

City of Sherwood, Oregon
Special City Council Meeting

September 28, 1994

1. **Call to Order:** Mayor Walter Hitchcock called the City Council meeting to order at 7:40 p.m.
2. **Roll Call:** Councilmembers present were: Mayor Walter Hitchcock, Ron Tobias, Mark Cottle, Bill Boyle, and Barry Kennedy. Staff members present were: City Engineer/Public Works Director Ron Hudson, Police Chief Larry Laws, Finance Director Polly Blankenbaker and Secretary Kathy Cary. City Manager Rapp was out of town to attend a Watershed Conference.
3. **Announcements:**
 - a. City Parks Levy Fails by vote of 400 to 522
 - b. Sustainable Sherwood Roundtable, Wednesday, October 5, 7:00 p.m., Stewart Community/Senior Center
 - c. Special Council Worksession on Historic Preservation, Wednesday, October 12, 6:00 p.m. - 8:30 p.m.

City Engineer Ron Hudson read the announcement and advised that the Historic Preservation Workshop had been postponed until Wednesday, October 26, at 6:00 p.m.

Mayor Hitchcock pointed out that the loss of the City Park's levy raised a question as to whether the City should pursue any new parks since the City is unable to maintain the current parks with a budget of approximately \$5,000. Council concurred that the City should pursue purchase of land for parks.

Mr. Hudson advised that the following had been placed on the Council table and requested that they be inserted in the proper agenda order for discussion or action:

1. Memorandum from City Manager Rapp regarding bids for Willamette/Park/Division/South Sherwood improvement - an item on the Consent Agenda.
2. Letter from the Sherwood Intermediate School commending Officer Mike Jordan for his work with the parents and children - Correspondence.
3. Memorandum from Planning Director Carole Connell regarding the upcoming meeting schedule.

Mayor Hitchcock requested that Mr. Hudson relay Council's appreciation and congratulations to Officer Jordan.

4. **Community Comments:**

Mark Stoller, 23845 SW Ladd Hill Road, Sherwood, addressed the Council. Mr. Stoller expressed concern with regard to the dust from the construction at the Adair Property (Sherwood Boulevard and Ladd Hill Road). He distributed a set of photographs and remarked that during the summer the neighbors had also been without water for a weekend and electricity for an entire day because of C&M Construction's activity at the site. Mr. Stoller stated that one of the City's personnel had indicated the problems were an act of God. Mr. Stoller remarked that the citizens have lived through that and they know the City is growing, but that the construction workers are coming in on Friday and working through the weekend and there is no body to call when there are complaints. He noted that the dust is considerably worse now than earlier and the contractor is doing less to control the dust. Mr. Stoller commented that he wanted to make the City Council aware of the problems, and stated that there are state laws in place, DEQ has a dust law which requires that the job be shut down until the dust is under control. Mr. Stoller stated that he works for a contractor and he gets shut down until the dust is under control. He commented that he would like to make the Council aware of the problem and to determine if there is something that can be done to alleviate the dust. Mr. Stoller suggested that the contractor be required to wash the City streets at night to help alleviate the dust situation. Mr. Stoller pointed out that he also works for a contractor and the dust could be better controlled. He noted that there is a need for additional water trucks to control the dust.

In response to Councilmember Cottle, Mr. Hudson responded that the contractor is expending major effort with minimal results. All of the contractors are experiencing major dust problems where they are trying to get the dirt moved before the rains start. He pointed out that it has been exceptionally dry, but they are using water trucks on the site and there literally is not enough water to put down because the ground has totally dried out because of the dry summer. Mr. Hudson commented that the water trucks are spreading the water, but it is not having much of an effect. Mr. Stoller commented that the contractors are spreading the water maybe once during the morning, then come back at night and wash the roads off. He noted that during compaction activities on the road, there

were two water truck providing water, which is required for compaction, and there was no dust. Mr. Stoller suggested that the contractor be required to provide more water during earth moving activities.

