



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, August 20, 2024

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

5:30 pm City Council Work Session

**6:00 pm URA Board of Directors Work Session
(No Regular Meeting)**

7:00 pm City Council Regular Meeting

**City Council Executive Session
(ORS 192.660(2)(f), Exempt Public Records)
(Following the 7:00 pm Regular Council Meeting)**

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>



Home of the Tualatin River National Wildlife Refuge

5:30 PM CITY COUNCIL WORK SESSION

1. **Murdock Park Master Plan Update** (Rich Sattler, Interim Public Works Director)

6:00 PM URA BOARD OF DIRECTORS WORK SESSION

1. **Ice Age Drive Funding Option** (David Bodway, Finance Director)
2. **URA Financing Update** (David Bodway, Finance Director)

7:00 PM REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Approval of August 6, 2024, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. **Resolution 2024-062, Appointing Cliff Taylor to the Sherwood Senior Advisory Board** (Maiya Martin Burbank, Senior Center Manager)
 - C. **Resolution 2024-063, Authorizing the City Manager to sign a lease agreement with H F & Sons, LLC to operate Sesame Donuts** (Sebastian Tapia, Interim City Attorney)
6. **CITIZEN COMMENTS**
7. **PRESENTATIONS**
 - A. **Auditors Annual Update** (David Bodway, Finance Director)
8. **CITY MANAGER REPORT**
9. **COUNCIL ANNOUNCEMENTS**
10. **ADJOURN to CITY COUNCIL EXECUTIVE SESSION**
 - A. **ORS 192.660(2)(f), Exempt Public Records** (Sebastian Tapia, Interim City Attorney)
11. **ADJOURN**

AGENDA

SHERWOOD CITY COUNCIL August 20, 2024

5:30 pm City Council Work Session

**6:00 pm URA Board of Directors
Work Session**

7:00 pm City Council Regular Session

City Council Executive Session
(ORS 192.660(2)(f), Exempt Public Records)
(Following the 7:00 pm City Council Meeting)

**Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140**

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

How to Provide Citizen Comments and Public Hearing Testimony: Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to Cityrecorder@Sherwoodoregon.gov and

must clearly state either (1) that it is intended as a general Citizen Comment for this meeting or (2) if it is intended as testimony for a public hearing, the specific public hearing topic for which it is intended. To provide comment by phone during the live meeting, please e-mail or call the City Recorder at Cityrecorder@Sherwoodoregon.gov or 503-625-4246 at least 24 hours in advance of the meeting start time in order to receive the phone dial-in instructions. Per Council Rules Ch. 2 Section (V)(D)(5), Citizen Comments, "Speakers shall identify themselves by their names and by their city of residence." Anonymous comments will not be accepted into the meeting record.

How to Find out What's on the Council Schedule: City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, generally by the Thursday prior to a Council meeting. When possible, Council agendas are also posted at the Sherwood Library/City Hall and the Sherwood Post Office.

To Schedule a Presentation to the Council: If you would like to schedule a presentation to the City Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder, 503-625-4246 or Cityrecorder@Sherwoodoregon.gov

ADA Accommodations: If you require an ADA accommodation for this public meeting, please contact the City Recorder's Office at (503) 625-4246 or Cityrecorder@Sherwoodoregon.gov at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 6, 2024

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 7:03 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays was absent.
3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, HR Director Lydia McEvoy, Finance Director David Bodway, Senior Planner Joy Chang, Planning Manager Sean Conrad, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of July 16, 2024, City Council Meeting Minutes
- B. Resolution 2024-056, Reappoint Amanda Bryan to Sherwood Library Advisory Board
- C. Resolution 2024-057, Reappoint Elizabeth "Fritz" Kaliszewski to the Sherwood Library Advisory Board
- D. Resolution 2024-058, Reappoint Zana Mays to the Sherwood Senior Advisory Board
- E. Resolution 2024-059, Authorizing the City Manager to Enter into an Intergovernmental Agreement with the Oregon Department of Consumer and Business Services for ePermit System and Services
- F. Resolution 2024-061, Approving an Employment Agreement with Craig Sheldon to Serve as City Manager

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Mayor Rosener addressed the next agenda item.

7. PRESENTATIONS:

A. Recognition of Eagle Scout Award Recipient

Mayor Rosener recognized Jonathan Leroux for his achievement of attaining the rank of Eagle Scout. Mayor Rosener addressed the next agenda item.

8. NEW BUSINESS:

A. Resolution 2024-054, Approving Ballot Title and Explanatory Statement and Submitting to the Voters a Proposed Charter Amendment regarding Council Compensation for Expenses Incurred while Conducting the City's Business

Interim City Attorney Sebastian Tapia explained that this resolution was in response to the Charter Review Committee's recommendation concerning Council compensation in Section 37 of the Charter. He stated that currently, Section 37 was more restrictive than city employee policies. He recapped that staff had presented the proposed resolution at the July 16th City Council meeting and Council asked that it be edited to make the intent of the proposed Charter amendment clearer to voters. Mr. Tapia outlined that the resolution title had been changed from the previous meeting to focus more on participation in the rewards program and if Council wished to move forward, they would need to adopt the amended version of the proposed resolution. Council President Young thanked staff for revising the wording to make the intent of the Charter amendment clearer to voters. Councilor Giles explained that Councilors were unable to use a personal credit card to pay for things like a hotel room if that card had a rewards program associated with it. He explained that it was difficult to find a credit card that did not have a rewards program associated with it and commented that it was sometimes more expensive to pay cash for travel expenses. He outlined that city employees were able to keep rewards incurred by using their personal credit card while conducting city business, and this would bring Council into alignment with that standard. Mayor Rosener added that Councilors received zero compensation as Council was a volunteer position. He explained this Charter amendment would clean up the language in Section 37 and would bring Council into alignment with state and local standards. Interim City Attorney Tapia clarified that the Oregon Government Ethics Commission had asserted that this sort of program was permitted as a part of a compensation package.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO ADOPT RESOLUTION 2024-054 AS AMENDED AND NOW TITLED, APPROVING BALLOT TITLE AND EXPLANATORY STATEMENT AND SUBMITTING TO THE VOTERS A PROPOSED CHARTER AMENDMENT REGARDING COUNCIL COMPENSATION FOR EXPENSES INCURRED WHILE CONDUCTING THE CITY'S BUSINESS INCLUDING EXHIBITS 1 AND 2 AS AMENDED. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

Mayor Rosener addressed the next agenda item.

A. Resolution 2024-060, Declaring the need to regulate and preserve on-street parking in response to state mandated Climate Friendly and Equitable Community Regulations

Planning Manager Sean Conrad presented the “Preserving On-Street Parking in Response to Climate Friendly & Equitable Community Regulations” PowerPoint presentation (see record, Exhibit A). He recapped that the city had been required to reduce and, in some cases, remove off-street parking regulations for certain areas of the city to comply with the state’s CFEC regulations. He stated that the city reserved the right to create and enforce on-street parking restrictions on city streets, including those immediately adjacent to properties subject to reduced parking regulations and noted that Sherwood Municipal Code Section 10.08.070(C) allowed the city to establish parking districts if necessary. Mr. Conrad stated that the Sherwood community had different expectations for parking supply than what was required by the CFEC standards and recapped that for areas of the city with reduced parking regulations due to CFEC, the parking standards in Exhibit 1 of the proposed resolution were recommended for all new development types. He noted that Exhibit 1 may be periodically updated by staff to reflect community expectations for off-street parking. Planning Manager Conrad explained that the standards cited in Exhibit 1 reflected the minimum parking standards already in the Sherwood Municipal Code. He stated that staff recommended that Council adopt the proposed resolution, declaring the need to regulate and preserve on-street parking in response to state-mandated CFEC regulations. He noted that if Council passed the proposed resolution, it was likely that staff would come back at a future Council meeting to update the proposed changes to the parking district standards. With no questions of staff or council discussion, the following motion was stated.

MOTION: FROM COUNCILOR BROUSE TO ADOPT RESOLUTION 2024-060, DECLARING THE NEED TO REGULATE AND PRESERVE ON-STREET PARKING IN RESPONSE TO STATE MANDATED CLIMATE FRIENDLY AND EQUITABLE COMMUNITY REGULATIONS. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

Mayor Rosener addressed the next agenda item and the City Recorder read aloud the public hearings statement.

9. PUBLIC HEARINGS:

A. Ordinance 2024-002, Amending sections of the Sherwood Zoning and Community Development Code, and adopting Chapters 3.40 and 5.36 of the Sherwood Municipal Code for Climate-Friendly and Equitable Communities rules (*Second Reading*)

Senior Planner Joy Chang presented the “Climate-Friendly and Equitable Communities” PowerPoint presentation (see record, Exhibit B). She provided background information and stated that Executive Order 20-04 directed state agencies to reduce climate pollution. In July 2022, the Oregon Land Conservation and Development Commission (LCDC) adopted the Climate-Friendly and Equitable Communities (CFEC) rules to help meet state goals to reduce climate pollution, especially from transportation. She stated that the rules applied to urban metropolitan areas throughout Oregon and the City of Sherwood was mandated to apply the CFEC regulations. She reported that the city had implemented the least impactful standards of all of the CFEC alternatives. Ms. Chang outlined that the city, along with 12 other jurisdictions including Tualatin, Hillsboro, Happy Valley, and Oregon City have sued over the new rules and stated that the issue was whether the LCDC exercised authority it did not have when codifying and mandating the rules. On March 6, 2024, the Oregon Court of Appeals affirmed the overall validity of the rules adopted by the LCDC. She reported that the city and co-petitioners were seeking review of this decision by the Oregon Supreme Court, and if

successful, the CFEC rules could be found invalid. Ms. Chang outlined that the draft ordinance contained language that would automatically repeal it with immediate effect under specific circumstances. She provided an overview of the CFEC rules on page 3 of the presentation and reported that the City of Sherwood was granted an alternative date of implementation of September 14, 2024. She recapped that at the previous Council meeting, there had been a question regarding requiring single-family homes to have EV charging conduits in garages. She reported that staff had spoken with the city's Building Official and a Washington County electrical inspector and explained that the conduit was not required under the CFEC or state EV statutes but many developers within Sherwood were voluntarily putting EV conduits in their designs and offering them as options. Ms. Chang referred to previous Council discussions regarding regulating and preserving on-street parking in response to state mandated CFEC rules and explained that this had been addressed via Resolution 2024-060. She provided an overview of the applicable criteria for a plan amendment on page 5 of the presentation and reported the criteria had been met. Senior Planner Chang reported that staff received written correspondence from Phyllis Nasta and in-person testimony from Mark Long at the July 16th City Council meeting. She stated that based on the findings and applicable code criteria, staff recommended that Council approve the proposed text amendments for Climate-Friendly and Equitable Communities under Ordinance 2024-002. Councilor Giles referred to requirements for EV conduit and stated that staff at the State had told him that they planned to require 220-volt 50-amp outlets to be written into the model code for implementation in 2026. Councilor Standke asked how the adoption of this ordinance would affect applications currently in process. Senior Planner Chang replied that if the ordinance was adopted, it would go into effect 30 days after it was adopted, and that any application submitted after that date would have the regulations applied to them. Council President Young thanked staff for their quick work drafting Resolution 2024-060. Mayor Rosener opened the public hearing and asked for public comment on the proposed ordinance. Hearing none, Mayor Rosener closed the public hearing and asked for questions or a motion from Council. Councilor Scott referred to his previous comments regarding the state's CFEC mandates and explained that he was voting in favor of this ordinance because the alternative was worse. Mayor Rosener commented that Council and staff sought solutions to ensure that the city was being climate friendly. He referred to the state-mandated CFEC regulations and stated that the mandates preempted local control, particularly around parking. He recapped that Sherwood needed parking and stated that Sherwood did not have multimodal transportation options available, and it did not make sense for the state to impose a one-size-fits-all mandate across the state. He thanked staff for their work on the proposed ordinance and Resolution 2024-060. With no further comments, the following motion was stated.

MOTION: FROM COUNCIL PRESIDENT YOUNG TO READ CAPTION AND ADOPT ORDINANCE 2024-002, AMENDING SECTIONS OF THE SHERWOOD ZONING AND COMMUNITY DEVELOPMENT CODE, AND ADOPTING CHAPTERS 3.40 AND 5.36 OF THE SHERWOOD MUNICIPAL CODE FOR CLIMATE-FRIENDLY AND EQUITABLE COMMUNITIES RULES. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

Mayor Rosener addressed the next agenda item.

10. CITY MANAGER REPORT:

City Manager Pro Tem Craig Sheldon reported that August 7th was the last Music on the Green event. He reported that Movies in the Park would start on August 9th at Stella Olsen Park. He spoke on his time serving as the City Manager Pro Tem and commented that he had had a good time working with Council. He stated he was "honored and excited" to take on the role of City Manager for Sherwood. He stated he looked forward to continuing to work with city staff and the community to "build on our successes and address the challenges ahead." He thanked Council for giving him the opportunity to serve as the City Manager and stated that he

looked forward to continuing to serve.

Police Chief Ty Hanlon thanked those who were able to attend National Night Out and spoke on the event. He thanked staff for their work supporting the event.

