



SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

December 2, 2025

WORK SESSION

1. **CALL TO ORDER:** Council President Young called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke. Mayor Tim Rosener was absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, Volunteer Coordinator Tammy Steffens, Center for the Arts Manager Chanda Hall, Library Manager Adrienne Doman Calkins, Police Captain Nathan Powell, IT Desk Support Dan Bolton, Senior IT Analyst Mohamed Jama, Communications and Engagement Coordinator Sarah Lopez, Human Resources Director Lydia McEvoy, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Planning Commission Chair Jean Simson, Budget Committee Chair Kady Strode, Parks and Recreation Advisory Board Chair David Scheirman, Library Advisory Board Chair Sean Garland (remote), Cultural Arts Commission Chair Jennifer Casler, Police Advisory Board Chair Richard Amicci, Senior Advisory Board Chair Caz Thomson, Traffic Safety Board Chair Jason Wuertz, and Youth Advisory Board Chair Finn McEvoy.

4. TOPICS:

1. Washington County Commissioner Jason Snider Update

Commissioner Jason Snider provided a brief update and discussed issues specific to Sherwood. He informed the Council of a gravel road south of the urban growth boundary that was being misused. He referred to the ODOT required right turn only from Brookman Road onto Hwy 99 and said this caused drivers to divert to Middleton Road to access Hwy 99. Discussion followed. Commissioner Snider asked the Council for questions.

Councilor Mays asked for a status update of the Major Streets Transportation Improvement Program (MSTIP) projects in Sherwood. Community Development Director Eric Rutledge provided an update and stated the County had been moving projects forward.

Councilor Giles commented on Immigration and Customs Enforcement (ICE) activity in the County and asked Commissioner Snider for an update. Commissioner Snider said the Oregon Attorney General along with other District Attorneys sent a letter to the US Department of Justice that notified them of an investigation into alleged unlawful actions by Federal Officers in Oregon. He said the Washington County Commission

had concluded that there was an attack on the most vulnerable members of the community and the Commission devoted \$250,000 to combat food insecurity and \$200,000 to support immigrant refugee communities that were also under pressure. He said the money came from one-time strategic investment plan funds. Discussion followed.

Commissioner Snider announced that both the Public Safety Levy and Library Levy passed in November.

Council President Young thanked Commissioner Snider and addressed the next item on the agenda.

2. Discuss City Boards and Commissions Annual Work Plan

Council President Young recapped that this was a work session with Boards and Committee Chairs. She explained that what was discussed at this meeting would inform Council goal setting in January. She asked those in attendance to introduce themselves.

Library Advisory Board Chair Sean Garland said the Library Advisory Board married their goals with the Council goals and examined fiscal responsibility, community engagement, and livability. He said the goal for fiscal responsibility was to provide feedback to staff on the next steps for WCCLS funding. He commented on community engagement and said the library outreach goals were to convene community groups to learn more about the work of other groups in Sherwood and foster networking. He referred to the library marketing and visibility and said the library was a central hub of the city and we needed to get the message out to the community. He commented on livability and said they would continue to support fundraising for the public meeting pod and continue to seek long term planning for expanding the library building or for a new Library building.

Police Advisory Board Richard Amicci reported that the Police Department had several transitions this year in terms of staffing. He stated the top goals for 2026 were to evaluate and endorse key initiatives for the Sherwood Police Department, examine funding needs of the department to ensure sustainability of current services while planning for future growth and technology needs, and provide thorough review and validation of new policies and procedures.

Traffic Safety Board Chair Jason Wuertz stated the Traffic Safety Committee was changed to a Board in 2025 and he thanked the Council. He stated top goals for 2026 were to stay involved with the Transportation System Plan (TSP) update and provide input for all modes of transportation, continue to receive and discuss traffic safety issues, and examine ways to be more proactive in addition to reactive.

Senior Advisory Board Chair Caz Thomson stated the top goals for 2026 were to continue senior transportation, form partnerships to help provide affordable housing and address the ongoing needs for transportation and promote the Age Friendly business brochure and provide it to local businesses.

Budget Committee Chair Kady Strode stated the city prepares a budget that meets the Council goals. She reported that the city moved to a biennial budget and during this off year the goal was to make sure the city stays on track with spending and hits the targets. She stated another goal was to continue pursuing revenue opportunities.

Cultural Arts Commission Chair Jennifer Casler commented on past years accomplishments which included the Pedestrian Bridge medallions. She stated the top goals for 2026 were to continue funding sources and

maintain robust art programs, continue building relationships with the other Boards and Committees and schedule one or two work sessions with the Council.

Planning Commission Chair Jean Simson provided a handout with staff identified and Planning Commission identified priorities (see record, Exhibit A). She reported that the Commission had a light schedule for 2025. She stated the top goals for 2026 were update and cleanup the Code, begin implementation for Sherwood West Comprehensive planning, Old Town Strategic Plan, and Oregon Housing Needs Analysis, advise on the TSP update and other master plans, consider a more comprehensive tree code update, and consider a PUD code amendment.

Youth Advisory Board Chair Finn McEvoy reported the top goals for 2026 were to increase communication among youth and seek more engagement, establish events that foster community with the youth, and work towards more civic engagement.

Parks and Recreation Advisory Board Chair David Scheirman reported that the top goals for 2026 were to provide senior citizen appropriate exercise equipment in Langer Park, obtain more park land, construct a second dog park, and construct or plan for more connective trails.

Council President Young asked if there were any questions.

Councilor Brouse thanked everyone for their time and dedication and asked if there had been any outreach to Chehalem Parks and Recreation regarding how they acquired land donations for parks. Discussion followed.

Councilor Standke asked how residents could offer ideas for different types of art around the city. Chair Casler suggested attending a Cultural Arts Commission meeting or reaching out to staff.

Councilor Giles thanked the board members for their service. He asked the Budget Committee to rename "contingency fund" to avoid confusion. He reported that he met with a resident and vendor regarding a park for people with disabilities and discussion followed.

Chair Simson reminded the attendees of the challenges cities are facing with the housing legislation coming out of the State legislature. Discussion followed about the impacts the new laws would have on Sherwood and Sherwood West. Councilor Brouse recognized Chair Simson for her 22 years of service to the Planning Commission.

The Board Chairs thanked the City Council for the opportunity to report on their accomplishments and goals.

Council President Young thanked the presenters and adjourned the work session at 6:58 pm.

REGULAR SESSION

- 1. CALL TO ORDER:** Council President Young called the meeting to order at 7:05 pm.
- 2. COUNCIL PRESENT:** Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke. Mayor Rosener was absent.

3. STAFF PRESENT: City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Police Captain Nathan Powell, Community Development Director Eric Rutledge, Public Works Director Rich Sattler, IT Desk Support Dan Bolton, Senior IT Analyst Mohamed Jama, Communications and Engagement Coordinator Sarah Lopez, Volunteer Coordinator Tammy Steffens, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Council President Young addressed approval of the agenda and asked for a motion.

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. MAYOR ROSENER WAS ABSENT.

Council President Young addressed the next agenda item and asked for a motion.

5. CONSENT AGENDA:

- A. Approval of October 28, 2025 City Council Meeting Minutes**
- B. Approval of November 4, 2025 City Council Meeting Minutes**
- C. Approval of November 18, 2025 City Council Meeting Minutes**
- D. Resolution 2025-080, reappointing Caz Thomson to the Sherwood Senior Advisory Board**
- E. Resolution 2025-081, reappointing Donna Nevedal to the Sherwood Senior Advisory Board**
- F. Resolution 2025-082, Authorizing Full Faith and Credit Financing for Sherwood Broadband**
- G. Resolution 2025-083, Authorizing City Manager to Enter into a Contract with Northwest Success for Janitorial Services, Hard Floor Maintenance, Carpet and Window Cleaning**
- H. Resolution 2025-084, Ratifying the Collective Bargaining Agreement with the Sherwood Police Officers Association (SPOA)**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. MAYOR ROSENER WAS ABSENT.

Council President Young addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Council President Young addressed the next agenda item.

7. PRESENTATION:

A. Recognition of Eagle Scout Award Recipients

Brandon Will came forward and provided background information and a picture of his Eagle Scout project (see record, Exhibit B). He stated his project was to move the statue of Mary to a place with better access for everyone, especially those with disabilities. He explained the goal was to help the parish free up space for a potential addition to the St. Francis School or a prayer garden. Councilor Mays asked how long the project took and if he had any help. Brandon said his project took 6 months of planning and his fellow scouts

and adult leader helped. Councilor Brouse asked Brandon how he chose the project. Brandon replied that he attended St. Francis School and noticed that the Mary statue was difficult to see and access and he decided to move the statue to a more open area next to the statue of Jesus. Councilor Mays asked if he needed permission or a permit. Brandon said he had a meeting with the priest and received approval. Council President Young asked if he received any donations. Brandon said he received anonymous donations, and he raised \$500 from returning cans and bottles. He said the total project cost \$700. Council President Young presented Brandon with a certificate.

Jackson Dooley came forward and provided background information and pictures of his Eagle Scout project (see record, Exhibit C). He said his project was building bull pens for the Hawks View Elementary School baseball fields. He explained that he built one bull pen for each field and there were four fields. He said he built a mound and a platform for home plate. Councilor Brouse asked him to explain the process. Jackson stated he spoke with the Sherwood Junior Baseball president who approved the project. He said the materials included wood and turf. Councilor Brouse asked what the project cost. Brandon stated the cost was \$1300 and he raised \$1000 through GoFundMe and received separate donations from family and friends. He stated his help included troop members, adult leaders, and community members. Councilor Standke mentioned that he was a youth baseball coach and appreciated the project. Council President Young presented Jackson with a certificate.

B. Recognition of Sherwood Citizen University Participants

Communications and Engagement Coordinator Sarah Lopez provided a brief explanation of Sherwood Citizen University, which was a six-week program meeting once a week. She asked participants to come forward, and Council President Young presented them with a certificate. Council President Young said she attended the first Sherwood Citizen University in 2016, before becoming a City Councilor. She stated each session focused on a different department within the city.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon recognized retiring Officer Rodriguez, who served 24 years with the Sherwood Police Department. He announced that the Sherwood Holiday Festival was this weekend. He stated the Budget Committee meeting was on December 4 at 6 pm at City Hall. He said the City Council annual goal setting was scheduled for January 24 from 9 am to 1 pm. He thanked the City Council, Boards and Commission members, and staff for their hard work which made 2025 successful for Sherwood.

Council President Young thanked Police Captain Powell for attending the meeting and asked Assistant City Manager Switzer to introduce Sarah Lopez. Ms. Switzer introduced Sarah Lopez and said she had transitioned to the new position of Communications and Engagement Coordinator at the beginning of August after working in the Utility Billing Department. Ms. Lopez said she had worked for the city since 2009 and was enjoying her new position. Councilor Scott said this role had been needed for a long time and was the result of a City Council goal.

9. COUNCIL ANNOUNCEMENTS:

Councilor Brouse reported that she attended the Town Hall at the YMCA and met the new Chief Executive Officer (CEO). She said the Chamber of Commerce Annual luncheon was scheduled for Tuesday, December 9. She reported that the Youth Advisory Board met before Thanksgiving and agreed to join the City Council float in the Holiday Parade.

Councilor Giles shared a story about a local business, Fat Milos, that installed a shed behind the restaurant with available resources for those experiencing food insecurity. He said the project was funded primarily by Fat Milos and others throughout the community.

Councilor Standke reported that he attended the Library Advisory Board meeting, and they shared ideas about their vision for the future of the library. He stated the Sherwood School Board met and addressed inclement weather policies and said two snow days were built into the calendar. He reported that the School District was starting a pilot project in January and would be hiring instructional assistants and providing training. He addressed the continued ICE presence and said the Oregon Attorney General along with other District Attorneys sent a letter to the US Department of Justice to notify them of an investigation into alleged unlawful actions by Federal Officers in Oregon. He provided examples of the alleged unlawful actions and said one of the paragraphs in the letter resonated with him and he read the following: *Each time law enforcement acts unlawfully in violation of our Constitution or with unwanted force it undermines public trust and confidence in our government and weakens the very principles our nation stands for, keeping communities safe and holding those who commit violent crimes accountable and only happens when the public has trust in all law enforcement institutions. The public does not often differentiate between abuses by one agency or another and just view it as abuse by law enforcement.*

Councilor Scott reported that he attended the Parks Board meeting, and they discussed trail improvements and additions. He stated he participated in the Give 'N Gobble with his wife and was thankful for her improved health.

Councilor Mays reported that he attended the Cultural Arts Commission meeting, and they discussed all the successful city projects and upcoming projects. He reported that he attended the National League of Cities conference in Salt Lake City for the first time. He thanked the Council and staff for all their efforts during 2025.

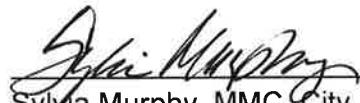
Council President Young reported that she attended the YMCA Town Hall and said it was encouraging to hear from the new CEO. She attended the ODOT Region 1 Area Commission on Transportation meeting and they had a capital investment plan update. She attended the Police Advisory Board meeting, and they discussed goals for 2026.

City Manager Craig Sheldon said the YMCA is requesting a work session with the Council to provide feedback from the Town Hall.

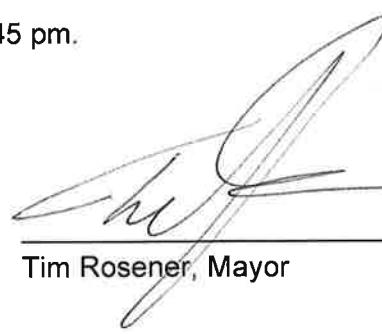
10. ADJOURN

Council President Young adjourned the meeting at 7:45 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor