



## SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

January 6, 2026

### WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, and Dan Standke. Councilor Doug Scott was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Legal Intern Keegan Sanchez, IT Director Brad Crawford, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, Project Manager Joy Chang, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** Nick Gross and Phill Worth with Kittleson & Associates and Chief Operations Officer Brady Strutz with Sherwood School District.

### 4. TOPICS:

#### 1. Elementary School Crossing Assessment Study

Project Manager Joy Chang introduced Nick Gross and Phill Worth with Kittleson & Associates and Brady Strutz with the Sherwood School District. She stated this was the fourth time discussing the study with the Council and said the study was also presented to the Sherwood Traffic Safety Board in August 2025. Nick Gross provided a presentation (see record, Exhibit A). He reminded the Council that the study originally assessed three elementary schools (Hawks View, Archer Glen, and Ridges) but stated the focus was now Hawks View and Archer Glen with Ridges put on hold due to the moving parts regarding Edy Road. Mr. Gross recapped the work that had been performed to date and the feedback provided. He said the school crossing evaluation and technical analysis began in May 2025 and the findings were based on state and national guidance that was pointing toward the rectangular rapid flashing beacon (RRFB). He noted the feedback received from the Council and the School District was a preference for a signal compared to a RRFB specifically because of the proximity to a school. He said the feedback included a preference for something more than flashing yellow lights with a signal that required the driver to stop on a red indication and a preference to keep the existing signal in front of the School District Office. He stated the feedback also suggested developing a policy for decision making going forward. He said tonight they would provide final and revised recommendations which included maintaining the existing signal in front of the School District Office and advance the signal recommendation with additional operational analysis as part of the design phase. He commented on the enhanced crossing facility comparisons (page 3) to revisit the terminology and common uses. The comparison included the RRFB, the pedestrian hybrid beacon (PHB), and the half signal. He stated the RRFB was commonly used when crossing 2 to 3 travel lanes and typically costs \$50-100K. He

stated the PHB was commonly used when crossing 4 or more travel lanes and typically costs \$400-600K. He said the half signal was not commonly used and typically costs the same as PHB. He discussed the next steps and final recommendations and said the next step was to conclude the planning report with recommendation to advance PHB as part of the future design phase at Hawks View and Archer Glen and once the funding and timelines were confirmed for construction, conduct an operational analysis as part of the design phase to determine signal impacts including in-process traffic, signal progressions, queuing, and safety. Councilor Mays said he would not support spending a dollar on Sherwood Blvd. and said there would be an impact and the traffic already stops on that road, and it would be a waste of money. Mayor Rosener said it becomes traffic versus pedestrian safety and being cognizant of other intersections was important. Discussion followed. Councilor Brouse asked Mr. Gross what the proposed operational analysis would entail. Mr. Gross said they would look at a model of queuing operations and time duration through the corridor. Councilor Brouse agreed on the importance of children's safety and said she would support the operational analysis. Councilor Standke commented on the need at the Archer Glen school crossing and noted the PHB was not an immediate solution due to the high cost. He asked if there were other temporary solutions. City Manager Craig Sheldon asked Brady Strutz if the schools planned on retaining the crossing guards. Mr. Strutz said yes, the schools would continue to assist children. Council President Brouse asked if the Traffic Safety Board supported the recommendation. Ms. Chang said they support the original recommendation of the RRFB and the recommendation for the PHB and said they support creating a policy through the Transportation System Plan (TSP) update to bring closure to the topic. Mayor Rosener asked if the PHB is safer than the RRFB. Mr. Gross said yes, because of the red indicator. Mayor Rosener asked the Council if they would support making PHB the standard in our policy and what were some short term solutions. Council President Young said she would support making PHB the standard. Councilor Giles said he would support but he couldn't divorce it from budget concerns. Mayor Rosener said the issue was whether the PHB should be the standard and if the answer was yes, the City could apply for grant funds. Councilor Giles said he would support making PHB the standard if it would help with grant funding. Councilor Standke said he would support PHB for new school zones, but it may not be the answer for existing school zones which needed immediate solutions. Councilor Brouse agreed with Councilor Standke on the immediate need and said she would support an operation analysis to determine the impact. Councilor Standke commented on the original recommendation for a RRFB at Hawks View and Archer Glen and asked Mr. Gross if that was the standard set for those roads. Mr. Gross said yes, the original study of those roads came up with the recommendation of the RRFB but the feedback they received stated that those signals would not provide enough protection for grade school children. Discussion followed. Mayor Rosener agreed with Councilor Standke that there was an immediate problem. City Manager Craig Sheldon commented that PHB were the gold standard, but he was concerned about the price. He stated the RRFB would be beneficial at Archer Glen today and the goal down the road could be a PHB. Mayor Rosener recapped the discussion and said the consensus was to create a policy for the PHB and a sub policy to deal with immediate issues and look at traffic impacts. Councilor Mays said he does not support the traffic impact studies and said the traffic was busy now and the study was not needed. Mayor Rosener asked Mr. Strutz if he would support the decisions and he said yes and stated the School District was grateful for the support.

Mayor Rosener addressed the next item on the agenda.

## **2. Transportation System Plan (TSP) Performance**

Project Manager Joy Chang introduced Phill Worth with Kittleson & Associates, and he presented a presentation (see record, Exhibit B). He said this was a presentation to help the Council understand what performance measures were, how we as a community need them, and how we use them and in what kind of circumstances. He said they would eventually seek Council approval on the performance measures. He

discussed the draft transportation vision which would be documented in the TSP. He stated they have produced a first draft and shared it with the Citizen Advisory Committee (CAC) and were currently working on a second draft. He commented on the transportation vision and said the discussion included what it was, what it does, and what it accomplished. He discussed what Sherwood was measuring today and said it relied on one performance measure, mobility, to determine the adequacy of public facilities. He said the State of Oregon was mandating local agencies to have two performance measures, one focused on automobiles and one not focused on automobiles. Mayor Rosener stated transit was something we cannot control and reported that TriMet was discussing cutting transportation lines in Sherwood. Mr. Worth noted that the Technical Advisory Committee (TAC) included a representative from TriMet and there would be conversations throughout the TSP process. He referred to page 7 and discussed Sherwood's current performance measures and thresholds and said currently we measure motor vehicle volume-to-capacity ratio (v/c) and motor vehicle level of service. He commented on the thresholds that apply to the measures and provided an example of an intersection being at 100% capacity where you experience delays, longer queues, frustrated motorists, and a breakdown in the way the system was functioning. He stated most communities strive to operate below capacity. He referred to page 7 and said volume-to-capacity standard for Metro was 110%, the County and ODOT standard was 99% and the City's standard was 85%. He commented on the motor vehicle level of service threshold and said this showed how an intersection was working or not. He stated if the threshold was not met the intersection was considered deficient and some kind of improvement was needed. He commented on what happened when motor vehicle thresholds were exceeded and explained possible mitigations for roadways and intersections. He said unfortunately there were both intended and unintended outcomes which was part of what was driving the State to create this mandate. He commented on what was missing and said measures for pedestrian and bicycle networks, and to provide a multimodal system and ensure that it meets the needs of travelers, we need performance measures for most or all scales that were relevant to the intended users. He suggested measures that consider network completeness and measures that address pedestrian and bicycle quality of service. He stated that some of the measures that may be proposed could become standards the Council chooses to adopt. He noted that at some point the Council would need to adopt one performance measure that was focused on something other than the automobile. He commented on things to consider when choosing measures and provided cost effective approaches, such as finding data that had already been compiled. Mayor Rosener asked when the TSP was updated last and Mr. Gross said 12 to 13 years ago. Mr. Gross reminded the Council that setting new and additional performance standards was occurring throughout Oregon and stated Clackamas County and the City of Milwaukie were at the same point in the TSP update. He said both agencies were considering the measure of system completeness for the multimodal standard for bicycle and pedestrian. He stated that both agencies were using volume-to-capacity for the motor vehicle standard. He provided examples of packages that the Council may consider in the future on page 18. He asked the Council if they had any questions about the auto or non-auto performance measures and provided a project schedule. City Engineer Jason Waters reported that the City of Beaverton is also updating their TSP, and the progress could be followed on their website. Ms. Chang announced that there would be a winter transportation open house on January 28 from 4:30-7:00 pm.

### **3. Discussion of Contract Review for the City Attorney**

### **4. Discussion of Contract Review for the Municipal Judge**

Mayor Rosener said it was time to review the City Attorney and the Municipal Judge and discussed the process Council wanted to use. Council President Young said the last review of the City Attorney was a 360 with Senior Leadership. She suggested this review be on a smaller scale due to Mr. Adam's deployment. She proposed a team of 2 or 3 council members to meet with Mr. Adams to discuss his contract and put a recommendation forward. She suggested the same team of 2 or 3 meet with Judge Jack Morris as well. She

volunteered her time and asked if anyone else was interested. Councilors Brouse and Standke volunteered their time.

Mayor Rosener adjourned the work session at 6:57 pm.

## **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, 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, Legal Intern Keegan Sanchez, Police Chief Ty Hanlon, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

### **4. APPROVAL OF AGENDA:**

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

**MOTION: FROM COUNCILOR MAYS TO ADOPT THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next item on the agenda.

### **5. NEW BUSINESS:**

#### **A. Selection of Council President**

Mayor Rosener explained that it was time to elect a Council President for the new year and asked for nominations. Councilor Young was nominated by Councilor Mays. No other nominations were received. Mayor Rosener called for a vote, and with a 7:0 vote, Councilor Young was elected Council President.

Mayor Rosener addressed the next agenda item.

### **6. CONSENT AGENDA:**

- A. Approval of December 2, 2025 City Council Meeting Minutes**
- B. Resolution 2026-001, Authorizing an amendment to the Automated Photo Enforcement Agreement with Redflex Traffic Systems, Inc.**
- C. Resolution 2026-002, Declaring a City owned property located at 22486 SW Pacific Highway as Surplus Property**
- D. Resolution 2026-003, Authorizing the City Manager to sign the Reconnect Program Grant and Security Agreement and Supporting Documents**

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

**7. CITIZEN COMMENTS:**

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

**8. CITY MANAGER REPORT:**

City Manager Craig Sheldon reminded the Council of the Goal Setting session scheduled for January 24 from 9 am to 1 pm at the Sherwood Police Department. Chief Hanlon provided a recap of the services provided over the holidays and thanked his staff for their service.

**9. COUNCIL ANNOUNCEMENTS:**

Councilor Giles reported on the Planning Commission meeting and said they discussed the Old Town Strategic plan and amending the tree code.

Councilor Brouse said the Director of the Chamber of Commerce extended a thank you to Mr. Sheldon and his team for the visitor's sign. She announced that Jamba Juice will open on January 9 at 4 pm, the next Chamber Breakfast was January 14 at the Hampton Inn, the Chamber Golf Tournament was July 13, and Cruisin' was August 8. She reported that the Senior Advisory Board would meet next week. She commented on the Sherwood Wrestling program and thanked the coaches for their service.

Councilor Standke recapped the upcoming Library events. He congratulated the Library for being in City Hall for 20 years and said all the related events were on the city website. He reported that the Annual Puzzle Competition had been paused. He informed that the city has a dedicated website page regarding immigration control enforcement (ICE). Councilor Brouse congratulated the library for the successful New Year's Eve party.

Council President Young reported that the Sherwood Foundation for the Arts would be performing Pippin starting January 23 at the Sherwood Center for the Arts.

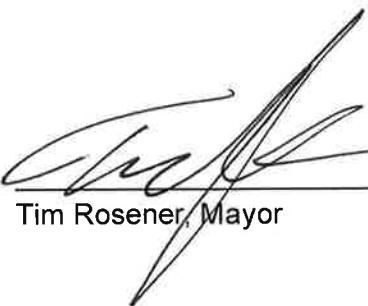
Mayor Rosener reported that TriMet would be reducing services in Sherwood and suggested a potential work session on the issue. He announced the State Legislature would have a short session beginning February 3 which would be monitored closely. He reminded the community that there were two ballot measures for Charter amendments to consider in the special election.

**10. ADJOURN**

Mayor Rosener adjourned the meeting at 7:27 pm.

Attest:

  
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Sylvia Murphy, MMC, City Recorder

  
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Tim Rosener, Mayor