



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
November 4, 2025

WORK SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:31 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse (remote), Keith Mays, Taylor Giles, Doug Scott (remote) and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Chief Utility Relations Officer Joe Gall with Clean Water Services, Interim CEO/CM Rick Shanley and Sammy Magana with Clean Water Services, Jason Graf and Will Grimm with First Forty Feet.

4. TOPICS:

1. Clean Water Services

Chief Utility Relations Officer Joe Gall provided a presentation on the State of Our Partnership (see record, Exhibit A) and a handout for fiscal year 2025 (see record, Exhibit B). Mr. Gall introduced Interim CEO/GM Rick Shanley and Sammy Magana with the CWS Communications and Community Engagement team. Mr. Shanley said he had been with CWS for 12 years and had over 30 years' experience as an environmental engineer. Mr. Gall explained that CWS was the wastewater and stormwater government utility serving more than 600,000 residents in urban Washington County. He said CWS partnered with 12 cities and had an annual budget of \$752.2 million. He stated they worked closely with Washington County, but they were a separately managed and financed public utility under ORS 451. He said CWS had an Advisory Commission that met monthly and included various stakeholders. Mayor Rosener asked if the Advisory Commission included any city leaders. Mr. Gall said there was one non-voting city representative and stated there were discussions about changing this policy. He discussed the fiscal year 2025 projects that involved Sherwood and the costs (see record, Exhibit A). He said CWS just adopted the West Basin Master Plan which projected out 20 years. He stated Sherwood was in the East Basin which was updated in 2022. He stated the next step for CWS was to update the System Development Charges (SCDs) methodology and that it would be done in conjunction with the cities. He estimated that the last SDC update was in 2009. Mayor Rosener suggested forming a committee with cities. Mr. Gall discussed the planned projects over the next 5 years that affected Sherwood and said the total project costs were over \$100 million. He informed the Council that CWS would

be starting a billing feasibility study. He asked for Council questions. Mayor Rosener commented on the importance of CWS reviewing the SDC methodology.

Mayor Rosener thanked the presenters and addressed the next item on the agenda.

2. Old Town Strategic Action Plan

Community Development Director Eric Rutledge and Economic Development Manager Erik Adair provided a presentation, (see record, Exhibit C) and introduced First Forty Feet consultants Jason Graf and Will Grimm. Mr. Rutledge mentioned that this was the fourth work session on this topic and there were two open houses, and the process was near the end. He stated staff were looking for feedback and specific actions from the Council. Mr. Graf said the goal was to create a vibrant, safe, and welcoming Old Town Sherwood that reflected the community's historic character while embracing its future. He commented on the "Big Ideas" which included extending the Pine Street curb-less design, pursuing a new "front door" access by extending Columbia Avenue, initiating redevelopment of vacant city-owned sites, encouraging redevelopment of vacant private sites, pursuing a pedestrian rail crossing and trail, and extending the promenade. He discussed focused investment and redevelopment which included Pine Street, Columbia Street, and Washington Street. Mr. Rutledge referred to the "Big Ideas" and said the ideas would each have actions to implement, and he asked the Council for general feedback on the ideas. Councilor Mays asked if there was an example of a roundabout straddling a railroad crossing in America. Mr. Graf said yes, it had been done. Mayor Rosener asked for a rendering that showed the relocated fire station. Councilor Standke referred to the pedestrian rail trail and asked if we needed right of way from the railroad. Mr. Graf said most agreements do not want pedestrians in the rail right of way. Discussion followed and Councilor Mays commented that the space for the trail was needed for redevelopment. Mr. Graf discussed the opportunities for Columbia Street and said the city owned most of the property along Columbia Street. Mayor Rosener commented that creating a parking reserve could be beneficial. Councilor Giles said the charm of Old Town was parking outside and experiencing walking. Mr. Rutledge stated that one of the actions in the plan was to develop a long-term parking strategy. Discussion followed and Mr. Rutledge stated the feedback at the last work session was to move on Site A first and focus on Site D, which would be discussed at the URA Board work session following the regular session.

