



Home of the Tualatin River National Wildlife Refuge

MEETING AGENDA

Youth Advisory Board

Thursday, December 18, 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 NOVEMBER MEETING MINUTES

5. CITIZEN COMMENTS

6. NEW BUSINESS

- A. Upcoming Opportunities- City Day at the Capital and NLC Conference (Kristen Switzer, Assistant City Manager)
- B. Follow up Holiday Festival (Finn McEvoy, Chair)
- C. Follow up Cocoa on the Bridge (Cosette Duckett/Emma House, Board Members)

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

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 steffenst@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 steffenst@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 steffenst@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
December 18, 2025

REGULAR SESSION

1. **CALL TO ORDER:** Board Chair Finn McEvoy called the meeting to order at 4:33pm.
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 NOVEMBER MEETING MINUTES:**

**MOTION: FROM HOUSE TO APPROVE THE NOVEMBER MEETING MINUTES.
SECONDED BY DUCKETT. MOTION PASSES.**

5. **CITIZEN COMMENTS:** None
6. **NEW BUSINESS**

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

Switzer reported that dates for the NLC Conference will be March 13-17 and registration will be in February. Staff has worked on an application process and is working on the budget to determine how many Board members will be able to go. City will cover airfare, hotel, registration, and one dinner. Some meals are included in the conference. Attendees would be responsible for remaining meals, snacks, spending money.

Switzer informed the Board that the City Day at the Capital only happens in odd numbered years. The State may hold a Youth Summit though. Switzer has reached out to gather information and will inform the Board as soon as she knows more.

B. Follow up Holiday Festival (Finn McEvoy, Chair)

McEvoy reported that he, Ranabhat, House, and Duckett walked in the Holiday Festival parade alongside the City Council float and passed out candy. He said the festival was very well attended and Board members appreciated the opportunity to participate.

C. Follow up Cocoa on the Bridge (Cosette Duckett/Emma House, Board Members)

House and Duckett reported that the event went well and was a learning experience. There weren't as many walkers as expected and she felt that was due to the windy and rainy weather. They ended up cancelling the second one they had planned on because the weather was even worse. Next time they want to make signs and flyers, have more Board members there, and hold it in late January/early February when it might be cold but not wet. Switzer suggested getting a banner. House reported that she has a flyer almost completed and will email it to Switzer for her to review when it's ready. Duckett has created the survey and QR code for the flyer.

7. STAFF UPDATE (Switzer)

Switzer reported that there will be no second City Council meeting in December. Board Chairs met with City Council earlier in December and the feedback was very beneficial especially now that we are on a 2-year budget.

8. COUNCIL UPDATE (Brouse)

Brouse announced that City Council will be holding their goal setting meeting which will be held on Saturday, January 24, 9am-1pm. She stated that it is a public meeting and encouraged any Board members who were interested to attend. She shared that McEvoy had been nominated and awarded the Outstanding Youth Award by the Sherwood Chamber of Commerce. She also shared that the League of Oregon Cities had recently met, and she learned that ballots completed by teens are the most likely to get rejected because they haven't learned how to write in cursive.

9. OTHER – McEvoy reported that he has a contact on the Arts Commission and that if anyone has any suggestions, he's happy to make a connection for them. Switzer also shared that the Arts Commission will be reviewing designs for the "Seasons of Sherwood"-themed wrap going on the bathroom in Cannery Square as well as the medallions on the pedestrian bridge.

Tsui reported that he had a call with State Senator Courtney Neron Misslin and they will be meeting to discuss legislation relevant to youth. Any other Board members are welcome to join him. He's also reached out to a few businesses in Old Town regarding a youth engagement event and is waiting to hear back from them. He will be meeting with Jake Fluke, President of Main Street Sherwood, and any other Board members are welcome to join him for that. Tsui heard back from Next Step who let him know that their materials are free and available for the Board to use. They might also have a staff member or intern who could help the Board at any events.

Hagar reported that the YMCA Teen Advisory Committee is discussing having an opening event to help spread the word and encourage involvement.

Next meeting will be held Thursday, January 15, at 4:30.

10. ADJOURN 5:15pm