Councilmember Kennedy suggested that a work session be scheduled with C&M Construction. He stated that Mr. Stoller had contacted him because when Mr. Stoller contacted the developer and the City, they both laughed at him. Mr. Hudson responded that he does not laugh at any one. Councilmember Kennedy replied that Mr. Stoller had not contacted Mr. Hudson, but had contacted a maintenance man who laughed at him. Mr. Stoller's house is covered with dust which has damaged his house, clothing and family and the City and the contractor are responsible. Someone has to do something about this.

Mayor Hitchcock commented that at the last Council meeting this issue was discussed, and there is a topic on the Council's agenda tonight as to how to deal with the contractor problems and the effects on the people in Sherwood. He stated that it has become overwhelming to deal with the problems and complaints when they come up. Mayor Hitchcock pointed out that there have been a number of people who have felt less than satisfied and sometimes it is not possible to satisfy everybody. He remarked that when dealing with the issue of earth moving and dust, there is a dilemma. Hopefully, everyone understands that the ideal time to do the earth moving is after the rains come; but then there is a run-off problem which may violate the water quality clause. Because of these problems, earth moving has been banned during the wet period of the year. Mayor Hitchcock noted that because of that one fact, the time when the earth should be moved has been closed off. He noted that the issues of number and adequacy of water trucks, communications between contractors and the people that are getting dusted or noised out, cars hitting the giant holes in the roads, and those who think they are going home and find out the streets are gone, are problems which the Council will address shortly. Mayor Hitchcock commented that the agenda will be adjusted to discuss that issue because it is a problem, and one is correct when they say the contractor has a real obligation and should be servicing the complaints that are made and should be trying to make the citizens feel satisfied as well as doing those things that are necessary to mitigate the problems. He pointed out that if the contractors are not willing to meet those responsibilities, there are things the Council can do and those things will be discussed later.

Councilmember Tobias pointed out that the photographs indicate that earthmoving trucks are throwing dust and if water trucks were available, the trucks would not be throwing dust. Councilmember Cottle stated that he is in agreement since he daily runs by the area and has observed that there is one water truck for 10 earthmoving machines. Mayor Hitchcock commented that he is not trying to defend the contractor; he is simply stating that there are not enough water trucks to solve the problem. The situation can be improved upon, and the Council will address that issue shortly. In response to Councilmember Tobias' question, Mr. Stoller replied that the contractor could have applied water to their roads the day before and there would have been a hard pack.

Councilmember Kennedy pointed out that there is another issue and that is the City staff needs to know how to relate to the public. They need to be trained so that when a complaint comes to them, the complaint can be forwarded to the proper person for resolution, and they need to be instructed on how to respond. Mr. Hudson replied that his staff has been instructed to direct all complaints him. All telephone calls are returned, sometimes the person is not there, or there is no answering machine, but each telephone call is returned. Mr. Hudson commented that he realizes that when talking to the man with the shovel, whether he works for the City or the contractor, there will not be an eloquent, meaningful answer and for those reasons he has requested that complaints be directed to him so that he can deal with them in an appropriate manner. Mr. Hudson remarked that City Hall employees have also been directed to send complaints and questions to him, since they can only answer the phone.

Mayor Hitchcock pointed out a Metro Councilor John Kvistad was in attendance and one of the reasons Sherwood is being overwhelmed by the growth is the urban growth boundaries which concentrates growth and development in unprecedented amounts in the last remaining vacant land in the metropolitan area; i.e., Sherwood. He encouraged persons in the audience to remain for the presentation from Metro.

Cliff Towers, 23628 SW Ladd Hill Road, Sherwood, addressed the Council. Mr. Towers stated that his wife had called City Hall and talked to someone about the dust problems and lack of water trucks and they rambled out something about the development in Sherwood. He commented that his wife had called about the water trucks, the contractor brought a water truck to the site and parked it, and never did use the truck that day. Mr. Towers stated that he did not know who the contractors felt they were fooling, maybe it is the City because the contractor is not using the water trucks; they use

them once in awhile and have been using them more in the last three days than the rest of the time. For quite a while there wasn't even a water truck parked on the site. Mr. Towers remarked that Council had asked if there is anything else they could do to control dust? He suggested that the contractor be required to cover the trucks hauling dirt from the construction site. Many of the truck have covers but they are rolled up and are not used to cover the dirt being hauled away. Mr. Tower stated that he has a new home, but is unable to see out of the skylights because of the excessive dust.