Councilor Giles referred to the painting of the light poles in Old Town and Mr. Sheldon replied that the project was going well and was on schedule. Councilor Giles asked for an update on the construction along Oregon Street and its impacts on commuters. City Manager Pro Tem Sheldon replied he would look into it.

Mayor Rosener said it had been “a joy” to work with Mr. Sheldon since he stepped into the role in November 2023. He stated that he appreciated the rapport he had built with Council and how Mr. Sheldon managed the city. Mayor Rosener commented that deciding who to hire as the City Manager was “probably one of the biggest decisions we make as a Council.” Mayor Rosener spoke on the support staff had shown regarding Mr. Sheldon serving in the role of City Manager.

Mayor Rosener addressed the next agenda item.

11. COUNCIL ANNOUNCEMENTS:

Councilor Scott reported that the Parks and Recreation Advisory Board met on August 5th where they discussed the updated Murdock Park Master Plan redesign. He congratulated Mr. Sheldon on his appointment to the role of City Manager and commented that deciding to hire Mr. Sheldon was an easy decision.

Councilor Brouse gave her kudos to Mr. Sheldon. She reported that the Housing Advisory Committee would host a listening session on August 7th and August 19th. She reported that the Chamber of Commerce was hosting a golf tournament on September 6th. She reported that a Chamber of Commerce breakfast would be held on September 16th at Sherwood High School.

Councilor Giles reported he attended the most recent Library Advisory Board meeting where they welcomed their new board members. He spoke on the WCCLS survey and urged Washington County residents to take the survey. He reported that a Repair Fair event would be held on August 17th. He reported that there was an upcoming Sherwood School District Board meeting. He congratulated Mr. Sheldon on his appointment to the role of City Manager and commented he had enjoyed working with him.

Councilor Standke reported that the Planning Commission had not met since the last City Council meeting. He spoke on the City of Sherwood’s partnership with the YMCA to provide food boxes to the community and stated that they were seeking volunteers to assist with the program.

Mayor Rosener reported on Metro’s urban growth process and Urban Growth Report. He reported he had served in a stakeholder group that advised Metro staff and Metro Council on the process. He recapped that the city had submitted an application to expand the city’s urban growth boundary and explained that if the application was approved, the process would take a long time to be fully implemented. He reported that the city had provided a tour of the Sherwood West area to the Governor’s office. He reported that the city had hosted a meeting with EXIM Bank.

Council President Young reported she attended a retirement event for a Sherwood Police Officer. She thanked the sponsors of National Night Out for supporting the event. She reported that she had volunteered

at a nonprofit music festival event in Stella Olsen Park. She reported she attended the city staff BBQ event and thanked staff for putting on the event.

12. ADJOURN:

Mayor Rosener adjourned the regular session at 7:48 pm and convened an executive session.

EXECUTIVE SESSION

1. CALL TO ORDER: Mayor Rosener called the meeting to order at 7:54 pm.

2. COUNCIL PRESENT: Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays was absent.

3. STAFF PRESENT: Interim City Attorney Sebastian Tapia, City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and Community Development Director Eric Rutledge.

3. TOPICS:

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

4. ADJOURN:

Mayor Rosener adjourned the executive session at 8:31 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Maiya Martin Burbank, Senior Center Manager
Through: Kristen Switzer, Assistant City Manager and Craig Sheldon, City Manager

SUBJECT: Resolution 2024-062, Appointing Cliff Taylor to the Sherwood Senior Advisory Board

Issue:

Should the Council appoint Cliff Taylor to the Sherwood Senior Advisory Board?

Background:

A vacancy exists on the Sherwood Senior Advisory Board, position number 8, due to a resignation. The term of office for this vacancy expires in June 2026. The City advertised the vacancy and received one (1) application. Cliff Taylor submitted an application for consideration of appointment and was interviewed by the interview panel. The interview panel consisting of Board Chair Caz Thomson, and Staff Liaison Maiya Martin Burbank. After consulting with City Council Board Liaison Renee Brouse, the interview panel unanimously recommended appointment of Cliff Taylor to fill the vacancy. The mayor has recommended this appointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of City Council by resolution.

Financial Impacts:

There are no financial impacts from this proposed action.

Recommendation:

Staff respectfully recommends City Council's adoption of Resolution 2024-062, Appointing Cliff Taylor to the Sherwood Senior Advisory Board.



RESOLUTION 2024-062

APPOINTING CLIFF TAYLOR TO THE SHERWOOD SENIOR ADVISORY BOARD

WHEREAS, a vacancy exists on the Senior Advisory Board, position number 8, due to a resignation; and

WHEREAS, the term of office for this vacancy expires in June 2026; and

WHEREAS, the City advertised the vacancy on the City website, newspaper, social media, and fliers; and

WHEREAS, Cliff Taylor applied to be appointed and was interviewed by Board Chair Caz Thomson and Staff Liaison Maiya Martin Burbank in consultation with Council Liaison Renee Brouse; and

WHEREAS, the interview panel has recommended to the Mayor that Cliff Taylor be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to Council that Cliff Taylor be appointed; and

WHEREAS, in accordance with Council Rules of Procedure, all such appointments are subject to the approval of the City Council by resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Sherwood City Council hereby appoints Cliff Taylor to position 8 of the Sherwood Senior Advisory Board for a term expiring at the end of June 2026.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 20th of August 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphys, MMC, City Recorder

TO: Sherwood City Council

FROM: Sebastian Tapia, Interim City Attorney
Through: Craig Sheldon, City Manager

SUBJECT: Resolution 2024-063, Authorizing the City Manager to Sign a Lease Agreement with H F & Sons, LLC to Operate Sesame Donuts

Issue:

Should the City Council authorize the City Manager to sign a lease agreement with H F & Sons, LLC to operate Sesame Donuts?

Background:

The City has leased City-owned property to Siham's Sons, LLC since May 1, 2006, to operate Sesame Donuts. The most recent contract expired on June 30, 2023. The former registered agent of Siham's Sons, LLC now operates as H F & Sons, LLC and wishes to continue to do business as Sesame Donuts at the current location.

Staff prepared a lease agreement with substantially the same terms as previously negotiated, which is attached as Exhibit 1 to the resolution.

Financial Impact:

This is a revenue generating lease and increases three percent (3%) per year.

Recommendation:

Staff respectfully recommends adoption of Resolution 2024-063, authorizing the City Manager to sign a lease agreement with H F & Sons, LLC to operate Sesame Donuts.



RESOLUTION 2024-063

AUTHORIZING THE CITY MANAGER TO SIGN A LEASE AGREEMENT WITH H F & SONS, LLC TO OPERATE SESAME DONUTS

WHEREAS, the City has leased City-owned property to Siham's Sons, LLC since May 1, 2006, to operate Sesame Donuts; and

WHEREAS, the City's contract with Siham's Sons, LLC ended on June 30, 2023; and

WHEREAS, Siham's Sons, LLC's registered agent Fakih Haidar, now doing business as H F & Sons, LLC, would like to continue to lease property and continue doing business as Sesame Donuts; and

WHEREAS, ORS 271.360 requires the city council to authorize leases of property owned by the City; and

WHEREAS, attached as Exhibit 1 is a contract with substantially the same terms as the previous contract between Siham's Sons, LLC and City of Sherwood.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The City Manager is hereby authorized to execute said contract in a form substantially similar to Exhibit 1.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 20th day of August 2024.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

COMMERCIAL LEASE

Between:
The City of Sherwood ("Landlord")
22560 SW Pine Street
Sherwood, Oregon 97140

And:
H F & Sons, LLC ("Tenant") DBA Sesame
Donuts
12700 SW North Dakota, Suite 100
Tigard, OR 97223

Landlord leases to Tenant and Tenant leases from Landlord the following described property (the "Premises") on the terms and conditions stated below:

1,065 square feet (more or less) on the ground floor of the southwest corner of Sherwood City Hall, 22560 SW Pine Street, Sherwood, Oregon 97140, as further described in Exhibit A to the Lease.

Section 1. Occupancy

1.1 Original Term. The term of this Lease shall commence September 1, 2024 and continue for a period of thirty-four (34) months through July 1, 2027 (the "Original Term") unless sooner terminated as hereinafter provided.

1.2 Possession. Tenant's right to possession, use of the Premises and obligations under this Lease shall commence on September 1, 2024 or on such later date as the Premises are available for possession by Tenant if possession is not given on the opening day of the term.

Landlord shall have no liability for delays in delivery of possession and Tenant will not have the right to terminate this Lease because of delay in delivery of possession except as hereinafter provided. If Landlord is not able to give Tenant possession of the Premises on or before September 1, 2024 for reasons other than delays caused by matters not within Landlord's reasonable control, Tenant may rescind this Lease by notice in writing to Landlord given at any time thereafter prior to the date on which possession is tendered by Landlord.

1.3 Renewal. If not then in default under this Lease, not earlier than one-hundred eighty (180) calendar days and not later than ninety (90) calendar days before the end of the Original Term, Tenant shall have an option to extend, by written notice to Landlord, the term of this Lease for one (1) thirty-six (36) month Renewal Term with rent adjusted effective July 1, 2027 to the then current market rate as determined by Landlord in Landlord's sole discretion, and rent further adjusted thereafter pursuant to the methodology in Section 2.1 below.

Additionally, if not then in default under this Lease, not earlier than one-hundred eighty (180) calendar days and not later than ninety (90) calendar days before the end of said Renewal Term, Tenant shall have an option to extend, by written notice to Landlord, the term of this Lease for one (1) additional thirty-six (36) month Second Renewal Term with rent adjusted effective July 1, 2030 to the then-current market rate as determined by Landlord in Landlord's sole discretion, and rent further adjusted thereafter pursuant to the methodology in Section 2.1 below.

Section 2. Rent

2.1 Rent. Tenant shall pay monthly rent to Landlord as follows:

\$2,132 per month effective September 1, 2024. Effective July 1, 2025, and on July 1st of each subsequent year, the rent will be increased by 3% and rounded to the nearest whole dollar.

Rent shall be due and payable on the first day of each month in advance at the Offices of the City Manager.

Effective Date of Rent Increase	New Base Monthly Rent
July 1, 2025	\$2196
July 1, 2026	\$2262

2.3 Additional Rent. All taxes, insurance costs, and utility charges that Tenant is required to pay by this Lease, and any other sum that Tenant is required by this Lease to pay to Landlord or third parties, shall be additional rent.

2.4 Continuous Operation. Tenant shall occupy the Premises continuously for the purpose stated in this Lease and carry on business during the hours customary in comparable businesses similarly situated, with adequate inventory and personnel. This requirement shall not prevent Tenant from closing for brief periods when reasonably necessary for inventory, repairs, remodeling (when permitted), or other legitimate purposes related to the business carried on, or when closure is the result of a labor dispute, however caused, or other factors not within Tenant's control.

Section 3. Use of the Premises

3.1 Permitted Use. The Premises shall be used for the preparation and service of breads, donuts, baked goods, coffee, soups, sandwiches, ice cream, and related food products and non-alcoholic beverages.

3.2 Restrictions on Use. In connection with the use of the Premises, Tenant shall:

- (1) Conform to all applicable laws and regulations of any public authority affecting the Premises and its use, and correct (at Tenants' own expense) any failure of compliance created through Tenant's fault or by reason of Tenant's use.
- (2) Refrain from any activity that would make it impracticable to insure the Premises against casualty, would increase the insurance rate, or would prevent Landlord from taking advantage of any ruling of the Oregon Insurance Rating Bureau, or its successor, allowing Landlord to obtain reduced premium rates for long-term fire insurance policies, unless Tenant pays the additional cost of the insurance.
- (3) Refrain from any use that would reasonably be offensive to other users of the Premises or neighbors of the Premises or that would tend to create a nuisance or damage the reputation of the Premises.
- (4) Refrain from any use, sale, processing, testing, or production of Marijuana, Marijuana items, or Marijuana consumption implements.
- (5) Refrain from loading the electrical system, floors, or water or sewer systems beyond the point considered safe by a competent engineer or architect selected by Landlord in Landlord's sole discretion.
- (6) Refrain from making any marks on or attaching any item, apparatus, sign, insignia, antenna, aerial, or other device to the exterior or interior walls, windows, or roof of the Premises without the express written consent of Landlord.

3.3 Hazardous Substances. Tenant shall not cause or permit any Hazardous Substance to be spilled, leaked, disposed of, or otherwise released on or under the Premises. Tenant may use or otherwise handle on the Premises only those Hazardous Substances typically used in the prudent and safe operation of the business identified in Section 3.1. Tenant may store such Hazardous Substances on the Premises only in quantities necessary to satisfy Tenant's reasonably anticipated needs. Tenant shall comply with all Environmental Laws and exercise the highest degree of care in the use, handling, and storage of Hazardous Substances and shall take all practicable measures to minimize the quantity and toxicity of Hazardous Substances used, handled, or stored on the Premises. Upon the expiration or termination of this Lease, Tenant shall remove all Hazardous Substances from the Premises. The term Environmental Law shall mean any federal, state, or local statute, regulation, or ordinance, or any judicial or other governmental order pertaining to the protection of health, safety, or the environment. The term Hazardous Substance shall mean any hazardous, toxic, infectious, or radioactive substance, waste, and material as defined or listed by any Environmental Law and shall include, without limitation, petroleum oil and its fractions.

