



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Youth Advisory Board

Thursday, November 20, 2025

4:30-5:30 PM

Sherwood City Hall, Conf Rm A

22560 SW Pine Street
Sherwood, OR 97140

1. CALL TO ORDER

2. ROLL CALL

3. ADJUSTMENTS TO AGENDA

4. APPROVAL OF OCTOBER MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

A. Follow Up Discussion Regarding Goals and Activities for the Year (Finn McEvoy, Chair)

B. Upcoming Opportunities- City Day at the Capital and NLC Conference (Kristen Switzer, Assistant City Manager)

7. STAFF UPDATES (Kristen Switzer, Assistant City Manager)

A. Meeting with Board Chairs and City Council

8. COUNCIL LIAISON ANNOUNCEMENTS (Renee Brouse, City Councilor)

9. OTHER

10. ADJOURN

How to Provide Citizen Comments:

Citizen comments may be provided in person, in writing, or by telephone. Sign-up forms will be available at the meeting for anyone who wishes to provide comments in person. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by email to steffent@sherwoodoregon.gov and must clearly state that it is intended as a general Citizen Comment for this meeting. To provide comment by phone during the live meeting, email steffent@sherwoodoregon.gov or call 503-625-4213 at least 24 hours in advance of the meeting start time in order to receive dial-in instructions. In-person and telephone comments are limited to 4 minutes per person. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their name and by their city of residence." Anonymous comments will not be accepted into the meeting record.

ADA Accommodations:

If you require ADA accommodations for this public meeting, please contact steffent@sherwoodoregon.gov or call 503-625-4213 at least 48 hours in advance of the scheduled meeting time.



**SHERWOOD YOUTH ADVISORY BOARD MEETING MINUTES
22560 SW Pine St., Sherwood, OR
November 20, 2025**

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Finn McEvoy called the meeting to order at 4:36pm.
2. **BOARD PRESENT:** Prachi Ranabhat, Emma House, Cosette Duckett, Finn McEvoy, Parker Hager, Trevor Tsui, City Councilor Renee Brouse

STAFF PRESENT: Assistant City Manager Kristen Switzer, Volunteer Coordinator Tammy Steffens

3. **ADJUSTMENTS TO AGENDA:** None
4. **APPROVAL OF OCTOBER MEETING MINUTES:**

**MOTION: FROM HAGER TO APPROVE THE OCTOBER MEETING MINUTES.
SECONDED BY TSUI. MOTION PASSES.**

5. **CITIZEN COMMENTS:** None

6. NEW BUSINESS

A. Follow Up Discussion Regarding Goals and Activities for the Year (Finn McEvoy, Chair)

Tsui reported that he had emailed Next Up Oregon asking if the Board could use any of their materials. He had yet to receive a response. He also stated that he intends to contact some of the businesses in Old Town to see how they feel about the Board holding some events to encourage youth civic engagement. Brouse recommended that he start with the Chamber of Commerce and Main Street Sherwood. Tsui also will be looking for legislation at the State level that would be applicable.

McEvoy met with the two associate principals at the high school about promoting the Board and youth civic engagement and was told to wait until the next trimester. The associate principals will be checking with the school district.

Hager stated that he sits on the YMCA Teen Advisory Committee and that the teen center space is open and could be used to host events. Switzer agreed and commented that at the Town Hall held on November 19, there was discussion about that space being used to host events geared towards middle school students.

Duckett stated that she had received a Voter's Registration Card in the mail but hadn't responded because she wasn't clear on party affiliation. She shared this to make the point that educating youth regarding registering to vote is important. She brought an example of a suggestion box and felt that it was very important to provide youth with a chance to give feedback and make suggestions. She wants the Board to be visible. Brouse suggested getting shirts, walking in the parade, and having a booth at the Winter Tree Lighting Festival. All members were in favor of this idea.

House stated that she would like to coordinate a "Hot Cocoa on the Bridge" events weekly for the first three weeks in December. All board members agreed that Mondays were the best day and thought that 7:40am-8:20am would be a good time. Brouse suggested contacting Symposium to see if they would donate the hot chocolate. House also asked about the art wraps. Switzer responded that there is an art wrap planned for the bathroom at Cannery Square that the Arts Commission is working on. The Call for Artist will be going out. The theme is Seasons of Sherwood.

Ranabhat suggested that a great way to promote all of these events would be on social media. Switzer responded that she would have Sara Lopez, the City's Communications & Engagement Coordinator, to the next meeting to talk social media.

B. Upcoming Opportunities – City Day at the Capital and NLC Conference (Kristen Switzer, Assistant City Manager)

Switzer reported that last year the Youth Summit in Salem was the same day as City Day at the Capital. She explained to the members that the Governor does a welcome and then last year the youth councils went to the Salem Library and also toured the capital building. The event will likely be in January. Switzer is watching for more information to be posted and will get it to the Board as soon as it's available.

Switzer also informed the Board that the NLC Conference will be in March. The City is hoping to take approximately two Board members. She asked Tsui to share his experience from going last year. Tsui stated that it was 2 ½ days in Washington DC. He appreciated being able to connect with so many other youth councils from across the country. He learned a lot about problem solving strategies. Switzer let the Board know that she will be working on the application process. McEvoy asked about the possibility of applying for a grant from the Sherwood Education Foundation and/or being able to use some of the opioid money to help cover some of the cost. Switzer thought it might be possible and will look into it.

7. STAFF UPDATE (Switzer)

Switzer reported that the bronze deer had been installed on the Oregon Street roundabout. The cost of this new public art installation was covered by the Transient Lodging Tax. She also shared that lit snowflakes had been hung on light poles throughout Old Town as part of the holiday decorations. The funds to pay for the snowflakes came from a Community Enhancement Program Grant. She announced that the WCCLS levy had passed.

8. COUNCIL UPDATE (Brouse)

Brouse announced that there will be an emergency election to change the charter to home rule because legislation that is coming out of Salem is very restrictive for local governments. She informed the Board about a Mobile Speed Enforcement unit that the City is looking at. She stated that City Council is looking at the possibility of a public safety levy. Sherwood is one of the few municipalities in this area that does not have one. Tsui asked if the City didn't go after a public safety levy, could it mean layoffs at the police department. Brouse acknowledged that it could. Tsui also asked about the change to the charter and Brouse responded that the housing legislation from Salem doesn't allow for the level of transparency that is a core value for City Council. Brouse also talked to the Board about working with other students from the high school to create a Public Safety Announcement video regarding the harmful effects of drug use. The Board was very interested in participating in that. Brouse also announced that Chair McEvoy was nominated as Outstanding Youth through the Sherwood Chamber of Commerce.

9. OTHER – none

10. ADJOURN 5:36pm