Councilmember Tobias remarked that it sounds as if the City is being fooled by the contractors. Mr. Towers commented that the City came out and told the contractor he needed to have water trucks, so he brought one out and parked it and until that time there was no water truck on the site. He remarked that apparently the contractor had fulfilled the request because they were told to bring the water truck over, so they brought one over. Mr. Tower stated that he felt the contractor should be responsible for washing streets down after they are done since they have left a dirt trail throughout the City. Mr. Towers also asked if there is a time limit as to how late contractors can work. He noted that work is continuing as late as 10:15 p.m. on some nights at which time the contractor is refueling his trucks, and disturb his small children who go to bed at 8:00 p.m. Mr. Towers inquired as to whether there is someone the neighbors can call to ensure that the construction workers comply with the request of the contractors? Mayor Hitchcock pointed out that there are work hour limits, but questioned if refueling a truck is outside the limits. Mr. Hudson commented that the guidelines being considered cover what is reasonable and common sense, and if the contractor is renovating their equipment at 7:00 or 8:00 p.m., no one should mind; however, if they are refueling or backing up the equipment at 9:30 or 10:00 p.m. with the safety clankers on, everyone will mind since there is just too much noise.

Councilmember Cottle stated that he has a problem with the developers who have come in, and the City has bent over backwards to welcome them because they added an economic boost to the town; however, now there are more developers than one can shake a stick at. He asked why is the City still bending over backwards to accommodate the developers, and why doesn't the City set the rules and require the developers to comply with the rules or be shut down the next day. Councilmember Tobias commented that Council will be discussing the rules

later and urged that Councilmembers keep in mind that their first duty is to the citizens of Sherwood and the developers are the outsiders who come in as guests and can either do the work the way it should be done, or they can get out.

Mayor Hitchcock pointed out that the Council is discussing contractors, not developers, who are the mechanism to get to the contractors. He urged that Councilmember continue receiving the comments from citizens before discussing the policy statement.

Mr. Towers stated that the problems with the closure of the streets, the dust and utilities have been covered and asked if there is someone who can be contacted since it appears the City talks to the developer. The people doing the construction responded that they "are just doing what they are told to do, and if you are stuck with the dust that's your problem." Councilmember Tobias responded that that is not an accurate statement, the citizens are not stuck with the dust, and it is the contractor's problem, and they will be told to comply. Ron Hudson is your contact man in the City, and the Council will give him the tools to make the contractors comply. He noted that there appears to be a breach of faith on the part of the contractors which needs to be corrected.

Dave Johnson, 420 Sunset Court, Sherwood, addressed the Council. Mr. Johnson stated the City is saying that the citizens are stuck with the dust and asked how about those of us who have to pay for it? Mr. Johnson commented that he has a swimming pool and had to put in close to \$1,500 due to the dirt in the last few months, and he is sick of it. Councilmember Tobias remarked that Mr. Towers was told that by the contractor, not the City Council. Mr. Johnson commented that he too was told that, and he had talked to C&M who just said, "oh well". The City told him to present C&M with a bill, which he did and nothing has been done. He stated that someone has to do something. The water trucks are parked. He had watched one for four days out of the week, and it is ridiculous. It has got to be handled, and for the Council to sit there and say, yeah we need to discuss this. It should not have happened and should have been handled long ago, and should have never come to this.

Mayor Hitchcock stated that the guidelines that have been developed are true of the evolution that has happened in most Cities. He pointed out that the Council and staff dealt with the noise problem years ago because that was what people were most concerned about, and that was where the impact was. Mayor Hitchcock noted that the Council has started dealing with the dust issue, and is having difficulty figuring out how

to resolve the problems. The Council is faced with a whole new set of problems this year, and next year there will be another new set of problems that the Council has not yet thought about. Mr. Johnson suggested that the Council put together a set of guidelines for the future and put a stop to the problems which have been going on for several years and should never have come to the present circumstances. He stated that the citizens have been unable to get any action from anybody. One neighbor had to take his family to a hotel because there was no water and no power; the City employees said to send the bills to the contractors. The contractors simply said "oh well, that's the way it is" which isn't right. The citizens are holding the Council responsible because the Council has the final word on what happens in the City. Mr. Johnson pointed out that the State of Washington requires two water trucks per each piece of equipment and asked what is Oregon's requirement? Mayor Hitchcock commented that he did not believe there is such a law in Oregon.