Section 4. Repairs and Maintenance

4.1 Landlord's Obligations. The following shall be the responsibility of Landlord, except as provided in Section 4.2 below:

- (1) Repairs and maintenance of the roof and gutters, exterior walls (including painting), bearing walls, structural members, and foundation.
- (2) Repair and maintenance of sidewalks, driveways, curbs, parking areas, and areas used in common by Tenant and Landlord.
- (3) Repair and maintenance of exterior water, sewage, gas, and electrical services up to the point of entry to the leased Premises.
- (4) Repair and maintenance of the heating and air conditioning systems.

4.2 Tenant's Obligations. The following shall be the responsibility of Tenant:

- (1) Repair of interior walls, ceilings, doors, windows, floors and related hardware, light fixtures, switches; and wiring and plumbing from the point of entry to the Premises. Without limiting the generality of the foregoing, this obligation includes repair of the restroom facilities in the Premises.
- (2) Any repairs necessitated by the fault of Tenant, or its agents, employees, and invitees, except as provided in Section 6.2 dealing with waiver of subrogation, but including repairs that would otherwise be the responsibility of Landlord under Section 4.1.
- (3) Any repairs or alterations required under Tenant's obligation to comply with laws and regulations as set forth in Section 3.2(1).
- (4) All other repairs to the Premises which Landlord is not required to make under Section 4.1

4.3 Landlord's Interference with Tenant. In performing any repairs, replacements, alterations, or other work performed on or around the Premises, Landlord shall not cause unreasonable interference with use of the Premises by Tenant. Tenant shall have no right to an abatement of rent nor any claim against Landlord for any inconvenience or disturbance resulting from Landlord's activities performed in conformance with the requirement of this provision.

4.4 Inspection of Premises. Landlord shall have the right to inspect the Premises at any reasonable time or times to determine the necessity of repair. With respect to any portion(s) of the Premises which are not generally open to the public, Landlord shall provide Tenant with written notice at least twenty-four (24) hours in advance of Landlord's inspection of such portion(s) of the Premises, except in cases of emergency. Whether or not such inspection is made, the duty of Landlord to make repairs shall not mature until a reasonable time after Landlord has received from Tenant written notice of the repairs that are required.

Section 5. Alterations

5.1 Alterations Prohibited. Tenant shall make no improvements or alterations on the Premises of any kind without first obtaining Landlord's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes. As used herein, "alterations" includes the installation of computer and telecommunications wiring, cables, and conduit.

5.2 Alterations Required. The improvements and alterations delineated on the work sheet attached to and made a part of this Lease, if any, shall be performed by the party designated and within the time stated in the work sheet.

5.3 Ownership and Removal of Alterations. All improvements and alterations performed on the Premises by either Landlord or Tenant shall be the property of Landlord when installed, unless the applicable Landlord's consent or work sheet specifically provides otherwise. Improvements and alterations installed by Tenant shall, at Landlord's option, be removed by Tenant and the Premises restored to prior condition unless the applicable Landlord's consent or work sheet specifically provides otherwise.

5.4 Waiver. Landlord may condition its consent to installation of a work of visual art in the Premises, as defined in the Visual Artists Rights Act of 1990 (VARA) at 17 USC §101, on Tenant's delivery to

Landlord of a written waiver of moral rights under the VARA executed by the artist and to be executed by Landlord acknowledging that the work may be subject to destruction upon removal.

Section 6. Insurance

6.1 Insurance Required. Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage.

Tenant shall carry similar insurance insuring the property of Tenant on the Premises against such risks and bear the expense of same.

6.2 Waiver of Subrogation. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss, neither party's insurance company shall have a subrogated claim against the other. This waiver shall be valid only if the insurance policy in question expressly permits waiver of subrogation or if the insurance company agrees in writing that such a waiver will not affect coverage under the policies. Each party agrees to use best efforts to obtain such an agreement from its insurer if the policy does not expressly permit a waiver of subrogation.

Section 7. Taxes; Utilities

7.1 Property Taxes. Tenant shall pay as due all taxes on its personal property located on the Premises.

Landlord shall pay as due all real property taxes levied against the Premises and all assessments for public improvements made against the Premises.

7.2 Contest of Taxes. Tenant shall be permitted to contest the amount of any personal property tax or assessment as long as such contest is conducted in a manner that does not cause any risk that Landlord's interest in the Premises will be foreclosed for nonpayment.

7.3 Payment of Utilities Charges. Tenant shall pay when due all charges for services and utilities incurred in connection with the use, occupancy, operation, and maintenance of the Premises, including (but not limited to) charges for fuel, water, gas, electricity, sewage disposal, power, refrigeration, air conditioning, telephone, and janitorial services. If any utility services are provided by or through Landlord, charges to Tenant shall be comparable with prevailing rates for comparable services.

Notwithstanding the foregoing, in addition to the rent set forth in Section 2.1 above, Tenant shall pay Landlord one-hundred forty dollars (\$140.00) per month for water and sewer.

7.4 Internet Service. Notwithstanding Section 7.3 above, Landlord, through its utility, Sherwood Broadband, will provide Tenant with one port of basic Internet service capable of symmetrical speeds up to 25mbps at no additional cost to Tenant. Tenant will be solely responsible for any internal cabling and/or equipment needed to extend this Internet service beyond the demarcation point. The demarcation point will be determined by Landlord in its sole discretion and will be located within ten (10) feet of the existing network cabling inside the Premises. Tenant must accept the standard Sherwood Broadband terms and conditions including the Internet Acceptable Use Policy prior to service activation, and failure to abide by those terms and conditions as they may be amended from time to time will result in termination of Landlord's obligation to provide Internet service pursuant to this Section 7.4. Additionally, Landlord's obligation to provide Internet service pursuant to this Section 7.4 shall terminate if at any time Landlord ceases to own or operate Sherwood Broadband.

Section 8. Damage and Destruction

8.1 Partial Damage. If the Premises are partly damaged and Section 8.2 does not apply, the Premises shall be repaired by Landlord at Landlord's expense. Repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays from labor disputes and matters beyond the control of Landlord and shall be performed in accordance with the provisions of Section 4.3.

8.2 Destruction. If the Premises are destroyed or damaged such that the cost of repair exceeds fifty percent (50%) of the value of the structure before the damage, either party may elect to terminate this Lease as of the date of the damage or destruction by notice given to the other in writing not more than forty-five (45) calendar days following the date of damage. In such event all rights and obligations of the

parties shall cease as of the date of termination and Tenant shall be entitled to the reimbursement of any prepaid amounts paid by Tenant in relation to time periods subsequent to the date of termination. If neither party elects to terminate, Landlord shall proceed to restore the Premises to substantially the same form as prior to the damage or destruction. Work shall be commenced as soon as reasonably possible and thereafter shall proceed without interruption except for work stoppages on account of labor disputes and matters beyond Landlord's reasonable control.

8.3 Rent Abatement. Rent shall be abated during the repair of any damage to the extent the Premises are untenantable, except that there shall be no rent abatement where the damage occurred as the result of the fault of Tenant.

Section 9. Eminent Domain

9.1 Partial Taking. If a portion of the Premises is condemned and Section 9.2 does not apply, this Lease shall continue on the following terms:

- (1) Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.
- (2) Landlord shall proceed as soon as reasonably possible to make such repairs and alterations to the Premises as are necessary to restore the remaining Premises to a condition as comparable as reasonably practicable to that existing at the time of the condemnation.
- (3) After the date on which title vests in the condemning authority or an earlier date on which alterations or repairs are commenced by Landlord to restore the balance of the Premises in anticipation of the taking, the rent shall be reduced in proportion to the reduction in value of the Premises as an economic unit on account of the partial taking.
- (4) If a portion of Landlord's property not included in the Premises is taken, and severance damages are awarded on account of the Premises, or an award is made for detriment to the Premises as a result of activity by a public body not involving a physical taking of any portion of the Premises, this shall be regarded as a partial condemnation to which Sections 9.1 (1) and 9.1 (3) apply, and the rent shall be reduced to the extent of reduction in rental value of the Premises as though a portion had been physically taken.

9.2 Total Taking. If a condemning authority takes all of the Premises or a portion sufficient to render the remaining Premises reasonably unsuitable for the use that Tenant was then making of the Premises, this Lease shall terminate as of the date the title vests in the condemning authorities. Such termination shall have the same effect as termination under Section 8.2.

Landlord shall be entitled to all of the proceeds of condemnation, and Tenant shall have no claim against Landlord as a result of the condemnation.

9.3 Sale in Lieu of Condemnation. Sale of all or part of the Premises to a purchaser with the power of eminent domain in the face of a threat or probability of the exercise of the power shall be treated for the purposes of this Section 9 as a taking by condemnation.

Section 10. Liability and Indemnity

10.1 Liens.

- (1) Except with respect to activities for which Landlord is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises and shall keep the Premises free from any liens. If Tenant fails to pay any such claims or to discharge any lien, Landlord may do so and collect the cost as additional rent. Any amount so added shall bear interest at the rate of nine percent (9%) per annum from the date expended by Landlord and shall be payable on demand. Such action by Landlord shall not constitute a waiver of any right or remedy which Landlord may have on account of Tenant's default.
- (2) Tenant may withhold payment of any claim in connection with a good-faith dispute over the obligation to pay, as long as Landlord's property interests are not jeopardized. If a lien is filed as a result of nonpayment, Tenant shall, within ten (10) calendar days after knowledge of the filing, either secure the discharge of the lien, or deposit with Landlord cash or sufficient corporate surety bond or other surety

satisfactory to Landlord in an amount sufficient to discharge the lien plus any costs, attorney fees, and other charges that could accrue as a result of a foreclosure or sale under the lien.

10.2 Indemnification. Tenant shall indemnify and defend Landlord from any claim, loss, or liability arising out of or related to any activity of Tenant on the Premises or any condition of the Premises in the possession or under the control of Tenant. Landlord shall have no liability to Tenant for any injury, loss, or damage caused by third parties, or by any condition of the Premises in the possession or under the control of Tenant. Notwithstanding the foregoing, Tenant shall not be required to indemnify and defend Landlord with regard to any claim, loss, or liability arising out of or related to any condition of the Premises in the possession or under the control of Tenant if such claim, loss, or liability was caused by Landlord's own fault or failure to effect any repair or maintenance required by this Lease. This Section 10.2 will survive the expiration or termination of this Lease regardless of cause.

10.3 Liability Insurance. Before going into possession of the Premises, or upon execution of this Lease, Tenant shall procure and thereafter during the term of this Lease shall continue to carry the following insurance at Tenant's cost: comprehensive general liability insurance in a responsible company with limits of not less than two million dollars (\$2,000,000) for injury to one person, two million dollars (\$2,000,000) for injury to two or more persons in one occurrence, and one-hundred thousand dollars (\$100,000) for damage to property; a commercial general liability policy from an A rated insurance company with coverage for bodily injury and property damage liability, personal and advertising injury liability, and medical payment with a general aggregate limit of not less than two million dollars (\$2,000,000) and a per occurrence limit of not less than two million dollars (\$2,000,000). Such insurance shall cover all risks arising directly or indirectly out of Tenant's activities on or any condition of the Premises whether or not related to an occurrence caused or contributed to by Landlord's negligence. Such insurance shall protect Tenant against the claims of Landlord on account of the obligations assumed by Tenant under Section 10.2 and shall name Landlord as an additional insured. Certificates evidencing such insurance and bearing endorsements requiring ten (10) calendar days' written notice to Landlord prior to any change or cancellation shall be furnished to Landlord prior to Tenant's occupancy of the property, or upon execution of this Lease.

Section 11. Quiet Enjoyment

11.1 Landlord's Warranty. Landlord warrants that it is the owner of the Premises and has the right to lease them free of all encumbrances. Landlord will defend Tenant's right to quiet enjoyment of the Premises from the lawful claims of all persons during the term of this Lease.

Section 12. Assignment and Subletting

No part of the Premises may be assigned, mortgaged, or subleased, nor may a right of use of any portion of the property be conferred on any third person by any other means, without the prior written consent of Landlord. This provision shall apply to all transfers by operation of law. No consent in one instance shall prevent this provision from applying to a subsequent instance. Landlord may withhold or condition such consent only for good cause.

Section 13. Default

The following shall be events of default:

13.1 Default in Rent. Failure of Tenant to pay any rent or other charge within ten (10) calendar days after written notice that it is due.

13.2 Default in Other Covenants. Failure of Tenant to comply with any term or condition or fulfill any obligation of this Lease (other than the payment of rent or other charges) within twenty (20) calendar days after written notice by Landlord specifying the nature of the default with reasonable particularity. If the default is of such a nature that it cannot be completely remedied within the twenty (20)-day period, this provision shall be complied with if Tenant begins correction of the default within the twenty (20)-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable.

