



*Home of the Tualatin River National Wildlife Refuge*

# **CITY COUNCIL MEETING PACKET**

**FOR**

**Tuesday, December 5, 2023**

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

**5:15 pm City Council Work Session**

**7:00 pm City Council Regular Meeting**

**City Council Executive Session**  
(ORS 192.660(2)(h), Legal Counsel)  
(Following the Regular City Council Meeting)

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



### **5:15 PM WORK SESSION**

1. **Sherwood West Area Discussion**  
(Eric Rutledge, Community Development Director)
2. **City Boards & Committees Goals & Objectives (6:00 pm)**  
(Tim Rosener, Mayor)

### **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 November 8, 2023, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
  - B. **Approval of November 21, 2023, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
  - C. **Approval of November 28, 2023, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
6. **CITIZEN COMMENTS**
7. **CITY MANAGER REPORT**
8. **COUNCIL ANNOUNCEMENTS**
9. **ADJOURN to EXECUTIVE SESSION**
10. **EXECUTIVE SESSION**

- A. **ORS 192.660(2)(h), Legal Counsel** (Ryan Adams, City Attorney)

### **11. ADJOURN**

**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](mailto: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](mailto: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](http://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](mailto: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](mailto:Cityrecorder@Sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time.

### **AGENDA**

#### **SHERWOOD CITY COUNCIL December 5, 2023**

**5:15 pm City Council Work Session**

**7:00 pm City Council Regular Session**

**City Council Executive Session**  
(ORS 192.660(2)(h), Legal Counsel)  
(Following the Regular Council Meeting)

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140**

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**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine Street, Sherwood, Or**  
**(Joint City Council and Sherwood School District Work Session)**  
**November 8, 2023**

**WORK SESSION**

**1. CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 6:04 pm.

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

**STAFF PRESENT:** City Manager Keith D. Campbell, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Senior Planner Joy Chang and City Recorder Sylvia Murphy.

**SCHOOL DISTRICT BOARD:** Chair Abby Hawkins, Director Harmony Carson, Director Hans Moller, and Director Matt Thornton. Vice Chair Krista Thorne was absent. SSD Executive Team: Superintendent Jeremy Lyon, Executive Assistant to the Superintendent Christine Andregg.

**3. WELCOME AND INTRODUCTIONS**

Mayor Rosener welcomed participants and audience in attendance; all participants introduced themselves.

**4. UPDATE FROM SHERWOOD SCHOOL DISTRICT**

Dr. Lyon provided an update on behalf of the Sherwood School District. Topics included ongoing fiscal work and the implementation of levy funds, the Celebrate Sherwood Schools Initiative, efforts to increase student attendance, and the recent fall high school athletics season.

**5. UPDATE FROM THE CITY OF SHERWOOD**

Mr. Campbell provided an update on behalf of the City of Sherwood. Topics included partnership with the school district, economic development and work to diversify the tax base, and progress on the pedestrian bridge.

Dr. Lyon and Mr. Campbell additionally provided an update on the high school student advisory group. There was general discussion about the impact of student absenteeism on school funding, newly implemented fiscal controls at the school district, and appreciation for the student advisory group.

**6. SRO UPDATE**

Chief Hanlon provided an update on the topic of school resource officers (SROs). He shared that the second SRO -- Officer Preston Neumann -- had begun working at Sherwood Middle School, while Officer James Wolfer would continue working at Sherwood High School, with both supporting the elementary schools. Chief Hanlon additionally discussed the relational focus of the work of the SROs. There was general discussion in appreciation of the work of the SROs and their positive presence in the school district, as well the overall status of staff retention at the police department.

## **7. SAFE ROUTES TO SCHOOL UPDATE**

Ms. Chang provided an update on the Safe Routes to School Program. She shared an overview of the program and discussed progress in implementing the components of the program. She further identified actions for future program implementation and reviewed the grant funding available to support the program. Ms. Chang provided an example of a sidewalk improvement project within two school walk zones, noting the impact that project completion would have for the school district and highlighting how a competitive grant would assist in offsetting the project cost. She reviewed additional potential funding sources.

There was general discussion about the degree to which competitive grant funds were being awarded and clarification that Safe Routes to School grant funds could not be awarded for projects already underway. Ms. Chang noted that implementation of the full Safe Routes to School program elements would improve scoring for grant funding applications. There was general discussion about the importance of being "grant ready," as well as the process to identify potential safety projects. The role of the Traffic Safety Committee was discussed by Mayor Rosener, and he additionally highlighted collaboration with the state and county to address speed issues in the area of Elwert Road and Edy Road. Jim Rose, Chief Operations Officer for the Sherwood School District, shared from the audience that busing must occur within walk zones when safety hazards prevent walkability, increasing the school district's transportation costs. There was general discussion about the volunteer/staff needs related to the implementation of school action plans, as well as the potential for a bike rodeo event.

## **8. ROUNDTABLE**

Chief Hanlon discussed upcoming work around fentanyl education for the community, and there was discussion about hosting a parent education night on that topic, as well as how to best provide information to students. Mr. Bennett highlighted that there has been a fentanyl curriculum provided to students at the middle and high school levels within the school district for three years.

There was general discussion about safety drills (such as lockdown drills) and challenges with having parents observe/participate in those drills. It was noted that having large numbers of individuals observe details of security measures can actually decrease the security of those measures, as well as the impact for students of having unknown adults in the building during drills. There was general discussion about how drills operate and refine the security process through active learning and observation, as well as the functionality of entry vestibules.

There was general discussion about the new automated parent notifications from the schools related to book and technology checkout, the timeline for the pedestrian bridge project, the addition of the downtown plaza and its use, the Sherwood Broadband project, and appreciation for the high school campus and the ability to host large-scale regional or state events at that location, as well as the need for additional hotels to support bringing those types of events into the community.

## **9. ADJOURNED:**

Mayor Rosener thanked the meeting participants and adjourned the meeting at 7:34 p.m.

Attest:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor

*Record Note: Minutes transcribed by Christine Andregg, Sherwood School District Executive Assistant to the Superintendent.*



**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 4<sup>th</sup>-6<sup>th</sup> 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 2<sup>nd</sup>.

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 30<sup>th</sup>.

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 4<sup>th</sup>. 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:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor



**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:

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Sylvia Murphy, MMC, City Recorder

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Tim Rosener, Mayor