Mayor Hitchcock suggested that a joint meeting be held with the contractors involved and the citizens, under the auspices of the City to discuss the problems and issues. He pointed out that this suggestion is being proposed in the construction policy statement.

Janet Schaefer, 16159 Willow Drive, addressed the Council. Ms. Schaefer stated that she would like to second what the previous citizens had said regarding dust. She commented that her concern is that there is a wetland that abuts the streets in the Nature View Subdivision. There are no sidewalks along the wetland area on Sunset Boulevard or Willow Drive, however, there is one on Ladd Hill Road. She inquired if the City is going to put sidewalks in that area and if the City has any responsibility for control of the noxious weeds that are growing in the wetland area. Ms. Schaefer commented that the residents are putting in new lawns and the noxious weeds are infiltrating the lawns. Ms. Schaefer stated that the area to which she is referring is the Nature View project and she had been told that the City is responsible for maintaining that area. Ms. Schaefer asked if the City intends to install a sidewalk and control the noxious weeds which grow in the wetlands. Ms. Schaefer pointed out that children are forced to walk in the streets since there are no sidewalks adjacent to the wetlands. It was also pointed out that trash is being dumped into the wetlands; i.e., five-gallon paint buckets, gravel, concrete blocks, etc., and asked who will clean the area out. Police Chief Laws commented that if the party responsible for the trash dumping could be identified, the City could request that the dumping be cleaned up, or the City could clean the area and bill the person who dumped the trash.

Mayor Hitchcock advised that the City can have the wetlands cleaned up in order to return it to a natural state; however, the City cannot go into a wetland and spray or harvest the weeds. If it is possible to determine who put the trash in the wetland, that person would be responsible for cleaning it up, but if it cannot be determined who dumped the trash, to the extent that the City has any resources to deal with cleaning up the wetland, the City can clean it up. He pointed out that the City's Parks budget, which is used to take care of the wetlands as well as the parks, has only \$7,000 to \$8,000 in the budget and is sufficient only for mowing the parks. Councilmember Boyle requested that staff look into the dumping of trash into wetlands, specifically around the construction site. Mayor Hitchcock also suggested that the citizens consider helping with the clean-up of the wetland areas. He advised that the City staff will also look into the issue of sidewalks adjacent to the wetland areas.

Mr. Johnson remarked that there are paint buckets from the new homes which are in the wetlands and are toxic. Councilmember Boyle advised that if the citizens feel the paint is toxic, they should call the fire department, who will determine if the paint is toxic, clean up the area, and bill the City for the clean up.

Mr. Johnson suggested that the City's codes be changed to require future developers to install sidewalks adjacent to wetlands where they abut the street.

Mayor Hitchcock suggested that the Council consider agenda Item 8a, Review and Endorsement: Statement of Practices and Policies for Heavy Construction Activities in the City, at this time. He suggested that the presentation from the Tualatin Valley Fire District be postponed until a later meeting. Mr. Dunkel agreed.

City Engineer Hudson advised that over the past few months Staff has been developing procedures and guidelines, which developers will be required to sign prior to beginning work within the City. He then provided an item by item review of the proposed procedures, a copy of which is contained in the Council's minute book. Mr. Hudson commented that the idea is to develop a methodology to work out procedures before work begins and get an agreement on the methodology and hold the contractor to that agreement.

Mayor Hitchcock pointed out that the purpose of the Statement of Practices and Policies for Heavy Equipment is to put together a system that provides up-front communication and a dispute system to resolve problems, and identify the person(s)

to contact in order to resolve conflicts. He noted that Council has the power to force contractors to comply at present, but there is nothing with which to comply, and the Council is trying to deal with the complaints and problems. Mayor Hitchcock commented that it was his understanding that with C&M Construction, the City Engineer is working on setting up forums with the contractor, the citizens and neighbors in the near future at which time the problems previously expressed will be dealt with and the issues resolved. The contractors will comply with the rules, or will be shut down and the citizens and developers/contractors will know what can and cannot be done.

Councilmember Cottle stated that it appears the policy statement is going backwards. There should be a minimum work standard which should include repair and maintenance of equipment and minimum work hours. The developers or contractors should be notified they must comply with those minimum standards or apply for a variance for anything over the minimum. Councilmember Cottle remarked that the City should not have to make agreements with contractors to comply with City standards. He suggested that the Council pass a set of minimum standards.

Mayor Hitchcock advised that a community meeting will be arranged with C&M Construction and those interested will be able to attend. He suggested that citizens provide input and if possible identify and record the hours and events when water trucks are idle, etc.

Margarette Nichols, 10260 SW Greenburg Road, Tigard, addressed the Council. Ms. Nichols stated that it seems that someone put the cart before the horse! Everyone in town knew the town would develop and knew it would be a rapid process; yet no one really knows how to solve these problems. Ms. Nichols suggested that, if no one knows how to resolve the problems, the City should adopt the County ordinances already in place instead of taking up time to discuss the issues now. She pointed out that those who don't care will take advantage if we allow them to. She stated there are laws already in place - adopt them!

Mayor Hitchcock remarked that the construction laws vary from place to place. One thing none of the laws do is require communication between neighbors and the project, which is something that is not part of the process and is the reason the Council is developing the policy statement. He pointed out that fining a contractor is of no value. Ms. Nichols suggested that the developers be fined, which should put a stop to the violations, and that the funds from the fines be

used to maintain parks. Ms. Nichols stated that if she lived near the construction site, there would be a major law suit because of her dust allergies. She inquired if the City would be culpable in that regard since they are in essence allowing the dust situation to continue. Mr. Towers suggested that since the developers are not complying with City procedures, the developers be fined \$500 once or twice, then shut down if there is no improvement.

In response to Mayor Hitchcock's poll of the Council to determine if the Council is ready to act on the adoption of the policy statement:

Councilmember Cottle stated that he felt both an agreement and an ordinance containing minimum basic standards are needed, and that an agreement to be entered into prior to construction. Councilmember Cottle felt a different set of standards should be developed for a private person building a home.

Councilmember Tobias stated that the policy/practices statement is conceptual, and a good idea; but, there are no basic standards in the proposal. He asked if the Council is supposed to adopt the policy at this time, and if standards were going to be developed at a later date?

Councilmember Boyle commented that the statement is a good idea and suggested that Mr. Hudson be directed to start utilizing the construction policy statement immediately, and at the next Council meeting provide a better idea of what the basic rules are. And, that Mr. Hudson be directed to start working on an ordinance for consideration and adoption within 30 day which will include standards to be adopted to control the existing developers and inform new developers of the City's policy as they come in.

Councilmember Kennedy suggested that the Council should vote on it tonight and start working on the developers the next day.

Mayor Hitchcock requested that Mr. Hudson, within the next 45 days, prepare a basic set of rules for discussion by the Council.

Councilmember Cottle suggested that if there is a state standard for water trucks at construction sites, the developers should be told to comply with the state requirements or stop working. Mr. Hudson remarked that he would call the State to determine if there are some laws, rules and regulations regarding the number of water trucks at

a construction site that can be immediately enforced. He will then deal with the contractors. Mayor Hitchcock pointed out that the rule is not regarding the number of water trucks, the rule is on dust emission.

Mayor Hitchcock commented that it was his understanding that the Council is adopting the proposed construction policy statement and that Mr. Hudson will provide a set of recommendations for base rules; the dust problems will immediately be alleviated under the existing rules with enforcement of work stoppage, if necessary; the noise rules of 7:00 a.m. to 10:00 p.m. will be adhered to; and the City will meet with the contractors and put together a set of procedures and arrange a meeting with the citizens. Council concurred with the directions to staff.

5. Public Hearings:

No public hearings were scheduled.