13.3 Insolvency. Insolvency of Tenant; an assignment by Tenant for the benefit of creditors; the filing by Tenant of a voluntary petition in bankruptcy; an adjudication that Tenant is bankrupt or the appointment of a receiver of the properties of Tenant; the filing of any involuntary petition of bankruptcy and failure of Tenant to secure a dismissal of the petition within thirty (30) calendar days after filing; attachment of or the levying of execution on the leasehold interest and failure of Tenant to secure discharge of the attachment or release of the levy of execution within ten (10) calendar days shall constitute an event of default. If Tenant consists of two or more individuals or business entities, the events of default specified in this Section 13.3 shall apply to each individual unless within ten (10) calendar days after an event of default occurs, the remaining individual(s) produce evidence satisfactory to Landlord that it/they has/have unconditionally acquired the interest of the one causing the default. If this Lease has been assigned, the events of default so specified shall apply only with respect to the individual(s) or business entity/entities then exercising the rights of Tenant under this Lease.

13.4 Abandonment. Failure of Tenant for thirty (30) calendar days or more to occupy the Premises for one or more of the purposes permitted under this Lease, unless such failure is excused under other provisions of this Lease.

Section 14. Remedies on Default

14.1 Termination. In the event of a default, this Lease may be terminated at the option of Landlord by written notice to Tenant. Whether or not this Lease is terminated by the election of Landlord or otherwise, Landlord shall be entitled to recover damages from Tenant for the default, and Landlord may reenter, take possession of the Premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages and without having accepted a surrender.

14.2 Reletting. Following reentry or abandonment, Landlord may relet the Premises and in that connection may make any suitable alterations or refurbish the Premises, or both, or change the character or use of the Premises, but Landlord shall not be required to relet for any use or purpose other than that specified in this Lease or which Landlord may reasonably consider injurious to the Premises, or to any tenant that Landlord may reasonably consider objectionable.

14.3 Damages. In the event of termination or retaking of possession following default, Landlord shall be entitled to recover immediately, without waiting until the due date of any future rent or until the date fixed for expiration of the term of this Lease, the following amounts as damages:

- (1) The loss of rental income from the date of default until a new tenant is, or with the exercise of reasonable efforts could have been, secured and paying out.
- (2) The reasonable costs of reentry and reletting including without limitation the cost of any cleanup, refurbishing, removal of Tenant's property and fixtures, costs incurred under Section 14.5, or any other expense occasioned by Tenant's default including but not limited to, any remodeling or repair costs, attorney fees, court costs, broker commissions, and advertising costs.
- (3) Any excess of the value of the rent and all of Tenant's other obligations under this Lease over the reasonable expected return from the Premises for the period commencing on the earlier of the date of trial or the date the Premises are relet and continuing through the end of the term of this Lease. The present value of future amounts will be computed using a discount rate equal to the prime loan rate of major Oregon banks in effect on the date of trial.

14.4 Right to Sue More than Once. Landlord may sue periodically to recover damages during the period corresponding to the remainder of the term of this Lease, and no action for damages shall bar a later action for damages subsequently accruing.

14.5 Landlord's Right to Cure Defaults. If Tenant fails to perform any obligation under this Lease, Landlord shall have the option to do so after thirty (30) calendar days' written notice to Tenant. All of Landlord's expenditures to correct the default shall be reimbursed by Tenant on demand with interest at the rate of nine percent (9%) per annum from the date of expenditure by Landlord. Such action by Landlord shall not waive any other remedies available to Landlord because of the default.

14.6 Remedies Cumulative. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Landlord under applicable law.

Section 15. Surrender at Expiration

15.1 Condition of Premises. Upon expiration of the term of this Lease or earlier termination, Tenant shall deliver all keys to Landlord and surrender the Premises in first-class condition and broom clean. Alterations constructed by Tenant with permission from Landlord shall not be removed or restored to the original condition unless the terms of permission for the alteration so require. Depreciation and wear from ordinary use for the purpose for which the Premises are leased shall be excepted but repairs for which Tenant is responsible shall be completed to the latest practical date prior to such surrender. Tenant's obligations under this section shall be subordinate to the provisions of Section 9 relating to destruction.

15.2 Fixtures.

(1) All fixtures placed upon the Premises during the term of this Lease (other than Tenant's trade fixtures) shall, at Landlord's option, become the property of Landlord. If Landlord so elects, Tenant shall remove any or all fixtures that would otherwise remain the property of Landlord and shall repair any physical damage resulting from the removal. If Tenant fails to remove such fixtures, Landlord may do so and charge the cost to Tenant with interest at the rate of nine percent (9%) from the date of expenditure.

(2) Prior to expiration or other termination of the term of this Lease, Tenant shall remove all furnishings, furniture, and trade fixtures that remain Tenant's property. If Tenant fails to do so, this shall be an abandonment of the property, and Landlord may retain the property and all rights of Tenant with respect to it shall cease or, by notice in writing given to Tenant within twenty (20) calendar days after removal was required, Landlord may elect to hold Tenant to its obligation of removal. If Landlord elects to require Tenant to remove, Landlord may effect a removal and place the property in public storage for Tenant's account. Tenant shall be liable to Landlord for the cost of removal, transportation to storage, and storage, with interest at the legal rate on all such expenses from the date of expenditure by Landlord.

15.3 Holdover.

(1) If Tenant does not vacate the Premises at the time required, Landlord shall have the option to treat Tenant either as a tenant from month to month (subject to all of the provisions of this Lease except the provisions for term and renewal, and at a rental rate equal to one-hundred fifty percent (150%) of the rent last paid by Tenant) or to eject Tenant from the Premises and recover damages caused by wrongful holdover. Failure of Tenant to remove fixtures, furniture, furnishings, or trade fixtures that Tenant is required to remove under this Lease shall constitute a failure to vacate to which this section 15.3

shall apply if the property not removed will substantially interfere with occupancy of the Premises by another tenant or with occupancy by Landlord for any purpose including preparation for a new tenant.

(2) If a month-to-month tenancy results from a holdover by Tenant under this Section 15.3, the tenancy shall be terminable at the end of any monthly rental period on written notice from Landlord given not less than ten (10) calendar days prior to the termination date which shall be specified in the notice. Tenant waives any notice that would otherwise be provided by law with respect to a month-to-month tenancy.

Section 16. Miscellaneous

16.1 Nonwaiver. Waiver by either party of strict performance of any provision of this Lease shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

16.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this Lease, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees at trial, on petition for review, and on appeal.

16.3 Notices. Any notice required or permitted under this Lease shall be given when actually delivered or forty-eight (48) hours after deposit in United States mail as certified mail addressed to the address first given in this Lease or to such other address as may be specified from time to time by either of the parties in writing.

16.4 Succession. Subject to the above-stated limitations on transfer of Tenant's interest, this Lease shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

16.5 Entry for Inspection. Landlord shall have the right to enter upon the Premises at any time to determine Tenant's compliance with this Lease, to make necessary repairs to the building or to the Premises, or to show the Premises to any prospective tenant or purchaser, and in addition shall have the right, at any time during the last two (2) months of any term of this Lease, to place and maintain upon the Premises notices for leasing or selling of the Premises. With respect to any portion(s) of the Premises which are not generally open to the public, Landlord shall provide Tenant with written notice at least twenty-four (24) hours in advance of Landlord's entry into such portion(s) of the Premises, except in cases of emergency.

16.6 Interest on Rent and Other Charges. Tenant acknowledges that late payment by Tenant to Landlord of any Rent or other charge due hereunder will cause Landlord to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs may include, without limitation, processing and accounting charges and late charges that may be imposed on Landlord under the terms of any Mortgage. Accordingly, if any Rent or other charge is not received by Landlord on or before the date it is due, Tenant shall pay to Landlord a late charge of five percent (5%) of the overdue amount. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs incurred by Landlord by reason of the late payment by Tenant. Acceptance of any late charge by Landlord shall in no event constitute a waiver of Tenant's default with respect to the overdue amount in question, nor prevent Landlord from exercising any of the other rights and remedies granted hereunder.

16.7 Proration of Rent. In the event of commencement or termination of this Lease at a time other than the beginning or end of one of the specified rental periods, then the rent shall be prorated as of the date of commencement or termination and in the event of termination for reasons other than default, all prepaid rent shall be refunded to Tenant or paid on its account.

16.8 Time of Essence. Time is of the essence of the performance of each of Tenant's obligations under this Lease.

16.9 Dispute Resolution.

(1) Should any dispute arise between the parties, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Lease shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation.

(2) The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, unless the parties agree in writing otherwise. The parties agree to exercise good faith efforts to resolve disputes covered by this Section 16.9 through this mediation process.

If a party requests mediation and the other party fails to respond within ten (10) calendar days, or if the parties fail to agree on a mediator within ten (10) calendar days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section 16.9.

16.10 Nondiscrimination. Tenant agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Tenant also shall comply with the Americans with Disabilities Act, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws, at Tenant's sole expense.

16.11 Merger. This Lease and attached exhibits, if any, constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Lease shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in specific instances and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Lease. Tenant, by the signature of its authorized representative, hereby acknowledges that he or she has read this Lease, understands it, and agrees to be bound by its terms and conditions.

16.12 Governing Law; Forum. The provisions of this Lease shall be construed in accordance with the provisions of the laws of the State of Oregon, without regard to conflicts of law principles. Any action or suits involving any question arising under this Lease must be brought in the appropriate court in

Washington County, Oregon or, only if there is no Oregon state court jurisdiction, the United States District Court for the District of Oregon, and each party hereby submits to the exclusive jurisdiction of those courts for purposes of any such proceeding.

16.13 Severability. The parties agree that if any term or provision of this Lease is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Lease did not contain the particular term or provision held to be invalid.

IT IS SO AGREED

CITY OF SHERWOOD

By _____
Craig Sheldon
City Manager

Date signed _____

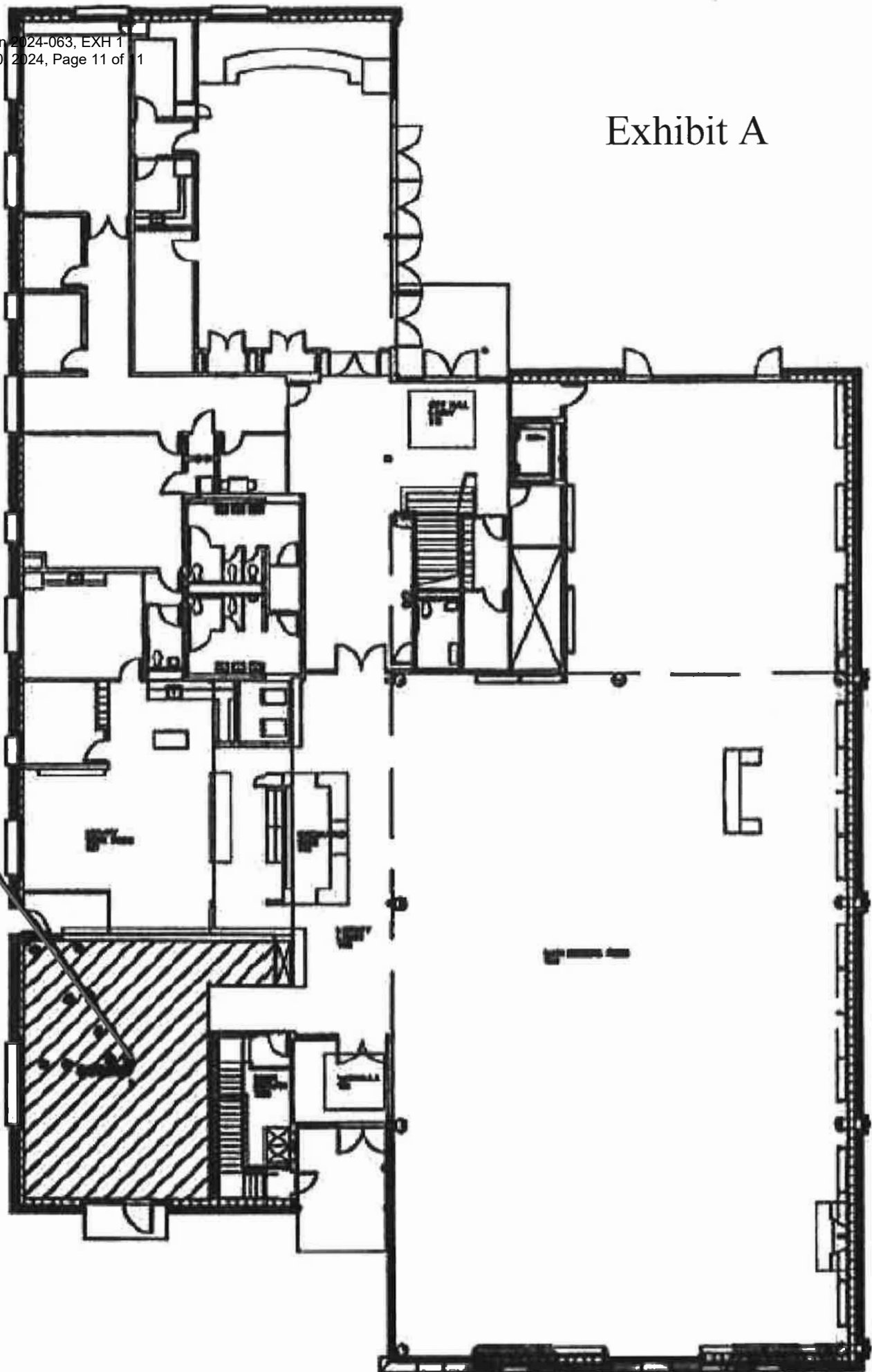
H F & Sons, LLC DBA Sesame Donuts

By _____
Haidar Fakih
Owner

Date signed _____

Exhibit A

Premises



Sherwood City Council Meeting

Date: August 20, 2024

- List of Meeting Attendees: ✓
- Request to Speak Forms: ✓
- Documents submitted at meeting: ✓

Work Session

- “Murdock Park Master Plan” PowerPoint presentation from Interim Public Works Director Rich Sattler,

Exhibit A

Sherwood City Council Meeting Date:

August 20, 2024

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Jana May	Sherwood	

MURDOCK PARK MASTER PLAN

Preferred Design Concept

8/20/2024
Date

City Council
Gov. Body

WLS
Agenda Item

A
Exhibit #

GUIDING PRINCIPLES

lango.hansen



Based on direction from the 2021 Parks and Recreation Master Plan, the following guiding principles have been established as a starting point for this study.

