



*Home of the Tualatin River National Wildlife Refuge*

**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**May 5, 2026**

**WORK SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:32 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse (remote), and Dan Standke. Councilor Doug Scott arrived at 5:39 pm.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, City Attorney Ryan Adams, Legal Intern Keegan Sanchez, Police Chief Ty Hanlon, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, Volunteer Coordinator Tammy Steffens, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

**OTHERS PRESENT:** Clean Water Services (CWS) Chief Utility Relations Officer Joe Gall, CWS Chief Financial Officer Kathy Leader, and Sherwood Youth Advisory (YAB) Board members Finn McEvoy, Trevor Tsui, Parker Hager, Emma House, Akwasi Cobbinah, and Cosette Duckett.

**4. TOPICS:**

**Clean Water Services (CWS) Rate Presentation & Cost Services Analysis Update**

Chief Utility Relations Officer Joe Gall and Chief Financial Officer Kathy Leader provided a presentation (see record, Exhibit A). Mr. Gall acknowledged that written questions had been submitted in advance by Mayor Rosener and Councilor Mays. He indicated that CWS intended to respond to those questions in writing to ensure thoroughness and offered to return for an additional work session once responses were provided. He noted that CWS had been making similar presentations to member cities ahead of the annual rate-setting process, a practice he described as long overdue and one he intended to make a standard going forward.

Ms. Leader provided an overview of CWS's history of rate increases, noting an average annual increase of approximately 3.38 percent over the last 10 years for combined sanitary and stormwater services. She explained that CWS provided regional sanitary and stormwater services district-wide, while member cities like Sherwood provided local services, handled billing, and remitted the CWS-collected portion monthly. Ms. Leader described the cost of service study, which was initiated in 2021 at the request of the board and member cities. She said the last cost of service study had been completed in 2008, and there was a concern that the allocation methodology had grown outdated as regulatory requirements and service levels evolved. She stated the study was completed in February 2026 and a key finding was that local rates were not fully covering program costs for either the sanitary sewer or stormwater utilities.

Mayor Rosener asked about how costs were tracked for areas served directly by CWS, such as urban unincorporated Washington County and smaller cities like Banks, North Plains, King City, and Durham, versus incorporated cities. Ms. Leader confirmed that staff within CWS time-tracked to specific projects and programs, with costs allocated between regional and local buckets accordingly. Discussion followed regarding whether incorporated cities like Sherwood had historically subsidized unincorporated neighborhoods and small cities served directly by CWS. Councilor Mays stated that this had been a concern in the past, that the standards and costs imposed on cities for local work were not being equally applied to unincorporated areas, and that cities had therefore been subsidizing those areas for decades. Mr. Gall acknowledged that the sense had been that the local program was undercharging for its costs, and that the study confirmed this. He noted that going forward, the local rate would be increased at a higher rate than the regional rate to bring it into better alignment with actual service costs. Councilor Mays commented on whether cities might be made whole for past subsidization. Ms. Leader indicated that this rebalancing would be an ongoing process reviewed at least every three to five years. She presented the proposed rate changes for FY 2027, a 4 percent increase on the regional sewer side, representing approximately \$1.86 per month for the average residential customer and a separate stormwater increase of approximately \$0.11 per month. She said regional sewer rates were projected to run a slight deficit through FY 2030 before covering costs in FY 2031 and beyond. She noted the stormwater rate increase was projected to cover costs in all forecast years. She stated the district's current, plus next five-year capital program totaled an estimated \$754 million. She said CWS currently held approximately \$460 million in reserves, which were expected to drop down to approximately \$410 million by the end of FY 2026 due to active major capital construction, before beginning to replenish in FY 2032 under the current rate plan. She said the CWS budget committee was scheduled to meet on May 8 for a public hearing, the board would then hold a public hearing to adopt the budget, rates, and capital program on June 9, and the new rates would take effect July 1, 2026. She noted that CWS was conducting a utility billing feasibility study examining billing options and potential emergency and income assistance programs for customers. Mr. Gall extended an invitation to Council members to attend public tours of the Durham treatment facility, where Sherwood's wastewater was processed.