At 9:15 p.m., Mayor Hitchcock called for a 10 minute recess. The meeting reconvened at 9:25.

6. Presentation:

Mayor Hitchcock advised that representatives of Metro are in attendance to provide Council with an update on Metro's 2040 study. He pointed out that the study is a planning process that will project the future look of the metropolitan region in terms of size, use, movement of the population, employment and living centers. Mayor Hitchcock commented that the results of the study will have a great impact on the City of Sherwood. He then introduced Mr. John Kvistad, who will become a Metro Councilor representing District 2 on January 1, 1995.

Mark Turple, Planning Staff of Metro; John Kvistad, Metro District 2 Councilor; Richard Devlin, Metro District 4 Councilor; and Terry Moore, Metro District 13 Councilor provided an extensive update on Metro's Region 2040 plan. Mr. Kvistad distributed copies of informational materials to the Council, including a copy of the Metro Planning Committee's Public Hearing calendar. Each Councilor urged that citizens and City Council members become involved in providing input to Metro. It was noted that the deadline for submission of testimony is November 28.

Due to the length of the Metro presentation, the quarterly report on the TVFR was postponed.

7. City Managers Reports:

Mayor Hitchcock noted that Mr. Rapp was out of town on City business and there were no additions to his report.

8. Unfinished Business:

- a. Review and Endorsement: Statement of Practices and Policies for Heavy Construction Activities in the City.

Covered elsewhere in these minutes (Community Comments).

9. New Business:

- a. Consideration: Ordinance No. 94-991, Revisions to City Abandoned Vehicle Ordinance for Compliance with State Statutes.

Police Chief Larry Laws requested that Ordinance No. 94-991 be removed from the agenda in order to make editorial corrections.

10. Consent Agenda:

- a. Approval: City Council Minutes: September 14, 1994
- b. Award: Contract for Construction of Willamette/Park/Division and Sidewalks on a portion of South Sherwood Boulevard (bids to be opened September 26)
- c. Approval: Professional services contract with SERA Architects for City Hall Space and Location Study

Councilmember Cottle moved, seconded by Councilmember Tobias that the Consent Agenda be approved. Motion carried unanimously.

11. Correspondence:

- a. Letter from Metro regarding the Construction Excise Tax.

No action was taken.

12. Other Business:

Prior to adjourning the Council meeting, Mayor Hitchcock announced that Mrs. Blankenbaker recently completed her 20th year of service to the City of Sherwood. He advised that the Council will close the meeting with a cake and coffee celebration of Mrs. Blankenbaker's accomplishment. Mayor Hitchcock expressed the appreciation of the Council, citizens and himself for a job well done by Mrs. Blankenbaker.

13. Adjournment:

There being no further items before the Council, the meeting adjourned at 10:45 p.m.

Respectfully submitted,

Kathy Cary
Secretary

City of Sherwood, Oregon
Regular City Council Meeting

September 28, 1994
7:30 p.m.
Stewart Senior/Community Center
855 North Sherwood Blvd.

1. Call to Order (7:30 p.m.)

2. Roll Call

3. Announcements

- a. City Parks Levy FAILS by vote of 400 - 522
- b. Sustainable Sherwood Roundtable, Wednesday, October 5, 7 pm, Senior /Community Center
- c. Special Council Worksession on Historic Preservation, Wednesday, October 12, 6 pm - 8:30 pm (prior to regular Council meeting), Senior/Community Center

4. Community Comments

*Community comments are limited to items **NOT** on the printed agenda. Anyone may address the City Council on the subject(s) of their choice. Comments should be brief and to the point. Comments requiring additional time may, at the Council's discretion, be placed on tonight's agenda or scheduled for a future Council meeting. Please don't hesitate to step up to the podium if you have something to say!*

5. Public Hearings

Public hearings are required by City ordinance and/or State statute for a variety of issues. Although hearings are generally more formal than other communications on the Council's agenda, your active participation is welcome and encouraged. Written input is always an acceptable alternative to actual oral testimony. Please call or drop by City Hall for further information on any public hearing item.