Provide Green Solutions:

Add more native vegetation around the stormwater pond, convert turf not being used for recreation to ecolawn or drought resilient plants, increase landscape complexity, and plant more shade trees.

Promote Health and Accessibility:

The park should be a place for people of all ages, abilities, and recreation interest.

Enhance the Play Experience:

Build upon the existing playground and incorporate additional amenities, such as nature play elements and climbing features. Consider the location of elements to create a playful space that inspires joy.

Improve and Expand Park Amenities:

The Plan for Murdock Park must provide recreation amenities consistent with design guidelines for neighborhood parks, such as a picnic shelter overlooking the pond, a restroom, a sport court, and an enhanced path network with additional connections, a longer loop, and embedded measured distances.

Elevated Park Design:

The design of Murdock Park should inspire delight and be enduring and meaningful to the residents of Sherwood. Opportunities to express Sherwood's identity by integrating cultural, historic, and place-based art and interpretation should be capitalized on.

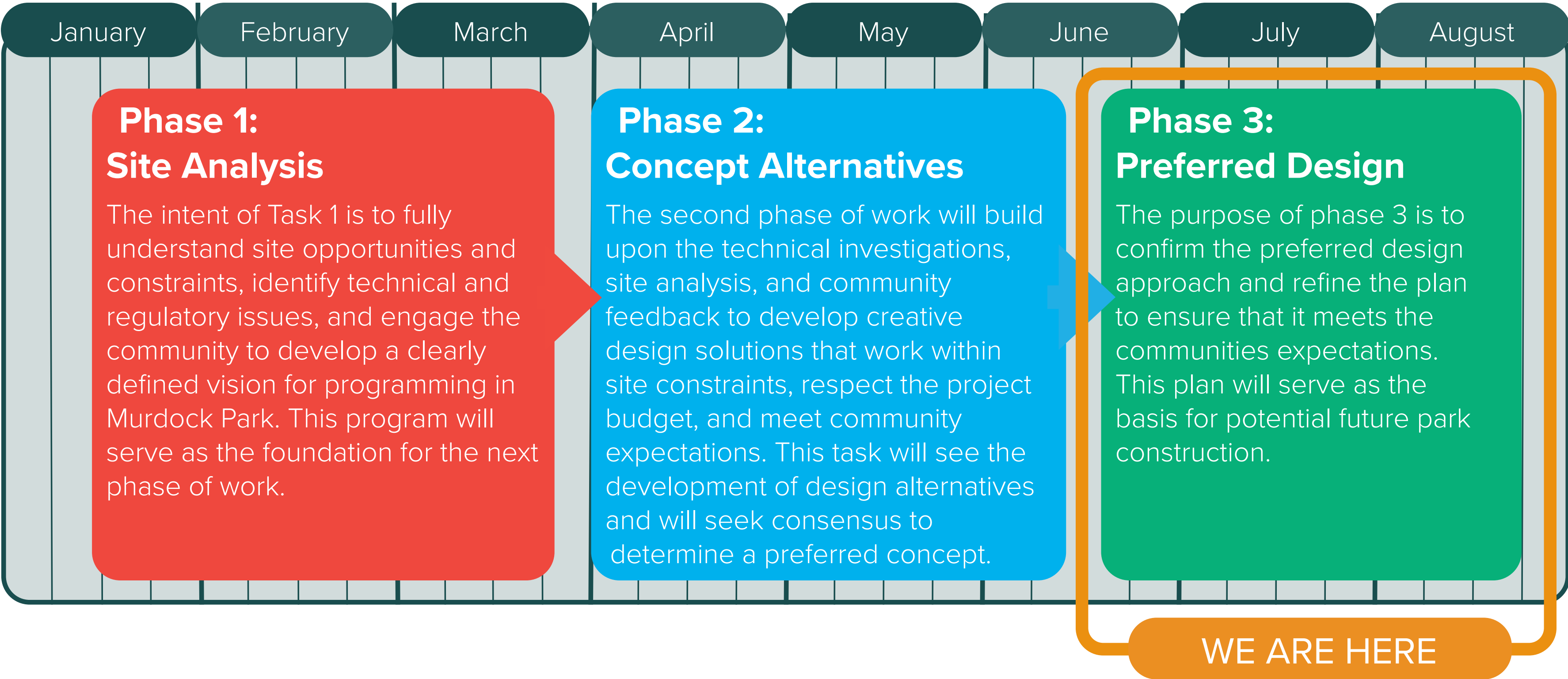
PROJECT BACKGROUND



PROJECT STATEMENT

The development of a master plan for Murdock Park is an opportunity to explore how this public space can be enhanced to enrich the lives of the citizens of the City of Sherwood. The master plan will be used to guide future improvements to the park and as such, it will be of the utmost importance that the plan is not only feasible, but that it is collaborative and firmly rooted in the values of the City of Sherwood. This process should result in a design for Murdock Park that is enduring and beloved by the community.

PROJECT SCHEDULE:

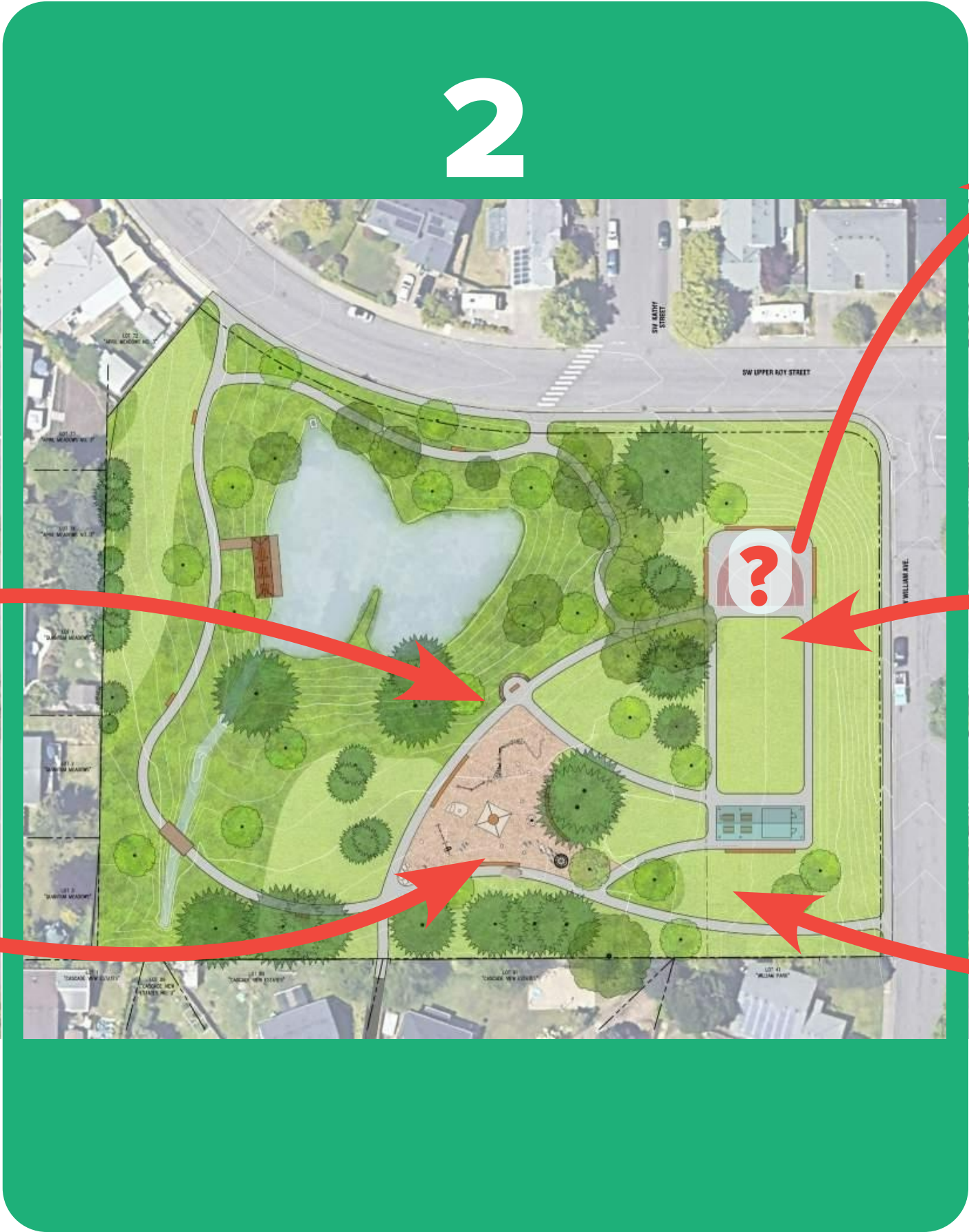


WHAT WE HEARD

1



2



3



PREFERRED PLAN



PRECEDENT IMAGERY GREEN SOLUTIONS

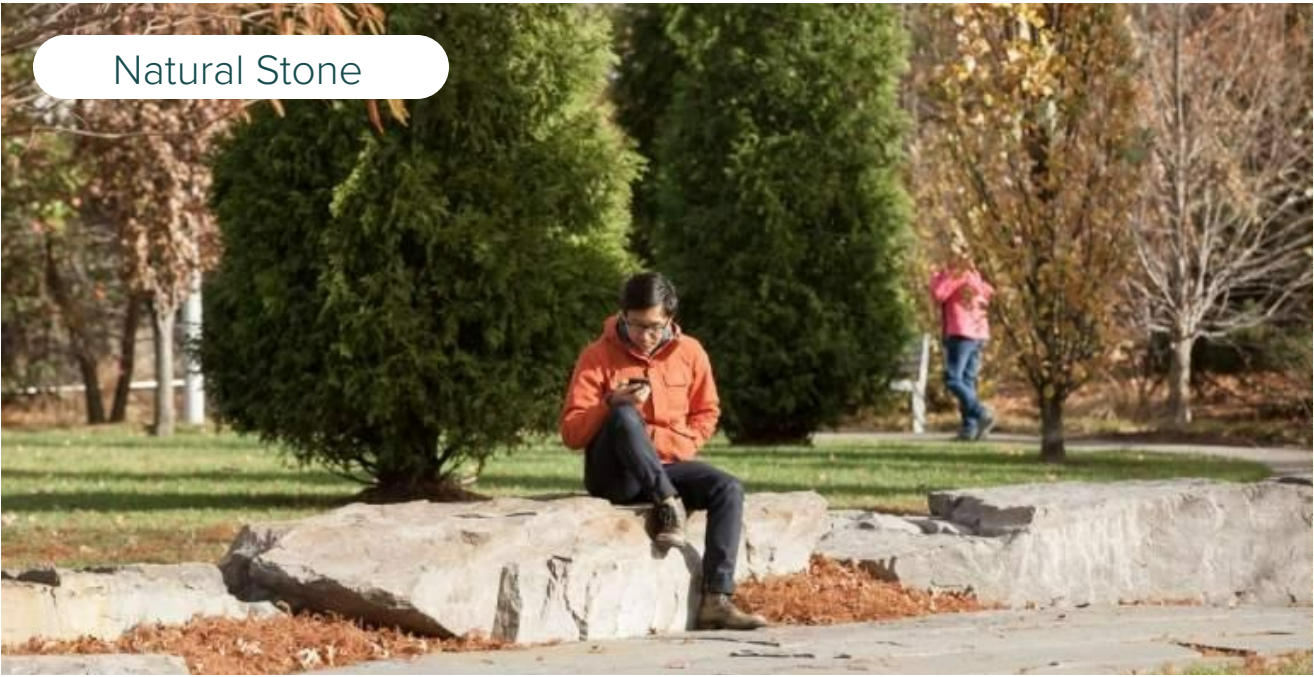
lango.hansen



Wetland Plantings



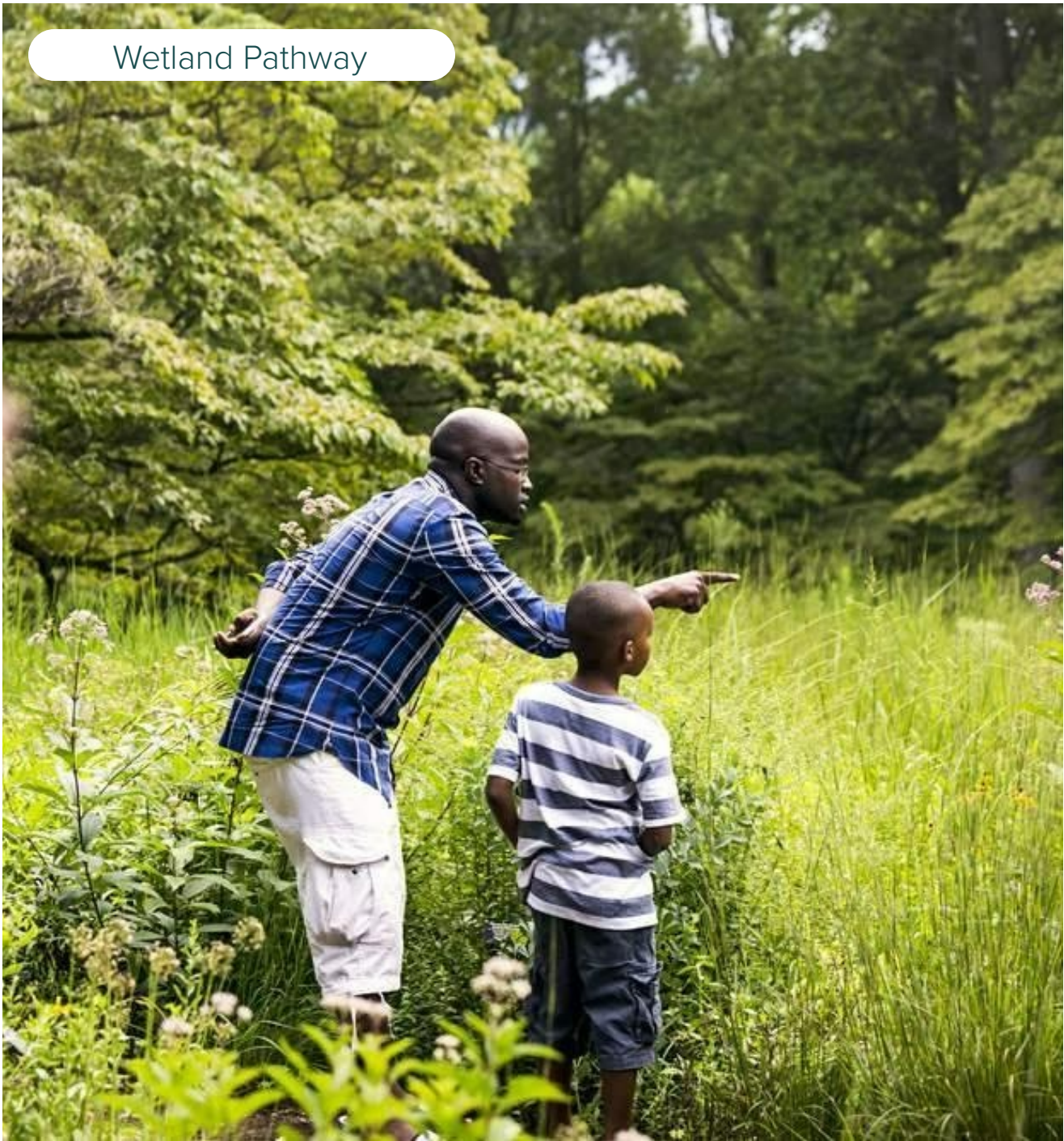
Natural Stone



Interpretive Sign



Wetland Pathway



Tree Planting



Natural Stone



PRECEDENT IMAGERY PATHWAYS

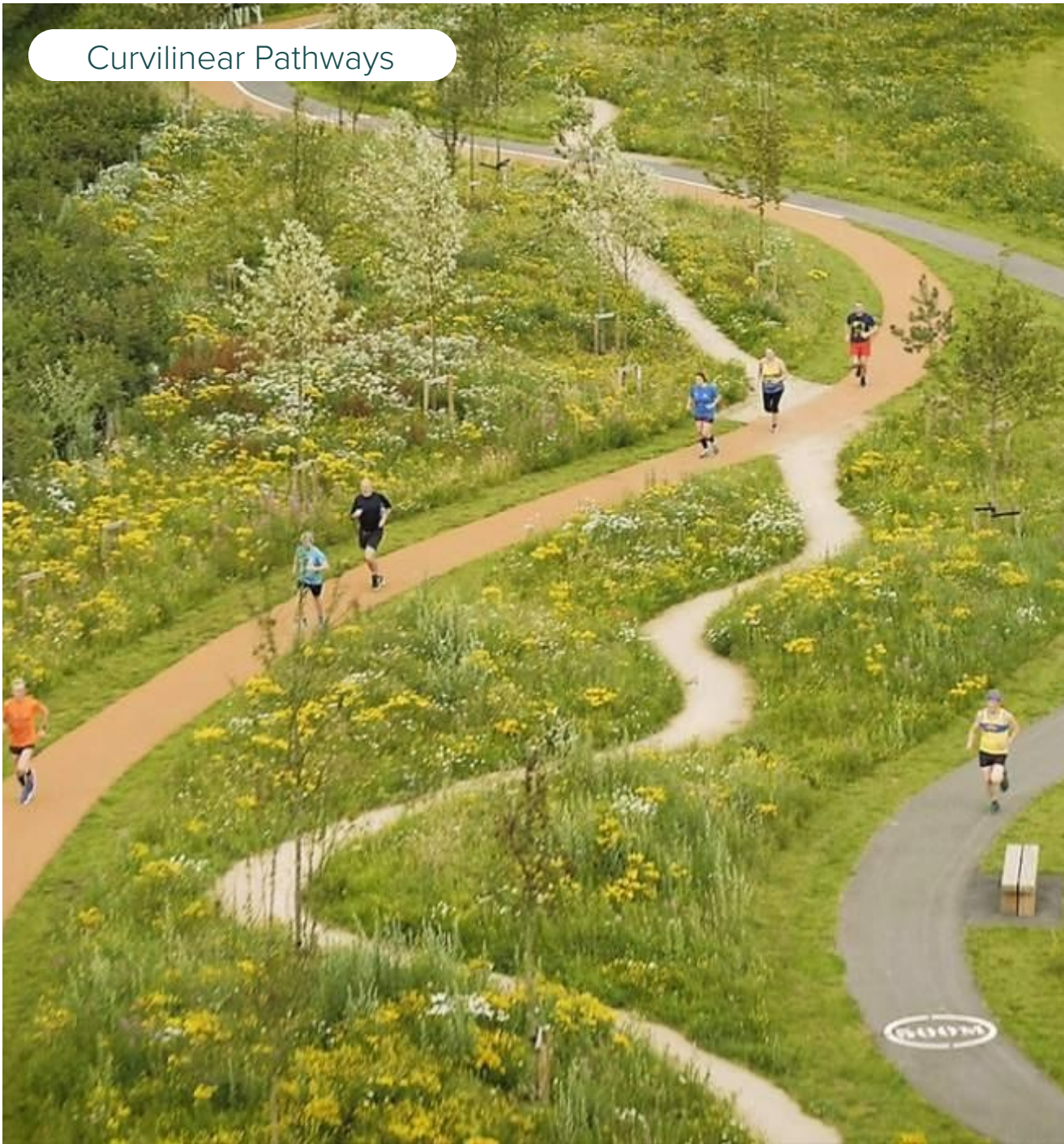
Park Paths



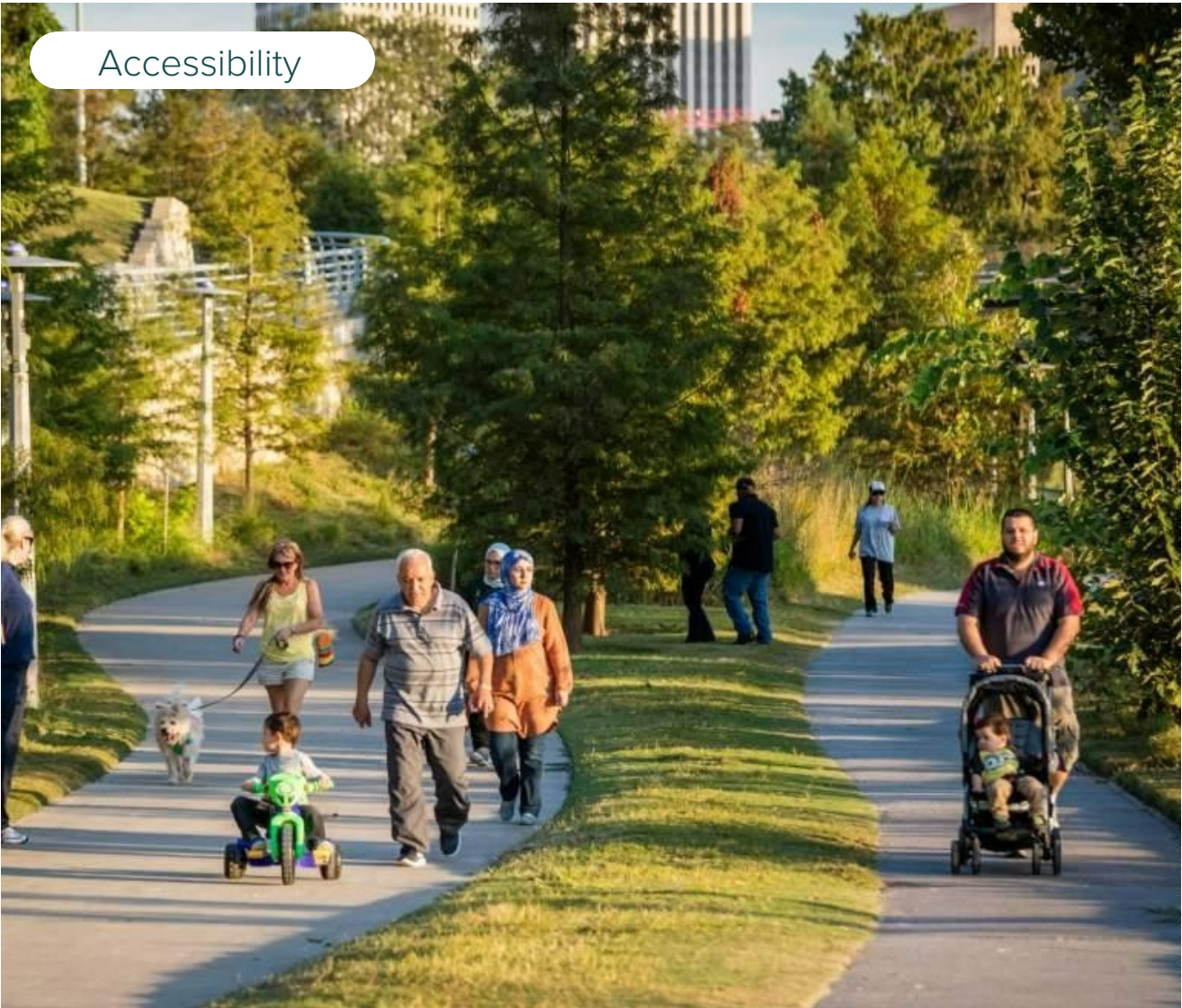
Pond Pathway



Curvilinear Pathways



Accessibility



Bridge



PRECEDENT IMAGERY FURNITURE

Benches



Drinking Fountains



Tables With Chess



Covered Benches



Ping Pong



Play Area Seating

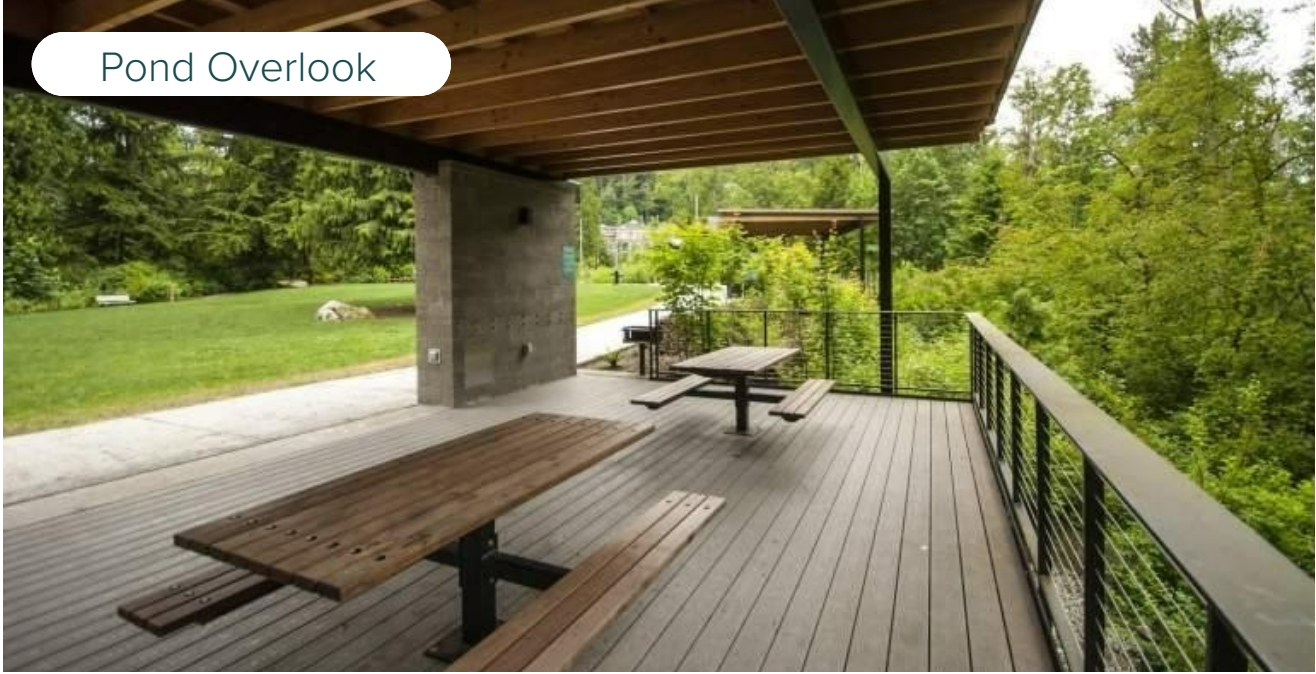


PRECEDENT IMAGERY STRUCTURES

Picnic Shelter



Pond Overlook



Restroom

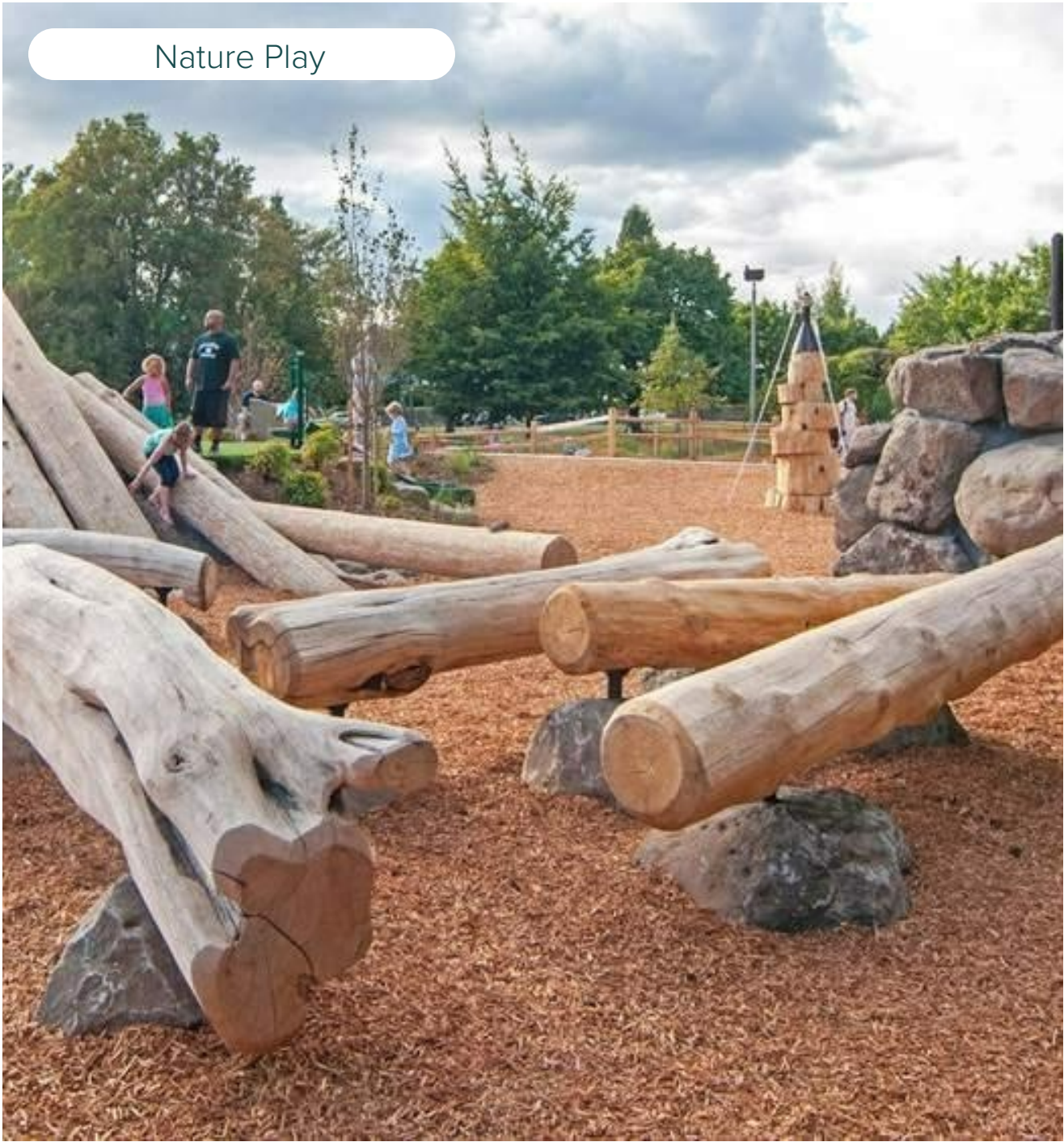


PRECEDENT IMAGERY PLAYGROUND

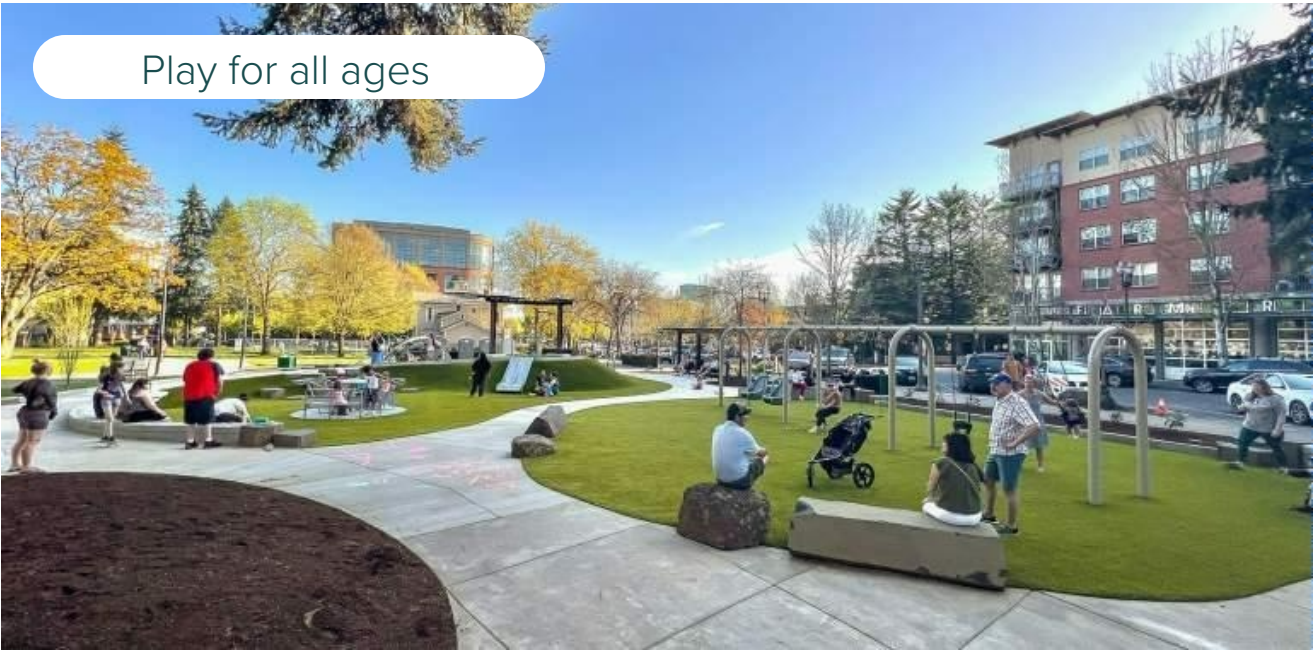
lango . hansen



Inclusivity



Nature Play



Play for all ages

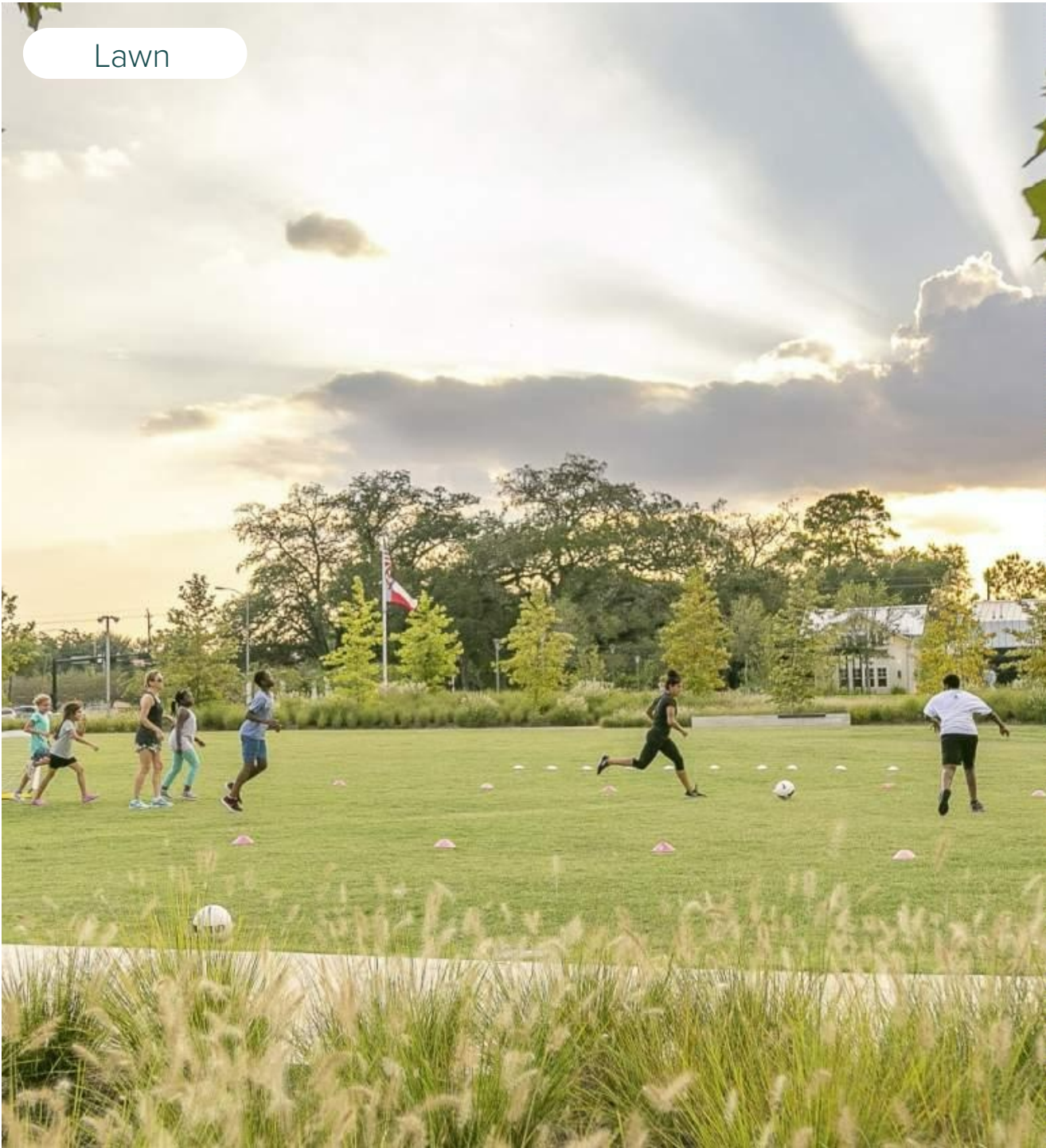
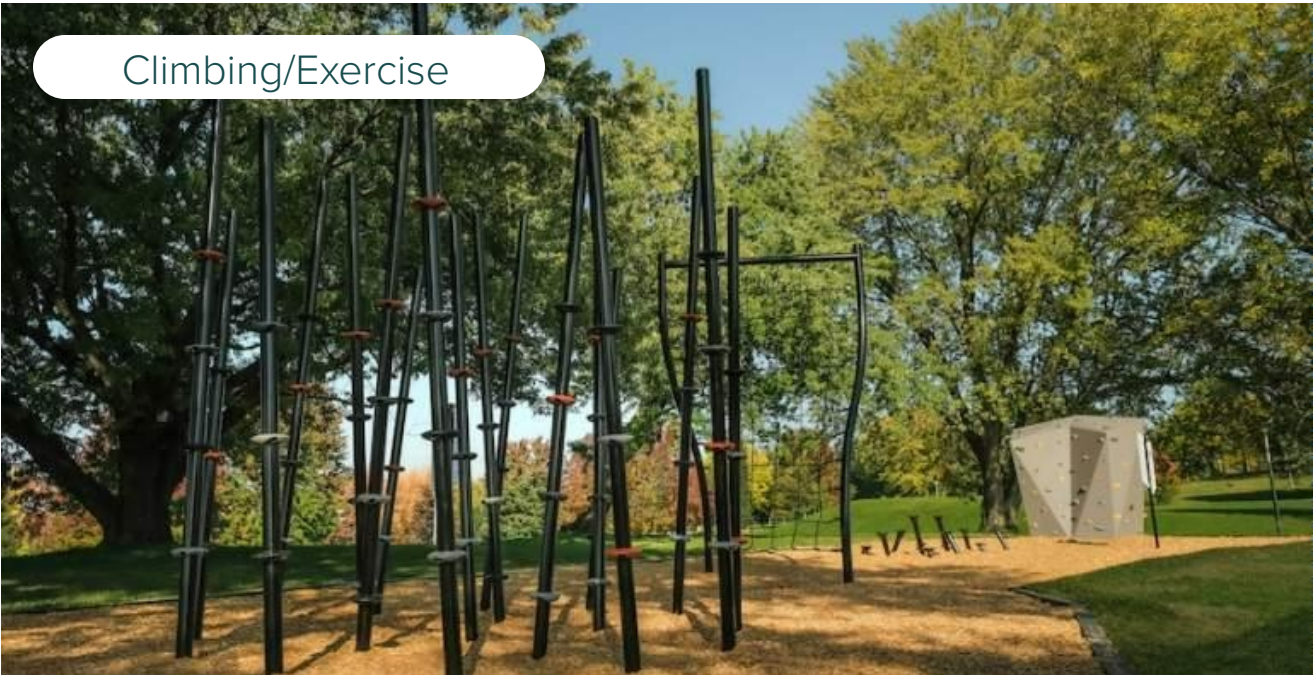