Mayor Rosener addressed the next item on the agenda.

### **Roundtable with Sherwood Youth Advisory Board (YAB)**

Mayor Rosener said this was the first joint roundtable with the YAB and said it was part of a broader initiative to hold roundtables with all City Boards and Commissions. Assistant City Manager Kristen Switzer introduced the YAB members and provided a YAB flier with application information (see record, Exhibit B). She noted that Councilor Renee Brouse was the Council Liaison for the YAB. She stated that 3 members recently attended the National League of Cities conference in Washington DC. The YAB members that traveled to Washington DC shared their experiences which included networking with other YAB boards from across the country and provided a conference report (see record, Exhibit C). The YAB members shared their aspirations to connect local government with Sherwood schools. Discussion followed regarding recruiting board members, increasing civic participation and voter registration, summer activities, and potential programs involving shadowing city employees and elected officials. Ms. Switzer stated the YAB currently meets once a month and said this could increase to twice a month in the future.

Mayor Rosener thanked the YAB for their roundtable participation and addressed the next item on the agenda.

### **2025 Economic Development Report & Draft Jobs Housing Balance Metrics**

Community Development Director Eric Rutledge and Economic Development Manager Erik Adair provided a presentation and a City of Sherwood Economic Development Annual Report (see record, Exhibit D). Mr. Rutledge said the annual report addressed Council Goals related to career technical education, business recruitment, and the development of key performance indicators (KPIs) to track the relationship between employment and housing. He discussed the jobs/housing balance and tax base metrics and said the first proposed metric was the percent of total assessed property value attributable to employment land, which measured at 20.51 percent. Councilor Giles asked whether this figure was high or low relative to comparable cities. Mr. Rutledge agreed to look for that information. He discussed the job import/export ratio metric and said Sherwood had 0.75 jobs for every one resident who leaves the city for work. He noted the ratio was 0.66 in 2013. He said the third metric was the ratio of assessed value to real market value, which was 0.47. He proposed providing this information annually to the Council. He presented the 2025 building and planning activity and employment growth. He stated the employment in Sherwood grew from 6,500 to 7,500 jobs with an average wage increase rising to approximately \$54,000. Mayor Rosener noted that the annualized wage growth rate over the period outpaced the Consumer Price Index. Mr. Adair discussed the business recruitment, retention, and expansion program which included business meetings, site visits, outreach calls, and responses to requests for information. He commented on the career and technical education program and reported on the significant progress on a youth apprenticeship initiative developed in partnership with Lam Research and the Sherwood School District. Discussion followed on other potential workforce programs. Mayor Rosener reflected on the strategic shift in 2018 from a primarily residential development to a balanced jobs and housing approach to the current trajectory. Mr. Rutledge credited the private developers and businesses for making the actual investments and acknowledged the City's role in creating the conditions and being essential to the outcomes achieved. Staff agreed to continue to provide this information annually.

Mayor Rosener adjourned the work session at 7:08 pm.

## **REGULAR SESSION**

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:15 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse (remote), Doug Scott, and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Legal Intern Keegan Sanchez, IT Director Brad Crawford, Police Chief Ty Hanlon, 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 COUNCIL PRESIDENT YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.**

Mayor Rosener addressed the next item on the agenda.

### **5. CONSENT AGENDA:**

#### **A. Approval of April 21, 2026, City Council Meeting Minutes**

- B. Resolution 2026-022, Approving Sherwood Police Department Policy Updates - April 2026**
- C. Resolution 2026-023, Authorize the renewal of the Municipal Judge's contract and an increase in compensation**

**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 item on the agenda.

**6. CITIZEN COMMENTS:**

None.

**7. PRESENTATION:**

**A. Recognition of City's Legal Intern Keegan Sanchez**

City Attorney Ryan Adams introduced Keegan Sanchez and said he started with the City in September 2025 and was graduating from Willamette Law School. Mr. Adams said Mr. Sanchez was now a Captain in the Oregon Army National Guard. He said while working as an intern his duty was mostly in the Municipal Court. He thanked him and wished him the best of luck in the future and said he would be joining the Army JAG Corps. Mayor Rosener thanked him for his service with the city and the Country and presented Mr. Sanchez with a certificate.

**B. Proclamation, National Public Works Week May 17<sup>th</sup> – 23<sup>rd</sup>, 2026**

Mayor Rosener read the proclamation and urged citizens to recognize and thank public works employees for their dedicated service.

**C. Proclamation, National Police Officers Week May 11<sup>th</sup> – 16th, 2026**

Mayor Rosener read the proclamation and urged citizens to recognize and thank law enforcement officers for the dedicated service they provide.

Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

**8. PUBLIC HEARING:**

**A. Resolution 2026-024, Authorizing the City Manager to execute a Purchase and Sale Agreement for a 0.98-acre property located at 22468 SW Pacific Highway, Sherwood, Oregon**

Community Development Director Eric Rutledge provided a presentation and said staff recommended a continuance of the resolution. He stated the resolution would authorize the sale of property located at 22468 SW Pacific Highway. He noted the terms of sale were still under negotiation. He stated the public hearing was noticed per ORS 221.725. He recommended continuing the public hearing until May 19, 2026.

With no questions from the Council, Mayor Rosener opened the public hearing. With no public testimony received, Mayor Rosener closed the public hearing.

Mayor Rosener asked for Council discussion or questions. With no questions from Council, Mayor Rosener said the public hearing would be continued until May 19, 2026.

Mayor Rosener addressed the next agenda item.

## **9. CITY MANAGER REPORT:**

City Manager Sheldon asked if Council had any questions. Councilor Mays asked when the Cannery Plaza splash pad would be turned on. Mr. Sheldon said the weekend before Memorial Day. He reported the water feature at Snyder Park had some storm damage this year and might open a little later.

## **10. COUNCIL ANNOUNCEMENTS:**

Councilor Standke reported that the Traffic Safety Board was cancelled due to a lack of submitted safety concerns.

Councilor Scott reported that the Parks Advisory Board meeting was cancelled.

Councilor Mays reported that the Cultural Arts Commission had a special meeting regarding the medallions for the pedestrian bridge. Councilor Standke asked for the status of the Cannery Square restroom wrap and Councilor Mays said there was an RFP, but he did not when the process closed.

Councilor Brouse reported that the Youth Advisory Board met and toured the Sherwood Police Station. She thanked Volunteer Coordinator Tammy Steffens for the Volunteer Appreciation dinner, which was a success.

Councilor Giles reported that the Planning Commission meeting was cancelled.

Council President Young reported that she attended the Volunteer Appreciation dinner and commented on the number of volunteer hours and the benefits they provided to the city.

Mayor Rosener reported that he attended the Mayor's Consortium and reported on the success Sherwood was having with economic development. He participated in the KOIN Mayor's Monday program. He attended the League of Oregon Cities conference in Prineville. He stated he was unable to attend the Volunteer Appreciation dinner and thanked all the volunteers. He noted the primaries were May 19 and encouraged citizens to vote.

## **11. ADJOURN TO EXECUTIVE SESSION:**

Mayor Rosener adjourned the meeting at 7:45 pm and convened an executive session.

### **EXECUTIVE SESSION**

- 1. CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 7:51 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Doug Scott, and Dan Standke. Councilor Renee Brouse was absent.

3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, and Community Development Director Eric Rutledge.

4. **TOPICS:**

A. **ORS 192.660(2)(e) Real Property Transactions**

5. **ADJOURN:** Mayor Rosener adjourned the executive session at 8:07 pm.

Attest:

  
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Sylvia Murphy, MMC, City Recorder

  
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Tim Rosener, Mayor