NONE SCHEDULED

6. Presentations

Presentations are reserved for reports by individuals and/or groups on matters of special interest to the Council. Presentations generally must be scheduled in advance. If you have a presentation in mind please call or drop by City Hall and discuss scheduling a time.

Metro Update on Region 2040 Plan

George Dunkel Quarterly Report on TVFR

7. City Managers Report

8. Unfinished Business

*Unless otherwise specifically noted, items under Unfinished Business and New Business starting with the terms "Discussion" or "Consideration" are limited to the participation of Council and City staff. For items labeled "Open Discussion", the Council will allow **brief** public comments at the podium prior to its own discussion. Such items are not, however, public hearings and are not subject to the usual rules of testimony governing hearings. Some items under these agenda sections may return to Council at a future date as ordinances subject to public hearing, or be referred to other groups for fuller public discussion. The Mayor will indicate when this is the case.*

- a. Review and Endorsement: Statement of Practices and Policies for Heavy Construction Activities in the City

9. New Business

- a. Consideration: Ordinance No. 94-991, Revisions to City Abandoned Vehicle Ordinance for Compliance to State Statute

10. Consent Agenda

Consent Agenda items are considered routine, have been discussed by the Council previously, and/or are based on well established City policies or ordinances. Consent Agenda items are adopted by one motion, unless a Councilmember requests that an item be voted on separately. If any item is removed from the Consent Agenda, the Mayor will indicate when it will be considered.

- a. Approval: City Council Minutes: September 14, 1994
- b. Award: Contract for Construction of Willamette/Park/Division and Sidewalks on a portion of South Sherwood Blvd. (NOTE: Bids to be opened September 26)
- c. Approval: Professional services Contract with SERA Architects for City Hall Space and Location Study (NOTE: this study authorized by Council at its August 31 meeting)

11. Correspondence (items potentially requiring Council action indicated by **)

- a. Letter from City Manager to Department Heads re: Upcoming Business (see additional report under Managers Report)
- b. Letter from ODOT re: \$25,000 Grant for Rebuilding a Portion of Pine Street
- c. Notice re: Community Forestry Assistance Grant Program **

12. Board and Commission Reports

*Oral Board and Commission reports are limited to five minutes per Board liaison and/or Board chair (or their designated representative), and should provide information in addition to Board minutes and/or written reports. Actual Board and Commission minutes are **NOT** published with Council packets, but are available at City Hall for inspection or copies.*

- a. Library Advisory Board minutes: None Available
- b. Planning Commission minutes: August 16, 1994
- c. City Safety Committee minutes: None Available
- d. Landmarks Advisory Board minutes: None Available
- e. Senior Center Board minutes: August 16, 1994
- f. Parks Advisory Board minutes: None Available
- g. Personnel Board minutes: No Meeting in September
- h. Friends of Sherwood Library minutes: None Made Available
- i. Budget Committee minutes: No meeting in September

13. Other Business

14. Councilmembers Comments

Councilmembers may make comment on the City's business, report on their activities on behalf of the City, or raise other matters of concern. Following is a listing of Council liaison assignments to City Boards and Commissions, and Council membership on local and regional advisory groups and boards. All City Councilmembers serve on the City Budget Committee along with five citizen appointees.

Mayor Walt Hitchcock: Forum on Cooperative Urban Services (FOCUS), Western Bypass Study Policy Advisory Board, City Landmarks Advisory Board

Council President Bill Boyle: Washington County Consolidated Communications Agency (WCCCA), Washington County Corrections Advisory Committee (WCCAC), Sherwood Seniors Inc. Board of Directors

Mark Cottle: City Parks Advisory Board, County Affordable Housing TAC

Barry Kennedy: Washington County Cooperative Library Advisory Board (WCLAB), City Library Advisory Board, Friends of the Sherwood Library (FOSL)

Ron Tobias: City Planning Commission, Washington County Transportation Coordinating Committee (WCTCC)

15. Adjournment of Regular Meeting

16. Executive Session

NONE SCHEDULED

"For Your Information" (FYI) items are published only with the City Councilmember's copies of tonight's agenda packet. Such FYI items are, however, listed in all agenda packets and available at City Hall from the Deputy City Recorder for inspection or copies.