Preservation



Nature Materials

PRECEDENT IMAGERY ACTIVE RECREATION



COST ESTIMATE



General Construction & Earthwork:	\$375,910
Site Servicing & Irrigation:	\$424,015
Pavements & Site Furnishings:	\$374,164
Landscaping:	\$194,355
Playground:	\$497,115
Shelters and Restroom:	\$525,000
Subtotal:	\$2,390,559
General Conditions & Contingencies:	\$992,082
Total:	\$3,382,641

PREFERRED PLAN



MURDOCK PARK MASTER PLAN

Preferred Design Concept

Approved Minutes



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
August 20, 2024

WORK SESSION

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 5:30 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, Finance Director David Bodway, IT Director Brad Crawford, Economic Development Manager Bruce Coleman, City Engineer Jason Waters, Police Chief Ty Hanlon, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPIC:**

A. Murdock Park Master Plan Update

Interim Public Works Director Rich Sattler presented the "Murdock Park Master Plan" PowerPoint presentation (see record, Exhibit A) and introduced Brett Hoornaert with Lango Hansen. Mr. Sattler reported that the city had held an open house and published an online survey to gather community feedback. He reported that a final open house would be held on August 29th at Murdock Park. Mr. Hoornaert recapped the guiding principles of the project as: provide green solutions, promote health and accessibility, enhance the play experience, improve and expand park amenities, and provide an elevated park design. He reported that the project was currently in Phase 3 with the goal of confirming the preferred design approach and refining the plan to ensure that it met the community's expectations. He reported that this plan would serve as the basis for potential future park construction. He referred to the online survey and reported that there had been over 700 responses to the survey. He explained that the survey was designed to understand which of the three options people liked best as well as which elements of the individual options people preferred. Mr. Hoornaert reported that Option 2 was the most preferred option. He stated that the location of the picnic shelter and playground from Option 1 and the path system and separated restroom/shelter area from Option 3 were preferred. He referred to the sports court area and reported that responses were evenly split between those who wanted a sports court and those who did not. Mr. Hoornaert outlined that the sports court was discussed with the Parks and Recreation Advisory Board and the Board agreed that due to its proximity to Snyder Park, which provided many sport courts and future parks to the east of Murdock Park, a full-scale sports court was not necessary. Other feedback included retaining park amenities that were not in need of replacement and a desire to enhance the natural feel of the park. He provided an overview of the preferred plan on page 5 of the presentation and explained that Option 2 had been used as the framework for the

preferred plan. He outlined the activity cluster area which included the playground, activity shelter, restroom, a flexible lawn/play area allowing the park to have both active and passive recreation. He addressed the playground and explained that it was located where the current playground was located, but it had been enlarged and enhanced, allowing the existing equipment to be utilized. He referred to feedback desiring protection from the elements and reported that they had added seating along the edges of the vegetation. He commented that the Parks and Recreation Advisory Board asked that even more intense shade cover be provided. He noted that feedback also asked that the playground be inclusive. He referred to the shelter and stated it would be centrally located, overlooking the pond and near the playground. He referred to the turf area and explained that the area would need to be built up to provide a nicer quality turf area. He addressed the flexible play area and explained the area would allow for informal play and could host multiple types of smaller activities. He addressed the pathway network and outlined that they had tried to adapt the pathways from Option 3 into the preferred plan and explained that the pathways would be ADA accessible. He noted that benches had been placed at regular intervals along the circulation network. Councilor Scott commented that perhaps there were too many covered benches versus uncovered benches and discussion occurred. Mr. Hoornaert referred to the pond lookout and explained that the existing lookout would be retained, and the placement of the new lookout would be taken from Option 1. Mayor Rosener asked if any of the plans preserved existing trails to help cut down costs and Mr. Hoornaert replied that some of the existing trails could remain, but large portions of the existing trails were not accessible and would need to be fixed to be ADA accessible. He reported that the pond qualified as a wetland and therefore required a 50-foot planting buffer to be installed to Clean Water Services (CWS) standards. He stated that it would be necessary to remove the roughly 10 cottonwood trees around the pond as they were in declining condition. Mayor Rosener commented that removing all of the cottonwood trees at once would result in a large cosmetic change to the park and asked if it was possible to remove the trees as they became hazards instead. Mr. Hoornaert suggested that an arborist visit the site and complete a report on the health of the cottonwood trees. Councilor Giles asked that native trees and plants be planted when the cottonwood trees were taken down or vegetation was added. Mr. Hoornaert explained that the plan was to utilize a diverse array of native trees and plants throughout the park. Mr. Hoornaert provided an overview of the precedent imagery on pages 6-7 of the presentation. Mayor Rosener referred to the pathway and vegetation precedent imagery and asked how well the proposed pathway material and plants would hold up to wear and tear of heavy usage. Mr. Hoornaert referred to plantings and explained that they would be mindful to use non-toxic plants and plants that were heartier in nature. He provided an overview of the precedent imagery on pages 8-11 of the presentation. He outlined the cost estimate of \$3.3 million on page 12 of the presentation and explained that the figures were preliminary numbers. Mayor Rosener asked that staff draft a 5-year cost of ownership for the park that included the required 2-year maintenance costs for the CWS plantings. Councilor Giles asked that it also include a phased approach to adding certain features to the park and Mayor Rosener commented he preferred to complete the project all at once because it would only get more expensive as time went on. City Manager Sheldon commented that there were some “quick wins” for the park that could be done immediately thereby making the phased approach feasible. Councilor Standke referred to sun sails utilized at other parks and their impact on playground usage and asked if sun sails could be added to Murdock Park. Mayor Rosener referred to the structure precedent imagery and commented that it was important that the structure have eaves on both sides in order to protect the area from inclement weather. Mr. Hoornaert recapped that Council’s feedback would be incorporated into the Master Plan and shared at the open house on the 29th. Interim Public Works Director Sattler outlined that there was some grant funding that would become available in April that the city could pursue. Mayor Rosener asked that those funds be added to the city’s lobbying list. City Manager Sheldon stated that he expected a final plan to come to Council for approval in October or November.

5. ADJOURN

Mayor Rosener adjourned the work session at 6:05 pm and convened a URA Board of Directors work session. See URA Board meeting records. The City Council's regular session started after the URA work session.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Tim Rosener called the meeting to order at 7:10 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, HR Director Lydia McEvoy, Finance Director David Bodway, IT Director Brad Crawford, Economic Development Manager Bruce Coleman, City Engineer Jason Waters, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCIL PRESIDENT YOUNG TO APPROVE THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

- A. **Approval of August 6, 2024, City Council Meeting Minutes**
- B. **Resolution 2024-062, Appointing Cliff Taylor to the Sherwood Senior Advisory Board**
- C. **Resolution 2024-063, Authorizing the City Manager to sign a lease agreement with H F & Sons, LLC to operate Sesame Donuts**

MOTION: FROM COUNCILOR BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 7:0; ALL MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENT:

There were no citizen comments and Mayor Rosener addressed the next agenda item.

7. PRESENTATIONS:

A. Auditors Annual Update

Finance Director David Bodway introduced Dan Miley and explained that Mr. Miley was in charge of the city's audit engagement with Talbot, Korvola & Warwick. Mr. Miley explained that his firm was an independent

auditor. He reported that the city's audit was completed in April with an unmodified opinion. He explained that this meant that the city's financial statements were materially correct. He outlined the audit was completed in accordance with generally accepted auditing standards and governmental auditing standards. He reported that the city had implemented one new accounting standard for subscription-based IT arrangements, referred to as GASB (Governmental Accounting Standards Board) 97 and SaaS fees (software as a service) and provided a brief overview. He stated that this did not have any significant impacts to the URA since the city provided most of its services through the city. He stated that as a municipal auditor his firm was required to review Oregon minimum standards and reported that there had been several local budget law violations that mostly had to do with over expenditures. He reported that there were also some differences in the types of budget notices the city had used and explained that the type of notice used had to do with the type of budget amendment that was occurring. Mr. Miley reported that in the year ending on June 30, 2023, the city had expended \$4.5 million, with one major program accounting for \$4.4 million of that total and reported that the audit was completed with no findings. He provided an overview of several new accounting standards for fiscal year 2024 and fiscal year 2025. He reported that the city had implemented a new accounting standard. Councilor Giles asked Finance Director Bodway if he felt that he had the appropriate level of resources to manage the new changes. Mr. Bodway replied that he felt that the department was ready for the changes and explained that staff attended classes to educate themselves on the new standards as well as several other resources that were available to them. Mayor Rosener asked for more information on GASB 97, and Mr. Miley explained that before SaaS fees became popular, if someone bought a piece of software, it would be capitalized similar to any other capital asset. He explained that the Governmental Accounting Standards Board determined that this was similar to leases in that there was a contract to use a capital asset. He continued that this was a contract to use a piece of software and the GASB had determined that they were similar. Council President Young commented that she appreciated including a complete list of the city's software subscriptions in the audit report. Finance Director Bodway referred to Council's desire for a comprehensive contract database and explained staff was working towards this goal. He added that a materiality threshold would be utilized to determine if a contract/subscription qualified to be included in the database.

Mayor Rosener addressed the next agenda item.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon reported that August 23rd was the last Movies in the Park event. He reported that the YMCA would hold a community BBQ on August 22nd.

Police Chief Ty Hanlon reported on recent police activity which resulted in the confiscation of drugs and firearms and stated that the investigation was ongoing.

Councilor Standke referred to recent street paving and asked if there were any additional city projects occurring prior to school starting. City Manager Sheldon replied that the Meinecke roundabout would be paved on the evening of September 8th.

Council President Young referred to a Washington County project that would shut down Elwert Road and asked for more details. Mr. Sheldon reported that the county had wanted to complete their Roy Rogers project prior to starting the Elwert project, and the Roy Rogers project had experienced some delays. He reported that Elwert would be closed for three weeks when the project started. Mayor Rosener asked if the county was coordinating with the Tualatin-Sherwood Road project to try and keep traffic flowing as much as possible with the upcoming Elwert closure. Mr. Sheldon replied staff would look into it.

Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Council President Young reported that she attended the most recent Chamber of Commerce breakfast event where she met the new Sherwood School District Superintendent. She reported she was unable to attend the most recent Police Advisory Board meeting.

Councilor Mays referred to the new City Manager contract that had been adopted by Council at the August 6th City Council meeting and commented that he enthusiastically supported Craig Sheldon stepping into the role. He reported that he attended the Oregon Mayors Conference on Mayor Rosener's behalf. He reported that he attended the LOC board meeting and WCCCA meeting. He reported that he attended the most recent Cultural Arts Commission meeting where they discussed public art possibilities for the pedestrian bridge project.

Councilor Scott reported that school would begin prior to Labor Day this year and asked drivers to be mindful of their surroundings.

Councilor Standke reported that he attended the most recent Planning Commission meeting where they discussed food cart pods.

Councilor Giles reported that he attended the Washington County housing update on affordable housing. He reported on recent library events. He reported that the Library Advisory Board had not met. He spoke on student cross country opportunities at the middle school.

Mayor Rosener reported that he had met with the new Sherwood School District Superintendent. He reported that Senator Merkley had hosted a town hall event in Sherwood. He reported on a recent music festival held at Stella Olsen Park. He spoke on the Oregon Mayors Association "If I Were Mayor..." student contest.

Interim City Attorney Sebastian Tapia reported that the Oregon Supreme Court had denied the city's appeal regarding Climate Friendly and Equitable Communities mandates.

10. ADJOURN:

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

EXECUTIVE SESSION

1. CALL TO ORDER: Mayor Rosener called the meeting to order at 7:47 pm.

2. COUNCIL PRESENT: Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, Keith Mays, and Doug Scott.

3. STAFF PRESENT: Interim City Attorney Sebastian Tapia, City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, and IT Director Brad Crawford.

3. TOPICS:


A. ORS 192.660(2)(f), Exempt Public Records

4. ADJOURN:

Mayor Rosener adjourned the executive session at 8:41 pm.

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor