



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
December 17, 2024

EXECUTIVE SESSION

1. **CALL TO ORDER:** The meeting was called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and Interim City Attorney Sebastian Tapia.

4. **TOPIC:**

A. ORS 192.660(2)(h), Legal Counsel, Litigation

5. **ADJOURN**

The executive session was adjourned at 6:02 pm and a work session was convened.

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:05 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, Police Captain Dan O'Loughlin, City Engineer Jason Waters, Senior Planner Joy Chang, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

TRAFFIC SAFETY COMMITTEE & POLICE ADVISORY BOARD MEMBERS PRESENT: Traffic Safety Committee Member Jason Wuertz, Traffic Safety Committee Member Tiffany Yandt, Traffic Safety Committee Member Tony Bevel, Traffic Safety Committee Chair Dorian Libal, Traffic Safety Committee Member Lisa Patterson, Police Advisory Board Chair Richard Amicci, and Police Advisory Board Member Lawrence O'Keefe.

4. TOPIC:

A. Council work session with Sherwood Traffic Safety Committee

Mayor Rosener suggested moving the discussion on the Youth Advisory Committee to occur after the regular session. Those in attendance introduced themselves and Mayor Rosener commented that the Traffic Safety Committee was formed in 2020. He stated his goal was to ensure that the Traffic Safety Committee felt empowered to complete their work making Sherwood streets safe for pedestrians and traffic. He spoke on short-term tools and long-term tools and the need for the Committee to integrate with Council's goal setting and city operations. Mayor Rosener outlined that he wanted feedback from the Committee and stated that the goal was for safety within the community and commented there had been a focus on safety around schools. He outlined that there were many potential tools and resources the city and the Committee could implement to achieve their goals and stated that the Committee should also serve in an advisory role to Council. City Manager Sheldon added that there was an opportunity for goals and objectives around traffic calming and what that policy would look like for Sherwood. He referred to the \$100,000 budget for traffic calming measures and commented that there was confusion about what those funds could be spent on and said that the figure could change over time and referred to the ADA transition plan. He explained that the \$100,000 was budgeted out of the Operations Fund and went into a capital reserve. Mayor Rosener commented that the policy around the use of the \$100,000 needed to be refined. City Manager Sheldon spoke on Engineering staff time supporting the Traffic Safety Committee and reported that 152-156 hours were budgeted, and 450-500 hours of law enforcement time was spent supporting the Committee via addressing complaints. He commented that it would be nice to have some policies in place as the city grew and referred to the opportunities presented for the Committee to be involved in the Transportation Master Plan. Councilor Giles asked if the Committee was advising throughout the Sherwood West master planning process and Mayor Rosener replied that he felt that that was a part of the policy setting. Mayor Rosener asked the Committee for feedback on what they felt was working or not working or any feedback they had for Council. Traffic Safety Committee Chair Dorian Libal stated he was glad a joint meeting was being held and he felt that it was time to complete a review of the Committee to determine if any changes were needed moving forward. He reported that the majority of issues that came to the Committee revolved around speed complaints, parking issues, and pedestrian safety. He stated that most of the issues were able to be resolved with enforcement or better/additional signage. He commented that some of the issues required bigger solutions or funds to remedy, and these issues were something the Committee struggled to address. He spoke on potential processes to address those types of issues. He stated he wanted Council feedback on their feelings about the effectiveness of the Committee. Council President Young replied that it was hard for Council to keep apprised of the work the Committee was doing because the Committee did not have a Council liaison to report back, but she would like to know what the Committee was working on. Councilor Scott recapped that originally, the Traffic Safety Committee was created as a subcommittee of the Police Advisory Board. He stated he wondered if it would be better for the Traffic Safety Committee to now report directly to Council like the other city boards and committees. He explained this would provide better communication between the Committee and Council and allow the Committee to make recommendations to Council, and he asked for Committee feedback. Council President Young commented she felt it did not make sense for the Traffic Safety Committee to be a subcommittee of the Police Advisory Board anymore. Traffic Safety Committee member Richard Amicci spoke on the heavy police involvement needed to address the traffic safety complaints they received. He stated he did not have an opinion on whether the Traffic Safety Committee should remain as a subcommittee to the Police Advisory Board or report directly to Council. Police Chief Ty Hanlon commented that he felt that there was not a strong argument to keep the Traffic Safety Committee under the Police Advisory Board and spoke on the genesis of the Traffic Safety Committee. He explained that the Committee was created to help address the amount of traffic complaints the Police

Department received. He explained that the Traffic Safety Committee provided the community with an opportunity to have a dedicated group of people to address their concerns and commented that the Committee had grown since its creation. He stated that it made sense for the Committee to report directly to Council while still maintaining their current level of Police Department involvement. He commented that he was worried about the amount of staff time needed to support the Committee if their scope expanded. Mayor Rosener explained that each city board and commission had a Council liaison. Traffic Safety Committee Member Lisa Patterson commented that many of the concerns they heard were addressed in a master plan or a CIP list and stated it was very helpful to have a city staff person in attendance at their meetings to help provide information on those items. Traffic Safety Committee Member Tony Bevel spoke on the slow progress timelines of government agencies. Police Advisory Board Member Lawrence O'Keefe stated it was very helpful for him to hear the Police Department's opinion during their meetings to help get a fuller picture of the situation. He commented it made sense for the Traffic Safety Committee to report directly to Council like the other boards and commissions. Council President Young asked if it were possible for a Police Advisory Board member to attend the Traffic Safety Committee meetings. Councilor Mays replied that they were public meetings, so they could attend, but they would not have a vote. Councilor Giles voiced that issues which were too complex for the Traffic Safety Committee needed to be directed to Council. He continued that the issues the Committee addressed or solved should be publicized to help educate the public. He spoke on determining the KPIs (key performance indicators) for traffic safety and stated he wanted the Committee to retain their ability to address issues under their control. Councilor Brouse referred to Mr. Bevel's comment regarding bureaucracy and stated that hopefully, by removing that layer, things would move faster. Mayor Rosener spoke on the average timelines large city projects took and commented Council shared Mr. Bevel's frustrations. Mayor Rosener stated he supported having the Traffic Safety Committee report directly to Council because pedestrian and traffic safety was one of the top concerns in the city. Councilor Mays spoke on the creation and success of the Traffic Safety Committee thus far and commented that they had made a big difference with their limited resources. He stated he supported having the Traffic Safety Committee report directly to Council. He added he wanted the Committee to provide recommendations to Council regarding policy and design standards for crosswalks or traffic calming standards. He stated he also wanted the Committee to be utilized more as a resource for city projects and commented the Committee could also add their voice in advocacy issues. Council President Young recapped Planning Commission Chair Jean Simson's comments at a previous work session regarding the Traffic Safety Committee and stated that the Committee had added much value to the Planning Commission. Mayor Rosener referred to the previous work session with board and committee chairs and spoke on the need for the city's various boards and committees to work together on shared issues, such as the Planning Commission and Traffic Safety Committee working together on crosswalk standards. Mayor Rosener reported that during the last several legislative sessions, the LOC had advocated for allowing city authorities to install radar speed cameras and radar stoplight cameras anywhere within their city limits and asked for the Traffic Safety Committee to look into those options. Mayor Rosener commented the city could now choose to lower residential speed limits to 20 mph and spoke on the Committee potentially looking into that option. Discussion regarding portable speed cameras in order to change driver behavior occurred. Mayor Rosener suggested putting speed cameras in Sherwood school zones to change driver behavior. Traffic Safety Committee Chair Libel stated that traffic safety included more than just cars and he would like to expand the Committee's focus to create a well-rounded approach to traffic safety. Mayor Rosener suggested changing the Traffic Safety Committee's name to the "Traffic & Pedestrian Safety Committee" and asked for feedback. Councilor Giles referred to car-centric culture and Sherwood West and spoke on his desire to plan ahead for better traffic safety. Traffic Safety Committee Chair Bevel commented that he felt that there were many different kinds of traffic, which included pedestrians and bicycles, but he was open to changing the name of the Committee. Police Chief Hanlon spoke on the need to create different ways to educate the public through different means because

enforcement could not be the only tool used. Mayor Rosener replied that it would be a benefit to use photo radar because photo radar did not require an officer to be present, which allowed for more proactive policing. Police Chief Hanlon referred to the photo radar in town and explained that most of those who were ticketed were not residents, so the education component was also needed for those not living in Sherwood. Discussion occurred regarding trucks utilizing Sunset Blvd. as a through road during Tualatin-Sherwood Road construction. Councilor Scott commented that it would be premature to address traffic issues on Sunset until construction was complete. Police Advisory Board Member O'Keefe referred to speed bumps and the need to utilize emergency vehicle friendly speed bumps if the city moved forward with that idea. City Manager Sheldon recapped next steps and stated he would work with Police Chief Hanlon and the Traffic Safety Committee's first meeting in January with the goal of getting something back to Council by February. Mayor Rosener stated that there was consensus on changing the reporting structure, and Council would like to move forward with that quickly, but the policy work could take place over this winter. Police Advisory Board Chair Amicci asked if the size of the Committee would expand with the change in reporting structure and discussion occurred. Councilor Mays commented that if you served on a board or committee, you did not serve on any other board or committee. He stated that those serving on the Traffic Safety Committee only serve on the Traffic Safety Committee, but liaisons from other boards could attend and participate, but not vote. Councilor Scott suggested having seven Traffic Safety Committee members and then a liaison from the Police Advisory Board and Council attend their meetings. Several Council members signaled their approval.

B. Discussion on Youth Advisory Committee

Record Note: Business rescheduled.

5. ADJOURN

Mayor Rosener adjourned the work session at 6:50 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:00 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Keith Mays, Renee Brouse, Dan Standke, and Doug Scott.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, City Engineer Jason Waters, Finance Director David Bodway, and City Recorder Sylvia Murphy.
- 4. APPROVAL OF AGENDA:**

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

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

A. Approval of December 3, 2024, City Council Meeting Minutes

B. Resolution 2024-080, Approving the City Recorder's Canvassing of the Washington County Election returns of the November 5, 2024 General Election and directing the City Recorder to enter the results into the record

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Mayor Rosener addressed the next agenda item.

7. CITY MANAGER REPORT:

City Manager Craig Sheldon thanked City Council and city staff for their hard work throughout the year. He stated that there had been significant progress on key goals and activities that benefitted the community, and he looked forward to building on that momentum in 2025. Councilor Mays stated that it had "been a joy" working with City Manager Sheldon the past year and thanked staff for their work. Mayor Rosener stated that working with City Manager Sheldon, Assistant City Manager Kristen Switzer, and city staff had "been amazing."

Mayor Rosener addressed the next agenda item, and the City Recorder read aloud the public hearings statement.

8. PUBLIC HEARING:

A. Resolution 2024-081, Adjusting Solid Waste and Recycling Collection Rates, Repealing and Replacing Resolution 2024-075

City Manager Sheldon explained that there were several items missing from the fee schedule in the previously approved resolution that were now corrected and included in the proposed resolution. He outlined that the fees for 1-Yard Heavy Container and Recycle+ rates were included in the new resolution. He explained that these changes accomplished a projected composite rate of return of 10%. Mayor Rosener opened the public hearing to receive comment. Hearing none, Mayor Rosener closed the public hearing and asked for discussion or a motion from Council. Mayor Rosener provided context and explained that much of the city's waste rates were heavily impacted by Metro fees. He stated that he and other regional mayors and haulers were trying to work with Metro regarding the increase in tipping fees. With no other council comments, the following motion was received.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE RESOLUTION 2024-081, ADJUSTING SOLID WASTE AND RECYCLING COLLECTION RATES, REPEALING AND REPLACING RESOLUTION 2024-075. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the Planning Commission had not met since the last Council meeting. He spoke on traffic safety issues around schools and asked that drivers be more aware of their surroundings and pedestrians.

Councilor Scott reported that the Parks and Recreation Advisory Board did not meet. He spoke on traffic safety issues in Sherwood and asked that drivers be more aware of their surroundings and pedestrians. He asked pedestrians to wear reflective clothing in order to be more visible to drivers.

Councilor Mays asked that drivers remember to turn on their headlights. He reported on his attendance at the most recent Cultural Arts Commission meeting where they reviewed and made a recommendation for pedestrian bridge art. He spoke on the upcoming WCCCA meeting.

Councilor Brouse reported on her attendance at the Business Oregon leadership summit. She reported she attended a Sherwood Chamber of Commerce breakfast. She reported she would attend the upcoming Senior Advisory Board meeting where they would continue their work on making Sherwood an age-friendly city. She reported on her attendance at a Washington County and Housing Services luncheon. She reported she would attend the Main Street meeting on December 20th. She spoke on upcoming Arts Center events.

Council President Young reported that the Sherwood Chamber of Commerce was accepting nominations on their website. She spoke on her attendance at the Sherwood Police Foundation and TVF&R annual toy drive event. She spoke on the tree lighting event in Cannery Square.

Councilor Giles reported that the Library Advisory Board would meet on December 18th. He urged residents to shop locally this holiday season. He spoke on an upcoming Symposium event at the Rebekah Lodge.

Mayor Rosener spoke on the Sherwood Chamber of Commerce breakfast event and ribbon cutting ceremony for a new Sherwood business. He spoke on Sherwood West and recapped the planning process. He reported that Metro had voted to approve the city's UGB expansion request. He reported he attended the holiday tree lighting ceremony in Cannery Square. He encouraged students to enter the "If I Were Mayor..." student contest.

10. ADJOURN:

Mayor Rosener adjourned the regular session at 7:27 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor