



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, November 28, 2023

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

5:30 pm Special City Council Work Session

6:15 pm Special City Council Meeting

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



5:30 PM SPECIAL CITY COUNCIL WORK SESSION

- 1. Discuss Appointment of City Manager Pro Tem and Assistant City Manager (Ryan Adams, City Attorney)**

6:15 PM SPECIAL CITY COUNCIL MEETING

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

- A. Resolution 2023-083, Appointing City Manager Pro Tem and Assistant City Manager (Ryan Adams, City Attorney)**

- B. Resolution 2023-084, Approving a separation agreement with Keith Campbell (Ryan Adams, City Attorney)**

- 6. ADJOURN**

AGENDA

SHERWOOD CITY COUNCIL November 28, 2023

5:30 pm Special City Council Work Session

6:15 pm Special City Council Meeting

**Sherwood City Hall
22560 SW Pine Street
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.



RESOLUTION 2023-083

APPOINTING A CITY MANAGER PRO TEM AND ASSISTANT CITY MANAGER

WHEREAS, Section 33 of the City Charter requires the City Council to appoint a City Manager Pro Tem when the position of City Manager becomes vacant or the City Manager is temporarily disabled from discharging the duties of the office; and

WHEREAS, a vacancy exists in the office of the City Manager and there is presently an open position for Assistant City Manager; and

WHEREAS, Council believes that the present workload of the Office of the City Manager necessitates the appointment of an Assistant City Manager; and

WHEREAS, Council believes that Craig Sheldon possesses the skill and experience to lead the City as City Manager pro tem and that Kristen Switzer possesses the skill and experience to fill the position of Assistant City Manager; and

WHEREAS, Section 33 of the City Charter requires the City Manager pro tem to seek and receive Council approval and consent before appointing and removing city staff; and

WHEREAS, the Council has been informed that the City has a need to make appointments and removals in certain positions to ensure the City's continuing municipal operations; and

WHEREAS, Council desires to consent and approve of the appointment of Craig Sheldon as City Manager pro tem and Kristen Switzer as Assistant City Manager; and

WHEREAS, Council desires to consent and approve of the hiring of any personnel in positions already budgeted for the present fiscal year; and

WHEREAS, Council desires to consent and approve a granting of authority to the City Manager pro tem to remove employees in the best interest of the City, on the condition that any and all affected department directors, the Human Resources Director, and the City Attorney unanimously consent to the removal.

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

Section 1. The City Council hereby appoints Craig Sheldon as City Manager pro tem and Kristen Switzer as Assistant City Manager.

Section 2. The City Manager pro tem may make hiring decisions, in the best interest of the City, for any position already budgeted for the present fiscal year.

Section 3. The City Manager pro tem shall have the authority to remove employees, in the best interest of the City, on the condition that any and all affected department directors, the Human Resources Director, and the City Attorney unanimously consent to the removal. To the extent that unanimity does not exist with respect to any decision to remove, the City Manager pro tem shall seek approval from Council. Nothing in this provision shall prevent the City Manager pro tem from placing any employee, save for those employees referenced in Section 35 and 36 of the City Charter, on paid administrative leave pending a final employment decision.

Section 4. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 28th of November, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



RESOLUTION 2023-084

APPROVING A SEPARATION AGREEMENT WITH KEITH CAMPBELL

WHEREAS, Keith Campbell has served as the City Manager of Sherwood since October 2021; and

WHEREAS, Keith Campbell and the City of Sherwood mutually wish to pursue a separation agreement; and

WHEREAS, Council desires to consent to, and approve of, the terms of a separation agreement described in the attached Exhibit A;

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

Section 1. The City Attorney of the City of Sherwood shall negotiate, draft, and finalize a separation agreement that is in substantial conformity with the terms in the attached Exhibit A. After the City Attorney's signed approval as to final form, the Mayor shall sign the agreement on behalf of the City of Sherwood and shall bind the City to the terms therein.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 28th day of November, 2023.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

RESOLUTION 2023-084
Exhibit A

The City Attorney for the City of Sherwood is authorized to negotiate and draft an agreement for the Mayor's signature that includes but is not limited to the following terms:

- All pay and benefits that Keith Campbell is presently receiving from the City of Sherwood shall continue in full effect until May 31, 2024.
- The parties shall sign a mutual non-disparagement provision which applies to all City Council members, with a liquidated damages provision for any breach.
- The parties shall each agree to hold the other harmless, to covenant not to sue, and to execute a full release of claims from the period of October 1, 2021 through November 30, 2023.
- Keith Campbell acknowledges his voluntary resignation from the City of Sherwood with an effective date of November 30, 2023.
- All future job references shall be directed to the City Attorney or the HR Manager.