



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 4, 2026

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:00 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Councilors Keith Mays, Doug Scott, Renee Brouse, Taylor Giles, and Dan Standke. (Council President Kim Young was absent).
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, City Attorney Ryan Adams, Paralegal Josh Cook, Police Chief Ty Hanlon, Public Works Director Rich Sattler, Community Development Director Eric Rutledge, Human Resources Director Lydia McEvoy, Center for the Arts Manager Chanda Hall, and City Recorder Sylvia Murphy.

4. **APPROVAL OF AGENDA:**

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

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (COUNCIL PRESIDENT YOUNG WAS ABSENT).

Mayor Rosener addressed the next item on the agenda.

5. **CONSENT AGENDA:**

- A. **Approval of July 21, 2026, City Council Meeting Minutes**
- B. **Resolution 2026-052, Reappointing Jane Parisi-Mosher to the Sherwood Cultural Arts Commission**
- C. **Resolution 2026-053, Reappointing Lester Nishimura to the Sherwood Cultural Arts Commission**
- D. **Resolution 2026-054, Reappointing Elizabeth Flores to the Sherwood Cultural Arts Commission**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (COUNCIL PRESIDENT YOUNG WAS ABSENT).

Mayor Rosener addressed the next item on the agenda.

6. **CITIZEN COMMENTS:**

None.

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

7. PUBLIC HEARING:

A. Ordinance 2026-004, Amending Sherwood Municipal Code, Chapter 1.01 Public Contracting Rules

City Attorney Ryan Adams recapped the staff report and provided a presentation (see record, Exhibit A). He explained that the City's procurement code was originally updated in 2023 and at the time, the amounts aligned with state statute. He stated that later, the legislature increased the amounts for certain procurement thresholds. He stated the proposed updates would align city code with state statutes.

- Small procurements: Previously \$10,000 and below; now \$25,000 and below
- Intermediate procurements: Previously \$150,000 and below; now \$250,000 and below
- Large procurements: Anything above \$250,000

Mayor Rosener asked if the Council had questions for staff. Councilor Standke said at the last meeting there was an item on the consent agenda for water treatment plants and Sherwood's share was approximately \$216,000 and the total was \$650,000. He asked if the Council would consider such an item if this ordinance was approved. Mr. Adams said the item would still come before the Council because of the total cost. City Manager Craig Sheldon agreed.

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

With no further Council discussion, Mayor Rosener asked for a motion.

MOTION: FROM COUNCILOR MAYS TO READ CAPTION AND ADOPT ORDINANCE 2026-004 AMENDING SHERWOOD MUNICIPAL CODE, CHAPTER 1.01 PUBLIC CONTRACTING RULES. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (COUNCIL PRESIDENT YOUNG WAS ABSENT).

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

B. Ordinance 2026-005, Amending Chapter 3.30 of the Sherwood Municipal Code to Increase the City Transient Lodging Tax

Finance Director David Bodway recapped the staff report and provided a presentation (see record, Exhibit B). He said the city adopted its Transient Lodging Tax (TLT) in 2019 through Ordinance 2019-002. He stated visitors that stay in transit lodging benefit from city services and public investments including transportation, police services, parks, and public art. He said the proposed increase would allow a greater share of these costs to be supported by visitors rather than the Sherwood residents and businesses. He noted the TLT had remained the same since 2019, and the proposed ordinance would increase rates in two phases to provide lodging providers and visitors adequate notice of time to adjust. He stated the current local tax rate is 3%

and applies to the rental of transient lodging within the city. He said this proposed ordinance would increase the local TLT from 3% to 5% on October 1, 2026, and increase the TLT from 5% to 6% on October 1, 2027.

Mayor Rosener asked if Council had question for staff.

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

Councilor Scott said the Council had a work session on this topic previously that included a robust conversation. Mayor Rosener stated that this was one of the ways cities could raise taxes on tourism.

Mayor Rosener said the second reading for Ordinance 2026-005 was scheduled for September 1, 2026, and addressed the next agenda item.

C. Ordinance 2026-006, Amending Chapter 2.08.095 of the Sherwood Municipal Code - Youth Advisory Board

City Attorney Ryan Adams recapped the staff report and provided a presentation (see record, Exhibit C). He said to facilitate the Youth Advisory Board's (YAB) flexibility and participation, staff were proposing the following amendments to the code:

- The YAB would have a maximum of 12 members. Presently, there were a set number of 7 members. Members would be appointed by the Council.
- The term of office for YAB members would be up to three years, or until 2 months after a member completes high school. Previously, the code had terms of one year and two years.
- A quorum would consist of half the presently appointed members, plus 1.

Mr. Adams stated that all other provisions of SMC 2.08.095 would remain unchanged.

Mayor Rosener asked if Council had question for staff. Councilor Brouse stated that this proposed ordinance was a request of the current YAB members due to the robust interest in serving. Councilor Giles suggested that the board members consider recruiting members with different interests and stated he supported the proposed amendments.

With no further questions from the Council, Mayor Rosener opened the public hearing.

Finn McEvoy, chair to the Sherwood Youth Advisory Board approached the Council and said he supported the proposed amendment to broaden the YAB to 12 members to allow for a more diversified perspective and allow for more groups to be heard. Mayor Rosener thanked him for being a member of the YAB.

With no further public testimony, Mayor Rosener closed the public hearing.

Mayor Rosener asked for Council discussion.

Councilor Scott asked if the code had language to allow members that were not part of the Sherwood School District and suggested adding language to reserve one spot for an interested party from outside the district. Mr. Adams said the current language states the YAB shall have up to 12 members who are enrolled in grades 9 through 12 and were Sherwood residents or attended a school within the Sherwood School District.

Discussion followed and Mayor Rosener said there was a consensus to add language reserving one spot for an interested party from outside the district to the draft ordinance. Mr. Adams agreed to bring back an amendment for Council's consideration.

Mayor Rosener said the second reading for Ordinance 2026-006 was scheduled for September 1, 2026, and addressed the next agenda item.

D. Ordinance 2026-007, Establishing a Commercial Public Safety Fee and Adding Section 3.50 to the Sherwood Municipal Code

Finance Director David Bodway recapped the staff report and provided a presentation (see record, Exhibit D). He said this proposed ordinance addressed the ongoing challenges in funding public safety services due to limitations on property tax revenues. He noted police service costs continue to rise with personnel, equipment, and operational needs, while the City's ability to increase general fund property tax revenue was constrained. He stated the Council had two previous work sessions on this topic. He noted that numerous Oregon cities had adopted public safety fees as a lawful mechanism to provide stable, dedicated funding for police and related services. He said the proposed ordinance was modeled after the City of Keizer's adopted ordinance that refined commercial charges using Equivalent Service Unit (ESU) methodology tied to impervious surfaces. He said staff recommended that Sherwood adopt a similar ordinance limited to commercial properties only. He stated this approach focused the new fee on business properties that generate significant demand for police services while avoiding an additional charge on residential utility customers. He noted if the ordinance was adopted, staff would bring a companion resolution establishing the initial rate structure and any preferred methodology for Council consideration.

Mayor Rosener asked if Council had questions for staff. Councilor Standke asked if there was any outreach concerning the proposed fee. Mr. Sheldon said there had not been any outreach and stated that upon adoption of the ordinance businesses would be notified. Mr. Bodway added that if adopted, the fees would not be imposed until January 1, 2027. Mayor Rosener clarified that the proposed ordinance does not set rates, it creates a structure allowing the Council to approve a resolution setting a rate structure. Mayor Rosener suggested that staff contact the Chamber of Commerce and provide them with information related to a potential commercial public safety fee. He also suggested that interested parties refer to the April 21 and July 7, 2026, City Council work sessions on YouTube for more information.

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

Councilor Mays said he supported the approach of the proposed ordinance. Councilor Scott referred to the need for this legislation due to budget compression and said it was a fair and reasonable approach.

Mayor Rosener said the second reading for Ordinance 2026-007 was scheduled for September 1, 2026, and addressed the next agenda item.

8. CITY MANAGER REPORT:

Mr. Sheldon reported that tomorrow night's Music on the Green would likely be moved to the Center for the Arts due to air quality. He said there would be an announcement tomorrow. He reported that Washington Street would have closures this week for paving and should be completed before the weekend. Councilor Mays referred to the Washington Street project and congratulated staff on a successful outcome. Mayor

Rosener asked for an update on the water leak on Ice Age Drive. Mr. Sheldon said the water treatment plant's 16" pipe burst and the water flowed to the new portion of Ice Age Drive causing a delay in the project. Chief Hanlon stated that it was unfortunate that National Night Out had to be cancelled due to air quality. He said there had not been discussions regarding rescheduling the event.

9. COUNCIL ANNOUNCEMENTS:

Councilor Scott reported on the Parks Board meeting and said they toured the Cedar Creek Trail and discussed the placement of benches and garbage cans, which were granted through the Community Enhancement Program. He announced that Cruisin' was this Saturday.

Councilor Standke reported that he attended the Traffic Safety Board meeting and said they discussed mobile speed camera placement and creating a formal process. He commented on the renaming of the Center for the Arts and said the future discussion date had not been determined.

Councilor Giles reported on Library events.

Councilor Brouse announced that Cruisin' was expecting over 400 cars participating this year.

Councilor Mays announced that the Friends of the Refuge Brews for the Birds music festival was this weekend at Langer's.

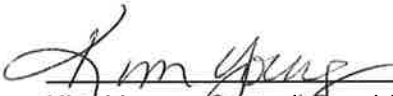
Mayor Rosener announced that Music on the Green could be moved to the Center for the Arts tomorrow night.

10. ADJOURN:

Mayor Rosener adjourned the meeting at 7:50 pm and convened an Urban Renewal Agency Board of Directors meeting.

Attest:


Sylvia Murphy, MMC, City Recorder


Kim Young, Council President