

  
Sylvia Murphy, MMC, City Recorder

  
Tim Rosener, Mayor