Mr. Graf commented on the strategic plan elements and actions. He said one element was a sense of arrival and the actions included developing a wayfinding and signage plan, improving access and streetscapes, completing neighborhood connections, and promoting walk, bike and roll loops. He stated the next strategic plan element was business health and growth and the actions included supporting Old Town branding, expanding events and programming, attracting targeted businesses, incentivizing investment and business growth, initiating regulatory modifications, and developing a parking strategy. He said the final element was infrastructure and development and the action items included identifying priority redevelopment sites, preparing and initiating developer offerings, and developing infrastructure and a funding plan. Discussion followed regarding potential code updates to the development code relating to Old Town and financing options such as a Local Improvement District or reimbursement district. Mr. Rutledge asked the Council for feedback or concerns. Councilor Mays stated he does not support pedestrian rail trail if it takes away space for redevelopment. Councilor Standke asked if the Old Town Multifamily project (LU 2025-007) was approved and does it impact Site E. Mr. Rutledge said it was approved and does not affect Site E.

Mayor Rosener adjourned the work session at 7:00 pm. He convened into the regular session and said the Urban Renewal Agency Board work session would be held after the regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse (remote), Keith Mays, Taylor Giles, Doug Scott (remote) and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Police Chief Ty Hanlon, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, IT Director Brad Crawford, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Mayor Rosener addressed approval of the agenda and asked for a motion.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT THE AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item and asked for a motion.

5. CONSENT AGENDA:

- A. Approval of October 21, 2025 City Council Meeting Minutes (Sylvia Murphy, City Recorder)**
- B. Resolution 2025-076, Appointing Akwasi Cobbinah as the Youth Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee**
- C. Resolution 2025-077, Authorizing the City Manager to Enter into an Intergovernmental Agreement (IGA) with Metro for the Installation, Service and Maintenance of a Sharps Collection Box to be located at the Marjorie Stewart Senior Community Center**
- D. Resolution 2025-078, Authorizing the City Manager to Execute a Contract for Murdock Park Master Plan Construction-Ready Design Documents**
- E. Resolution 2025-079, Approving the first amendment to Employment Agreement between the City of Sherwood and City Manager Craig Sheldon**

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Mayor Rosener addressed the next agenda item.

7. PRESENTATION:

- A. Recognition of Noelle Gush, National American Miss Oregon Preteen**

Mayor Rosener asked Noelle Gush to come forward. He said Ms. Gush was a 7th student from Sherwood representing Oregon in the National American Miss Oregon Preteen competition. Ms. Gush said she started participating in pageants at 6 years old and this year competed for the National American Miss Oregon Preteen and has decided to do the international competition in Florida next. She said she worked with the Cat Alliance Team and explained her volunteer efforts. The Council congratulated her and presented her with a certificate.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon commented on the community resource information for residents affected by SNAP benefit changes. He said Sherwood YMCA had a food pantry which was open on Wednesdays from 10 am to 12 pm and the city provided some financial support for the next month. He stated St. Francis had a food pantry on Wednesdays and Thursdays with various hours, Helping Hands was open on the 3rd Saturday of each month, and Willow Brook food pantry was open Tuesdays and Fridays. He noted the city offered direct utility billing support to customers that showed their SNAP card and a driver's license. He said the Senior Center would offer an oatmeal breakfast bar next Monday from 9 am to 10 am. He announced that on Fridays the Senior Center would offer take-home meals. He commented on the Public Works leaf pickup program which started on Monday, and said the information was on the city's website. He said the Sherwood Citizen's University had one more session. He announced that there would be a retirement party for Police Captain Jon Carlson on Friday at 3:30 pm. He said Captain Carlson started with the Sherwood Police Department in 1995 and Mr. Sheldon thanked him for his service. He said the Veteran's Day recognition was Tuesday, November 11 at 11 am at the Sherwood Arts Center. He thanked Public Works for their support during the Old Town Tricker Treating event. Councilor Young thanked Mr. Sheldon for the quick response to the SNAP benefits.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported he attended the Planning Commission meeting and said the Old Town multifamily project was approved and said the Planning Commission suggested addressing the tree code. He provided comments about some of the concerns he has heard in the community. He read the following statement: *When I first campaigned to be on the City Council, I knocked door to door throughout Sherwood and met many of the residents and asked about top priorities for you and I always ended my conversations with a question 'What does the future of Sherwood look like to you?'. The answer he heard far and away the most was I want to keep Sherwood Sherwood and as I reflect on what makes Sherwood feel special it is not our tree lined streets, fantastic trails, our sports team, our performing arts groups, our businesses, our police department, our festivals and events, it is all of it together, it is our community, it is what each of us adds to the city that makes it special. It is the people who recognizes the specialness of the City of Sherwood and want to contribute to it. Some of our members in this community are hurting right now and not feeling safe because this weekend a longtime Sherwood resident and mother of two was removed from our community while taking her child to school. While he will continue to work with community groups to ensure she receives due process in any way I can, many people have asked me where they can get accurate information about what they can do to help. I found the following sites to be helpful in understanding some of these complex issues we are currently living through. PIRCOREGON.ORG has a phone number that you can call and has very informative articles. ACLU-OR.ORG has great educational courses about what your civil rights are and different things like that and volunteer opportunities on both sites. He has come to the conclusion that if we truly want Sherwood to stay Sherwood we need to continue to love and support others that share that vision and given that this is a one way kind of forum and if anybody out there wants more information about anything I've talked about, I am available to talk to anyone, the number that rings to my cell phone is 971-405-2120. I will be happy to talk with anybody who has questions about it or is looking to help in anyway and I appreciate*

the people who have already stepped up to help take care of those kids and some of the other things that frankly have been members of our community for 15 years now and that is one of the things that makes Sherwood special.

Councilor Standke reported that he attended the Traffic Safety Board meeting and they discussed the pedestrian crossings. He commented on SNAP benefits and said if you had an abundance to please provide for others. He commented that at the start of every meeting we pledge allegiance to the flag of our country and said, "with liberty and justice for all" and he addressed the increased ICE presence in Sherwood. He stated our state has sanctuary promise laws which for the purpose of this comment limit the use of our local police department for immigration enforcement. He said our Sherwood Police do not enforce immigration laws and no local resources will be used for immigration related matters except in narrowly defined instances such as a signed federal warrant. He stated the Sherwood Police department under Chief Hanlon was committed to fair and unbiased policing and maintaining the community's trust that had been built over the years. He said if you witness a crime such as assault, hit and run, kidnapping, you should call the Sherwood Police to report it. He asked the community to do their part to keep the community safe and intact.

Councilor Scott reported on his attendance at the Parks Board meeting last night and said they discussed their top priorities. He stated the next Parks Board meeting would have a discussion on trails.

Councilor Mays reported that he attended the Cultural Arts Commission meeting, and they discussed several art projects such as the medallions on the pedestrian bridge.

Councilor Brouse thanked Councilor Standke and Giles for their comments on what the community was experiencing, and she extended her assistance to anyone. She announced that on Thursday, November 6 from 2 to 4 pm there was a ribbon cutting of the newly named Merrill Gardens, formerly the Ackerly. She stated Saturday was the annual wine festival hosted by the Sherwood Rotary Club and would be at the Red Berry Barn from 1 to 7 pm.


Councilor Young reported she met with Councilor Giles, Assistant City Manager Kristen Switzer, City Manager Craig Sheldon, a community member, and a consultant regarding accessibility and inclusive parks and said the meeting was productive.

Mayor Rosener commented on the Special City Council meeting held last Tuesday where the Council approved three resolutions, one declared an emergency election and two setting up an election on January 13, 2026 with two Charter Amendments on the ballot. The first proposed amendment would protect the communities' right to have an open and transparent process for land use decision and another to protect the city's rights around the procedural process for annexations. He said the reason was due to overreach from the State and preemption of local rule and local control. He stated the video of the meeting was on YouTube and said there is an election page on the city website with more information. He said he could not attend the upcoming December 2 Council meeting.

10. ADJOURN TO URBAN RENEWAL AGENCY BOARD WORK SESSION

Mayor Rosener adjourned the meeting at 7:37 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Kim Young, Council President