



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, July 15, 2025

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

5:45 pm City Council Work Session

7:00 pm City Council Regular Meeting

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



Home of the Tualatin River National Wildlife Refuge

5:45 PM CITY COUNCIL WORK SESSION

1. **Solid Waste Annual Review** (Kristen Switzer, Assistant City Manager)
2. **Review Housing Bills** (Eric Rutledge, Community Development Director)

7:00 PM REGULAR CITY COUNCIL SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Approval of June 17, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. **Approval of June 24, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - C. **Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission** (Chanda Hall, Art Center Manager)
 - D. **Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission** (Chanda Hall, Arts Center Manager)
 - E. **Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission** (Chanda Hall, Arts Center Manager)
 - F. **Resolution 2025-056, Authorizing the City Manager to Execute a Contract for Certified Arborist and Tree Services** (Rich Sattler, Interim Public Works Director)
 - G. **Resolution 2025-057, Appointment of Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee** (Joy Change, Project Manager)
 - H. **Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)
 - I. **Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)
 - J. **Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board** (Adrienne Doman Calkins, Library Manager)
6. **CITIZEN COMMENTS**
7. **PRESENTATIONS**
 - A. **Washington County Sheriff's Office Annual 2024 Update** (Sheriff Massey)

AGENDA

SHERWOOD CITY COUNCIL July 15, 2025

5:45 pm City Council Work Session

7:00 pm City Council Regular Session

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

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<https://www.youtube.com/user/CityofSherwood>

8. CITY MANAGER REPORT

9. COUNCIL ANNOUNCEMENTS

10. ADJOURN

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
June 17, 2025

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:33 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Doug Scott, Dan Standke, Keith Mays and Taylor Giles.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.
4. **TOPICS:**

A. Opioid Review Discussion

Finance Director David Bodway presented information (see record, exhibit A), and stated the information was coming before the council due to discussion at a recent Budget Committee meeting. David provided a brief recap of the history of a national lawsuit. He recapped what the funds could be used for and the funds received by the city to date, \$144,065. He stated approximately \$110,000 had been spent on the police department evidence van, and funds provided to the Mental Health Response Team (MHRT). He stated the city was required to report annually to the DOJ and to the law firms that represent the manufacturers. He stated that the city is expected to receive settlement funds for about the next 18 years and said that the funds would trickle in and fluctuate every year. Councilor Standke stated that there is another lawsuit pending with Purdue for over \$7 billion to be divided amongst the states. David stated the use of the funds were restrictive and explained on page 2 what the funds could be used for to include Narcan, planning coordination, prevention programs, support to people in treatment and recovery. He said there were many services the city does not offer and would need to implement a program to use the funds locally. He briefly recapped page 4 showing the funds received by other cities and noted that many have not used the funds. Council comments were received if the funds were based on population. David recapped page 5 showing examples of how some cities used the funds and Council discussion followed. He stated that the former City Manager decided to keep the funds in Sherwood but could have given them to the County. Councilor Scott stated that assuming the County has or created a program, the city could still contribute its funds to the County. David confirmed. Councilor Mays asked about the availability of Narcan and Chief Hanlon stated it was available at a local retailer and the city spends less than \$500 annually. David asked for Council feedback on how to spend the funds. Councilor Standke referred to a supplemental budget and requests for funds to pay for employee salaries and operations and said he was not in favor of that and would prefer to use the funds for non-operational needs, unless the funds went towards in-house city employees working within a program for this. He stated if the funds went to support the city's budget, he did not feel it was going towards the intended spirit. He said he would be in support of prevention and treatment and not police equipment used to

apprehend or arrest people. Council asked what the money was budgeted for in the 2025-26 budget and David replied it's was not budgeted for anything specific and the city would allocate the funds based on the Council's decision. David confirmed the total available funds were about \$35,000 and said a decision did not need to be made now. Councilor Standke stated that there was a 5-year period to allocate or spend it. He referenced the CEP Grant Program and suggested pooling the funds for a larger Sherwood community project or program. Councilor Giles stated he was also in favor of educational programs and prevention and asked staff if they were aware of any successful community implemented programs. Chief Hanlon replied he was not aware of any relevant programs and said the opioid crisis was fairly new to us and said the larger challenges were the danger behind the drugs and said the educational component would be how dangerous they were. He stated he was in favor of the educational component but the challenges for police officers was when they were out dealing with people who were not voluntarily seeking education. He referred to issues related to Measure 110. He referred to a deflection program and not having this ability in Sherwood's court system and said everything Sherwood does was through Washington County. He referred to educating people and a previous request for equipment for public service announcements and said it had been a challenge as we have a one-person studio and this coordination had been their biggest hurdle, but this is what he'd like to do. Chief Hanlon spoke of the request for equipment and the police officers having the greatest amount of public exposure to the drugs. He stated he was aware of the budget challenges and said it was difficult to dedicate a person and said the full cost of an officer was about \$170,000 annually. He informed the Council that he was supportive of sustaining the Mental Health Response Team (MHRT) and spoke of its success. He commented regarding the nexus of mental health and drug use. Councilor Giles commented regarding education and not knowing the various drugs that were out there. Councilor Brouse commented regarding a program that she was familiar with and educating school age students, 4th through 8th grade, and stated she was supportive of the MHRT program and suggested investing in another School Resource Officer (SRO) to educate this age group on the hazards and dangers of opioids and asked if there was a reserve officer that could do this. She spoke of focusing on a community campaign to educate this age group. Councilor Scott asked if this age group was the entry point and Council discussion followed. Chief Hanlon replied he wasn't sure what the age group was, but that social media was their biggest enemy in this. Chief Hanlon advocated for education and marketing and suggested getting a firm to assist with PSAs. Chief Hanlon stated that the police department was on all social media platforms. Council President Young stated that she was in support of marketing and bringing in someone, but her concern was starting a new program and continuing it with the funding coming to an end. She commented that staff can't be taken away from their patrol work and this also being a high priority. She said she liked the idea of a reserve officer or a retired part-time officer. Mayor Rosener commented that the city gets approximately \$30,000 annually and discussion followed regarding the cost of personnel. Councilor Scott spoke of obtaining marketing content from other police departments. Discussion followed regarding working collaboratively with other agencies. Councilor Giles commented regarding creating content and selling it. He spoke of the drug issue at the state level and asked regarding the level of issues in Sherwood. Chief Hanlon replied and provided recent data and said it is here in Sherwood and their goal was to keep it at a minimum and to stay in front of it. He spoke of the various drugs and said fentanyl was their biggest concern as it was killing first responders who came into contact. Councilor Brouse asked, and discussion followed if the Washington County Family Justice Center was a viable option for the funds and if they met the criteria. Council President Young stated she would not be opposed to putting the funds towards programs that were working and also serviced Sherwood versus creating a program that was not sustainable. Discussion followed. Councilor Brouse and Mayor Rosener added that they loved the PSA idea. Mayor Rosener added that for \$30,000 we could hire someone to work on PSAs. Council discussion followed. Councilor Standke was asked regarding the allocation of the funds to the state and he said 55% of what comes into the state goes to cities and for the remaining 45% there was an established board that managed that. Councilor Standke stated that another option would be to partner

with the Sherwood School District to help fund evidence-based education and spoke of the success that other school districts have had. Discussion followed. Mayor Rosener commented on an opportunity with the Sherwood Youth Advisory Board to develop PSAs. Finance Director Bodway informed the Council that the state was receiving \$600 million, and they keep 45% and 55% goes to local jurisdictions. Councilor Mays stated he was flexible with what the city does and was supportive of banking the funds for another year and supports the idea of the Family Justice Center. Councilor Scott added that he would like to know what types of programs they had that were opioid based before allocating funds. Councilor Giles stated he was in support of giving \$10,000 to the Youth Advisory Board to create messaging. Mayor Rosener spoke of the Family Justice Center and the effects on youth related to homelessness and helping with prevention. Councilor Young suggested that if the Family Justice Center qualified, providing them with a small amount and banking some of the funds while researching established school programs and supporting media marketing. Discussion followed and David added that staff would come back with more information. Council discussion followed regarding the MHRT program and Chief Hanlon provided the Council with an update. Mayor Rosener spoke of the SHS funds and programs. Council discussion followed regarding the information they needed to move forward with the various suggestions. David confirmed he would look into the Family Justice Center, and Council discussed the Youth Advisory Board and their role of not doing social media but developing a plan of action if this was something they were passionate about, being in favor of the Board creating content for Sherwood youth, not being in favor of the Board being in front of a camera. Discussion followed regarding the Youth Advisory Board determining what they wanted to work on versus being told what to work on. City Manager Sheldon recapped that staff would check with the Family Justice Center, do some research on PSAs including costs and come back to the Council.

B. Police Advisory Board Update

Police Chief Hanlon introduced Police Advisory Board member Chris West. Chief Hanlon presented information (see record, Exhibit B) and said they had been talking about long-term sustainability within public safety at the city, its funding and what the options were. He said with our current budget this was a good time to talk about options. He said this information was recently presented to the Sherwood Police Advisory Board and they voted to bring the information to the Council. Chief Hanlon explained that the Council was provided with a list of cities (Exhibit B) that either had a fee or a levy that supported public safety. He stated some of them were connected to fire services, public works or were standalone police. He stated he and the Police Advisory Board agreed that a fee structure would be best, something tied to the city's water meters. Chief Hanlon explained the fee options on page 3 noting that \$12.50 would bring in approximately \$1.08 million per year and \$14.50 would bring in \$1.28 million. He stated 38% of the Police department funding was from the city's general fund and through this year's budget meetings it showed that costs were increasing, and revenues were down. He stated technology will continue to rise and this was the biggest law enforcement challenge they faced. He reminded the Council that there were three labor associations within the city with ongoing negotiations. Chief Hanlon stated the number of residential water meter accounts was 7256 which included EDUs. He stated commercial accounts were not included and they were working on that. Mayor Rosener replied this was important as a lot of police calls were for commercial locations. City Manager Sheldon added that there were a few different options for commercial accounts and stated they could have a flat fee for suites, could be based off water meter or based off ESUs, or trips. He added that we would need to ensure this could be done with the city's billing system. Chief Hanlon added that the number of meters would continue to grow, and this provided a platform to build on, including within Sherwood West. He explained that \$1.8 and \$1.2 million was roughly 7-8 officers, with average annually salaries of \$167,000 and \$250,000 for supervisors. We stated costs for materials and services and personnel can't be ignored and need to be sustained. He said these proposals were sustaining our level of service and not adding additional

personnel. He spoke of the timing to present fee information to the public and spoke of election timelines, voter turnout requirements, and charter restrictions. He spoke of prioritizing needs and identifying the type of service we want in Sherwood. Mayor Rosener asked about the funding model on the proposed fix rate staff presented and stated with property tax we will get at least a 3% increase per year and said with this model the only thing you get is growth and asked how other cities were dealing with this, was there a strategy as there is not a CPI. Chief Hanlon replied he was not sure and said he believed Sherwood was unique because we had the ability to raise the fee, whether or not it coincided with inflation. He stated with a levy, it's raised every five years to be able to catch up or get ahead. Councilor Standke asked if language could be added that it's adjusted to the CPI, and Councilor Mays replied we could. Council commented regarding establishing a fund, and it earning interest over time.

Chris West spoke and said he'd been on the Police Advisory Board since its inception along with two other members and for the past 10 plus years, every time a staffing study was conducted, they along with the former Police Chief talked about having to do this. He stated they spoke of the Sherwood West project and the lack of funds coming from that versus the services that would be needed for that area. He stated the good news is the city did not have to do this and had been providing the level of service the citizens loved in regard to public safety and said now this was the expectation. He said when the Police Advisory Board spoke about this, they believed it should be about maintaining and sustaining the current level of services. He said they spoke about apartment complexes and how they needed to contribute. He said they spoke about fees, levies, bonds, and to them a fee made the most sense because of the ability to increase it. He said this was unanimous amongst the Board members attending the meeting. Council President Young asked Mr. West to explain his day job and asked what it would take to have a successful campaign, education wise and timing wise. Mr. West explained that he had a consulting firm that did government and public affairs and stated the company was currently his, but it was previously PacWest Communications. He said they had been involved in over 300 campaigns and elections, including the bond and levy for the Sherwood School District. He suggested the city do some polling and explained his reasons for believing a November 2025 ballot did not make sense. He explained summertime polling was a bad idea due to the results and the Council would need to decide by August to refer this to the November ballot. He said there were two parallel paths: what the city could do in terms of education and said the police department needed to start talking about what they were doing and their challenges. He added that education is communicating with the voters about the services they received and referred to Crime Chronicles and driving this back up as it was critical for the police department to get in front of the citizens. He said the city could start talking about the budget challenges and the impacts to sustain public safety service. He stated when polling you don't talk about "police" you talk about "public safety". He said the city could do a mailer in October and spoke of the number of voters reached, about 4000, at a cost of approximately \$3500. Councilor Scott interjected and stated that the discussion was about how this would be done, and the Council had not yet decided if it would be done. Mr. West added that the other piece would be to have a Sherwood Police Safety Political Action Committee raise money for mailers and social media. He said this is how it could be done if the Council choose to refer to the November ballot.

Councilor Scott spoke and said let's assume we don't do this, and in two years our next budget had shortfalls and cuts to personnel were needed, how many would be police officers? City Manager Sheldon said he can't promise, but the city would have to look at the police department this time around, or we would need to look into closing community services as there would not be staff to keep these facilities open. He spoke of reductions in this year's budget process to the Field House and Library and said we'd be looking at these areas, parks and police. Mayor Rosener added that cutting the Field House and Arts Center means reductions in revenues. Councilor Scott stated he would not vote for reductions of sworn officers and would

consider everything else in the city before cutting officers. He stated this felt like a money changing exercise and not passing this to fund police but passing it to fund other services. He said if we go to the voters asking for funds, we should be asking for money to fund the things we are looking to fund and that would not be police. Councilor Giles commented that reductions may be to services and not necessarily to personnel. He spoke of possibly needing to outsource services. He commented that shutting everything down except the police department was not practical. Council discussion followed and Mayor Rosener commented that even with a levy, a significant portion comes from the general fund and future Councils could have different priorities. He stated he was in favor, but timing, public education and polling were important. Councilor Scott stated he was in favor of a general services levy or fee for the city and asking the voters if it was correctly positioned in an honest manner, versus general services which would cover police, library, and community services. Mayor Rosener added that this was currently happening in the county with the library levy. Discussion followed. Chief Hanlon commented and reminded that the police department does not function without IT, public works, HR, legal and finance and they were all an intricate part of the police department. He stated public safety included all these components. Councilor Mays commented that if the city experienced future shortfall in revenues, he would look at reductions everywhere including the police department. Councilor Scott added that he was in favor as long as it was not called public services. Councilor Mays added that Forest Grove called theirs a general service levy. Mayor Rosener commented regarding being in favor of integrity and honesty and Mr. West reminded the Council to use the term public safety and not police. Councilor Mays added that maintaining public parks, roads and sidewalks were forms of public safety, and having staff in the library to watch over things is also public safety. Council discussion followed regarding this being part of educating the public, and marketing and utilizing a flyer and social media. Councilor Giles commented that he would be in favor and referred to the \$14.50 fee and Councilor Scott added that he agreed with the higher fee. Council comments were received regarding the current tax rate in the city and any additional revenue received funding the general fund. Finance Director Bodway added that increases in revenue would not be to necessarily add new staff it would be to maintain current operations. Council President Young added that with city growth and maintaining levels of service, this might include adding personnel. The Council discussed timing of a November 2025 ballot and spoke of the other local levies on the ballot and what's currently occurring in Salem and the effects on voters. Mr. West stated that a fee of \$14.50 would cost a Sherwood resident \$174 annually for maintaining anything within the city. Discussion followed regarding the timing and if waiting for November 2026 would allow time for polling and education. Council discussion followed regarding a city charter amendment and Councilor Mays added that the city could do a charter amendment in May for a fee. Discussion followed regarding the potential of a failed election and going back out at a subsequent election. Councilor Mays commented that he was not necessarily in favor of a fee and in the city the public was very pro public safety and wanted good amenities and a safe community and this worked in the city's favor even though we had not done recent polling. Mr. West suggested that the Council not do education too early so that people remember what they were voting for. Council discussed the timing and value of a charter amendment. Mr. West added that fees get a bad name versus a levy and explained. Mayor Rosener asked for information before the next council meeting regarding costs and what would need to be done regarding polling and education on a fee and on a levy and discussion followed. Councilor Mays added that a negative aspect of a fee is that it's after-tax money for a homeowner and a levy is on your property tax bill with pre-tax money. Discussion followed.

5. ADJOURN:

REGULAR SESSION

1. CALL TO ORDER: Mayor 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, Doug Scott, Dan Standke and Keith Mays.

3. STAFF PRESENT: City Manager Craig Sheldon, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Police Chief Ty Hanlon, Interim Public Works Director Rich Sattler, Finance Director David Bodway, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

Mayor Rosener addressed approval of the agenda and the following motion was received to amend the agenda.

MOTION TO AMEND: FROM COUNCIL PRESIDENT YOUNG TO AMEND THE AGENDA BY REMOVING ITEM 10, EXECUTIVE SESSION. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

MOTION TO ADOPT: FROM COUNCILOR MAYS TO ADOPT THE AMENDED AGENDA. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

Mayor Rosener addressed the next agenda item and asked for a motion.

5. CONSENT AGENDA:

- A. Approval of June 3, 2025 City Council Meeting Minutes**
- B. Resolution 2025-040, Authorizing a Loan from the Special Public Works Fund for the construction of Ice Age Drive**
- C. Resolution 2025-041, Authorizing the City Manager to Execute a Construction Contract for the Sunset-Timbrel Crosswalk Safety Project**
- D. Resolution 2025-042, Reappointing Tyler Barns to the Sherwood Planning Commission**
- E. Resolution 2025-043, Reappointing Daniel Bantz to the Sherwood Planning Commission**
- F. Resolution 2025-044, Reappointing Jean Simson to the Sherwood Planning Commission**
- G. Resolution 2025-045, Reappointing Justin Kai to the Sherwood Planning Commission**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received, and the mayor addressed the next agenda item.

7. CITY MANAGER REPORT:

City Manager Craig Sheldon reminded of the 33rd Annual Cruisin' Car Show and block party this coming weekend. He stated that city offices would be closed for the Juneteenth holiday. He stated in regard to the

resolution listed under the consent agenda for the Sunset-Timbrel Crosswalk Safety Project, that the traffic control unit was approximately 20-25 weeks out and the installation schedule was delayed and would not be installed before the next school year. Councilor Standke asked for the timeline of street striping in the Brookman area and Craig indicated he would check with Washington County as this was a county project.

8. COUNCIL ANNOUNCEMENTS:

Councilor Scott commented on the reappointments to the Sherwood planning commission and stated it's a commission that benefits greatly from experienced members. He expressed his appreciation for the work and tenure of the reappointed members.

Councilor Giles reported that the next planning commission meeting was next Tuesday.

Councilor Standke reported that the Sherwood School Board had not met since the last Council meeting nor had the Library Advisory Board. He informed of library events to include the Summer Reading Program for adults and children and recapped an upcoming library event at Cannery Square. He stated the Sherwood Library will have reduced operating hours effective June 30th.

Councilor Mays reported on the Cultural Arts Commission meeting and upcoming events and spoke about how busy the Arts Center was. He mentioned there was an increase in Center fees. He reported on the Oregon Street round-about art and timeline for installation and stated they were working with the County on indemnification of potential art damage. He reported on the diversity of the commission with new members, spoke of the renaming of the Arts Center main hall and newly installed signage, and spoke of the art medallions on the pedestrian bridge.

Councilor Brouse reported she attended the recent Pride Festival event and praised the event coordinators. She reported on her attendance at a Water Consortium Board meeting and her being elected as the chair and reported on the Board's meeting. She mentioned Cruisin' was looking for volunteers.

Council President Young reported on a recent CDBG (Community Development Block Grant) meeting and changes to their bylaws to include a change in their name, now called the Community Development Policy Advisory Board and informed she was elected as board chair. She expressed her appreciation to Senator Courtney Neron for her advocacy for Senate Bill 916.

Mayor Rosener echoed the comments regarding Senator Neron and commented regarding other topics receiving her support. He stated Sherwood had a new representative who was appointed to replace Neron, Rikki Smith and mentioned his meetings with her. He spoke of the Pride Festival and praised the event coordinators. He reported that he and Councilor Scott would be leaving for space camp and would be attending the next council meeting remotely.

With no other Council business, Mayor Rosener adjourned the meeting at 7:27 pm.

9. ADJOURN:

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
June 24, 2025

SPECIAL CITY COUNCIL MEETING

1. **CALL TO ORDER:** Council President Kim Young called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Mayor Tim Rosener (remote), Councilor Doug Scott (remote). Councilors Dan Standke and Renee Brouse were absent.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA

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

MOTION: FROM MAYOR ROSENER TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

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

5. CONSENT AGENDA

- A. Resolution 2025-046, Approving the City Investment Policy and Authorizing Investments
- B. Resolution 2025-047, Certifying the Provision of Certain Municipal Services in Order to Qualify the City to Receive State Revenues
- C. Resolution 2025-048, Updating the City's Minimum Capitalization Threshold for Capital Assets

MOTION: FROM COUNCILOR MAYS TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILOR STANDKES AND BROUSE WERE ABSENT.

6. CITIZEN COMMENTS

No comments were received. Council President Young addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARINGS

A. Resolution 2025-049, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations

Finance Director David Bodway presented the staff report and stated the purpose of the supplemental budget was to fund a property purchase identified by the city for a future park in Sherwood West. He said the decision was to use Park SDC funds which were accounted for in the general construction fund. He stated that park SDCs are restricted funds and this purchase was eligible. Mayor Rosener added that the funds were restricted and cannot be used in the city's general fund. With no other comments or questions from the Council, Council President Young opened the public hearing. With no public comments received, the public hearing was closed. The following motion was stated:

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-049 ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS, SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

B. Resolution 2025-050, Declaring the City's Election to Receive State Shared Revenues

Finance Director David Bodway recapped the staff report and stated the State of Oregon shares certain revenues with municipalities that choose to accept them, and the resolution listed under tonight's consent agenda was one of those steps in order to qualify for state shared revenue. He stated additionally, the city was required to hold one public hearing during the budget committee meeting which was held on May 29th and is required to hold a public hearing at the Council level. He stated that the funds go into two areas, the general fund and into operations and those are in the street operations fund. With no council questions or comments, Council President Young opened the public hearing. With no public comments received, the public hearing was closed, and the following motion was stated:

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-050, DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

C. Resolution 2025-051, Adopting a Schedule of Fees as authorized by the City Zoning and Community Development Code, establishing fees for miscellaneous city services and establishing an effective date

Finance Director Bodway presented the staff report and stated during the budget process the city reviews annually all fees and updates them. He stated the fee changes fall into three categories; the 2% increase as previously approved via Resolution 2017-008, and stated this was the increase even though the CPI index was 3.76%. The second was 6.43% increase previously approved via Resolution 2018-049 for SDC and TDP, and there were miscellaneous other fees and minor changes. David recapped some of the changes which were also noted in the staff report. Councilor Giles confirmed that events previously or currently scheduled at the Arts Center or Field House would not be affected by the increased fees. Staff confirmed.

Council President Young asked regarding effective dates of increased fees at the Senior Center, effective July 1st and January 1, 2026. Kristen Switzer explained this was mainly for monthly rentals and these were for nonprofits that use the facility. She stated the fee was currently \$50 and there would be a substantial increase and staff wanted to provide the groups with time to prepare for the increased fees therefore staggering the increases. With no other Council questions or comments, Councilor President Young opened the public hearing. With no public comments received, the public hearing was closed and the following motion was stated:

MOTION: FROM COUNCILOR GILES TO ADOPT RESOLUTION 2025-051, ADOPTING A SCHEDULE OF FEES AS AUTHORIZED BY THE CITY ZONING AND COMMUNITY DEVELOPMENT CODE, ESTABLISHING FEES FOR MISCELLANEOUS CITY SERVICES AND ESTABLISHING AN EFFECTIVE DATE. SECONDED BY COUNCILOR MAYS. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young addressed the next agenda item and asked for the staff report.

D. Resolution 2025-052, Adopting the Biennial Year 2025-27 budget of the City of Sherwood for the biennial budget period July 1, 2025 - June 30, 2027, making appropriations, imposing and categorizing taxes, and authorizing the City Manager to take such action necessary to carry out the adopted budget

Finance Director Bodway presented the staff report and stated on May 22, 2025 the city's budget committee received the budget message and on June 5, 2025 they approved the proposed budget. Mr. Bodway stated all budget laws were followed including public noticing and said the final step in the budget process was for the City Council to hold a public hearing per ORS 294.453 and adopt the budget. He noted that changes discussed during the budget committee meetings were reflected in this budget. Mr. Bodway offered to answer council questions. Council President Young commented that this was one of the more robust budget committee sessions with a lot of good questions that expanded over three meetings. She mentioned there were many questions regarding personnel layoffs with budget committee members trying to understand the city's processes and budget and touching on the 5-year forecast. She thanked staff for their work on the first city biennial budget. Councilor Giles stated going through this budget process opened his eyes to look at other sources of revenue and referred to photo redlight cameras and decreases in building and making sure we have more of a buffer. He stated that he appreciated staff and their work. He spoke of revenue shortfalls and the effects to personnel and commented regarding addressing issues in their next planning sessions and stabilizing the city. Mayor Rosener commented regarding photo redlight and not counting on this revenue to fund city operations. He said there were a lot of outside pressures impacting the city's budget, and the state PERS system continues to grow at an unacceptable rate, and construction costs continue to grow. He stated the state continues to place unfunded mandates on cities. He said in addition to looking for additional revenue sources, we need to talk to our state legislature. Council President Young added that it appeared that found revenues were more for one-time expenses and our issues were operational. With no other council comments or questions, Council President Young opened the public hearing. With no public comments received the public hearing was closed and the following motion was stated:

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2025-052, ADOPTING THE BIENNIAL YEAR 2025-27 BUDGET OF THE CITY OF SHERWOOD FOR THE BIENNIAL BUDGET PERIOD JULY 1, 2025 - JUNE 30, 2027, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET. SECONDED BY COUNCILOR GILES. MOTION PASSED 5:0 ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS STANDKE AND BROUSE WERE ABSENT.

Council President Young adjourned the meeting at 6:21 pm and convened a URA Board of Directors meeting.

8. ADJOURN

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Chanda Hall, Arts Center Manager
Through: Kristen Switzer, Assistant City Manager

SUBJECT: Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission

Issue:

Should the City Council reappoint Casey Chen to the Sherwood Cultural Arts Commission?

Background:

Casey Chen has been serving in Position 9 on the Cultural Arts Commission and has chaired the Lunar New Year Festival the past few years. The term of this position expired June 30, 2025 and Casey would like to be considered for reappointment.

City Council Liaison to the Commission Keith Mays, and Arts Center Manager Chanda Hall unanimously recommend the reappointment of Casey Chen. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of the 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 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission.



RESOLUTION 2025-053

REAPPOINTING CASEY CHEN TO THE SHERWOOD CULTURAL ARTS COMMISSION

WHEREAS, Casey Chen recently held Position 9 on the Cultural Arts Commission; and

WHEREAS, the term of this position expired on June 30, 2025 and she is seeking reappointment; and

WHEREAS, the Mayor has recommended to the City Council that Casey Chen be reappointed; 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 reappoints Casey Chen to Position 9 of the Sherwood Cultural Arts Commission for a term expiring at the end of June 2028.

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

Duly passed by the City Council this 15th day of July, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Chanda Hall, Arts Center Manager
Through: Kristen Switzer, Assistant City Manager

SUBJECT: Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission

Issue:

Should the City Council reappoint Estela Schaeffer to the Sherwood Cultural Arts Commission?

Background:

Estela Schaeffer has been serving in Position 2 on the Cultural Arts Commission and the term of this position expired at the end of June 2025. She has been a tremendous asset to the Commission, and she would like to be considered for reappointment.

City Council Liaison to the Arts Commission, Keith Mays, and Arts Center Manager Chanda Hall unanimously recommend the reappointment of Estela Schaeffer. The Mayor has recommended this reappointment to Council. In accordance with City Council Rules of Procedure, all such appointments are subject to the approval of the 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 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission.



RESOLUTION 2025-054

REAPPOINTING ESTELA SCHAEFFER TO THE SHERWOOD CULTURAL ARTS COMMISSION

WHEREAS, Estela Schaeffer recently held Position 2 on the Cultural Arts Commission; and

WHEREAS, the term of this position expired on June 30, 2025 and she is seeking reappointment; and

WHEREAS, the Mayor has recommended to City Council that Estela Schaeffer be reappointed; 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 reappoints Estela Schaeffer to Position 2 of the Sherwood Cultural Arts Commission for a term expiring at the end of June 2028.

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

Duly passed by the City Council this 15th day of July, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Chanda Hall, Arts Center Manager
Through: Kristen Switzer, Assistant City Manager

SUBJECT: Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission

Issue:

Should the City Council reappoint Jennifer Casler to the Sherwood Cultural Arts Commission?

Background:

Jennifer Casler has been serving in Position 4 on the Cultural Arts Commission and is currently serving as Chair. The term of this position expired June 30, 2025 and she would like to be considered for reappointment, and her leadership has been very valuable to the Commission.

City Council Liaison to the Arts Commission Keith Mays, and Arts Center Manager Chanda Hall unanimously recommend the reappointment of Jennifer Casler. The Mayor has recommended this reappointment to the City 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 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission.



RESOLUTION 2025-055

REAPPOINTING JENNIFER CASLER TO THE SHERWOOD CULTURAL ARTS COMMISSION

WHEREAS, Jennifer Casler recently held Position 4 on the Cultural Arts Commission; and

WHEREAS, the term of this position expired on June 30, 2025 and she is seeking reappointment; and

WHEREAS, the Mayor has recommended to City Council that Jennifer Casler be reappointed; 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 reappoints Jennifer Casler to Position 4 of the Sherwood Cultural Arts Commission for a term expiring at the end of June 2028.

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

Duly passed by the City Council this 15th day of July, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Rich Sattler, Interim Public Works Director

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

SUBJECT: Resolution 2025-056, Authorizing the City Manager to enter into a Contract for Certified Arborist and Tree Services

Issue: Should City Council authorize the City Manager to renew the contract for Certified Arborist and Tree Services?

Background: On May 25, 2022 the City issues a Request for Proposal (RFP) for Certified Arborist and Tree Services. The city received two proposals. One proposal was deemed incomplete. The city selected Halstead's Arboriculture Consultants, Inc. as the Contractor to perform arborist and tree services for the city.

This contract includes consultation and tree services for programs throughout the city including the Tree Trimming Program, Sidewalk Program, maintenance in parks and open spaces as well as emergency tree assessment and removal. This contract is renewable for up to five (5) years pending yearly budget approval.

Subsequent contracts were below the threshold for approval by City Council. This year we have increased the budget in our Storm Department for tree maintenance and storm response (downed and/or damaged trees) and this contract requires Council approval. The contract amount is \$155,000 with 20% contingency.

Financials: These programs along with the maintenance and emergency work are included in the proposed 2025-2027 budget. There are no additional financial impacts as a result of the approval of this resolution.

Recommendation: Staff respectfully requests City Council adoption of Resolution 2025-056, Authorizing the City Manager to enter into a contract for Certified Arborist and Tree Services.



RESOLUTION 2025-056

**AUTHORIZING CITY MANAGER TO ENTER INTO A CONTRACT FOR
CERTIFIED ARBORIST AND TREE SERVICES**

WHEREAS, the City has a responsibility to maintain the City's infrastructure; and

WHEREAS, the City issued a Request for Proposal in May 2022 for Certified Arborist and Tree Services and entered into a contract with Halstead's Arboriculture Consultants, Inc.; and

WHEREAS, this contract is renewable for up to five (5) years pending yearly budget approval; and

WHEREAS, additions to the scope of work have increased the contract amount which necessitates Council approval.

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

Section 1. The City Manager is hereby authorized to sign a one year contract with Halstead's Arboriculture Consultants Inc. for certified arborist and tree services in a total annual base amount of \$155,000, to execute amendments as needed up to a maximum annual contingency of 20%. This is the third amendment of the original contract. The contract may be amended for one additional year.

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

Duly passed by the City Council this 15th day of July, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Agenda Item: Consent Agenda

TO: Sherwood City Council

FROM: Joy Chang, TSP Update Project Manager

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

SUBJECT: Resolution 2025-057, Appointing Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee

Issue:

Shall City Council approve appointing Clifton W. Taylor, the Senior Advisory Board representative to the Transportation System Plan Update Citizen Advisory Committee?

Background:

On May 6, 2025, the City Council adopted Resolution 2025-025, establishing both a Citizen Advisory Committee (CAC) and a Technical Advisory Committee (TAC) to support the development of the City of Sherwood's Transportation System Plan (TSP) Update.

The purpose of the CAC is to provide broad-based community input on transportation needs, priorities, and policies. The committee was designed to ensure representation from a diverse range of community interests, including residents of different neighborhoods, transit users, business stakeholders, and seniors.

To ensure that the perspectives of Sherwood's older adult population are included, staff recommended a representative from the Senior Advisory Board to serve on the CAC.

Mr. Taylor's background and experience serving the senior community, as well as his knowledge of local transportation challenges facing older adults, make him a strong candidate for this role.

As a CAC member, Mr. Taylor will serve in a volunteer capacity for the duration of the TSP Update process. He will be expected to attend meetings, review draft materials, and provide input that reflects the needs and perspectives of Sherwood's older adult residents.

This appointment aligns with the City's goal of ensuring broad and inclusive community participation in the Transportation System Plan Update.

Financial Impacts:

There are no additional financial impacts as a result of approval of this resolution. Mr. Taylor will serve as a volunteer, and staff support for the CAC is included in the existing TSP Update project budget.

Recommendation:

Staff respectfully recommends City Council adoption Resolution 2025-057, appointing Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee.



RESOLUTION 2025-057

APPOINTING CLIFTON W. TAYLOR AS THE SENIOR ADVISORY BOARD REPRESENTATIVE TO THE TRANSPORTATION SYSTEM PLAN UPDATE CITIZEN ADVISORY COMMITTEE

WHEREAS, the City Council adopted Resolution No. 2025-025 on May 6, 2025, establishing a Citizen Advisory Committee (CAC) and a Technical Advisory Committee (TAC) to assist in the development of the City's Transportation System Plan (TSP) Update; and

WHEREAS, the CAC was created to ensure broad community representation and to provide input on transportation needs, priorities, and strategies from a diverse cross-section of the community, including seniors and older adult residents; and

WHEREAS, the City Council seeks to appoint a representative from the Senior Advisory Board to the CAC to ensure that the perspectives and needs of older adults in the community are reflected in the TSP Update process; and

WHEREAS, the Senior Advisory Board has recommended Clifton W. Taylor to serve as their representative on the Citizen Advisory Committee.

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

Section 1. The City Council hereby appoints Clifton W. Taylor as the Senior Advisory Board representative to the Transportation System Plan Update Citizen Advisory Committee (CAC), as reflected in the attached Exhibit A.

Section 2. Mr. Taylor shall serve on the CAC in a volunteer capacity for the duration of the TSP Update process, providing input, attending meetings, and representing the perspectives and interests of older adults in the community.

Section 3. This Resolution shall become effective immediately upon its adoption.

Duly passed by the City Council this 15th day of July, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Exhibit A

Citizen Advisory Committee Transportation System Plan Update	
Participants	Name
City resident at large	Alexander Whitaker
City resident at large	Lisa Patterson
City resident at large	James Booker
City resident at large	Shauna ONeil
Sherwood West resident at large	Hella Betts
Sherwood School District	Brady Strutz
Sherwood Traffic Safety Board	Jason Wuertz
Sherwood Planning Commissioner	Tyler Barnes
Sherwood City Councilor	Keith Mays
Sherwood Mayor	Tim Rosener (Alternate)
Sherwood Youth Advisory Board	To Be Determined (TBD)
Sherwood Senior Advisory Board	Clifton Taylor

TAC Roster Transportation System Plan	
Agency	Name
Sherwood Engineering	Jason Waters
Sherwood Public Works	Rich Sattler
Sherwood Community Services	Kristen Switzer
Sherwood Planning	Sean Conrad
Sherwood Police Department	Kris Asla
Washington County Land Use/Transportation	CJ Doxsee
Clackamas County	Jeff Owen
ODOT, Region 1	Glen Bolen / Melissa Gonzales-Gabriel
ODOT, Region 2	Brandon Williams
Tualatin Valley Fire & Rescue (TVF&R)	Jason Arn
City of Tualatin Representative	Steve Koper
City of Tigard Representative	Tiffany Genrke
City of King City representatives	Mike Weston / Max Carter
Department of Land Conservation and Development	Laura Kelley
Tri-Met	Alex Page
Metro	André Lightsey-Walker
Portland & Western Railroad	TBD

TO: Sherwood City Council

FROM: Adrienne Doman Calkins, Library Manager

Through: Kristen Switzer, Assistant City Manager

SUBJECT: Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board

Issue:

Should the City Council appoint Annalise Ellis to the Sherwood Library Advisory Board?

Background:

The high school student representative position (position 8) for the Library Advisory Board is vacant due to a term expiration. The City and Library have advertised and received one application for this position. Annalise Ellis submitted an application for consideration of appointment.

The City Councilor Liaison to the board Dan Stanke, Library Manager Adrienne Doman Calkins, and Chair Sean Garland interviewed the applicant and recommended to Mayor Rosener that Annalise Ellis should be appointed to fill position 8 on the Library Advisory Board, with the term expiration of June 2027, set to match high school graduation. 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 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board.



RESOLUTION 2025-058

APPOINTING ANNALISE ELLIS TO THE SHERWOOD LIBRARY ADVISORY BOARD

WHEREAS, a vacancy exists for the high school student representative on the Library Advisory Board due to a position expiring; and

WHEREAS, the term of office for this vacancy is through June 2027; and

WHEREAS, the City advertised the vacancy on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

WHEREAS, Annalise Ellis applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all of the applicants and recommended to the Mayor that Annalise Ellis be appointed to fill the vacancy; 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 Annalise Ellis to position 8 of the Sherwood Library Advisory Board for a term expiring at the end of June 2027.

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

Duly passed by the City Council this 15th day of July 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Adrienne Doman Calkins, Library Manager

Through: Kristen Switzer, Assistant City Manager

SUBJECT: Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board

Issue:

Should the City Council appoint Colleen Carroll to the Sherwood Library Advisory Board?

Background:

A vacancy exists for Position 2 on the Library Advisory Board due to a recent term expiration after the previous incumbent served two terms. The City and Library advertised and received three applications.

The Council Liaison to the board Dan Standke, Library Manager Adrienne Doman Calkins, and Chair Sean Garland interviewed all applicants and recommended to Mayor Rosener that Colleen Carroll should be appointed to fill position 2 on the Library Advisory Board, with the term expiration at the end of June, 2029. Library Advisory Board member terms are for four years, per the municipal code and ORS 357.465. 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 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board.



RESOLUTION 2025-059

APPOINTING COLLEEN CARROLL TO THE SHERWOOD LIBRARY ADVISORY BOARD

WHEREAS, a vacancy exists on the Library Advisory Board due to a term expiring; and

WHEREAS, the term of office for this position expires June 30, 2029, and

WHEREAS, the City advertised the vacancy on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

WHEREAS, Colleen Carroll applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all applicants and recommended to the Mayor that Colleen Carroll be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to City Council that Colleen Carroll 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 Colleen Carroll to position 2 of the Sherwood Library Advisory Board for a term expiring at the end of June 2029.

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

Duly passed by the City Council this 15th day of July 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Adrienne Doman Calkins, Library Manager
Through: Kristen Switzer, Assistant City Manager

SUBJECT: Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board

Issue:

Should the City Council appoint Tracey Enright to the Sherwood Library Advisory Board?

Background:

A vacancy to fill a partial term exists for Position 5 on the Library Advisory Board due to the previous incumbent resigning. The City and Library advertised open positions and received three applications.

The Council Liaison to the board Dan Standke, Library Manager Adrienne Doman Calkins, and Chair Sean Garland interviewed all applicants and recommended to Mayor Rosener that Tracey Enright should be appointed to fill position 5 on the Library Advisory Board, with the expiration for the partial term at the end of June, 2028. Library Advisory Board member terms are for four years, per the municipal code and ORS 357.465. 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 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board.



RESOLUTION 2025-060

APPOINTING TRACEY ENRIGHT TO THE SHERWOOD LIBRARY ADVISORY BOARD

WHEREAS, a vacancy to fill a partial term exists on the Library Advisory Board; and

WHEREAS, the term of office for this position expires June 30, 2028, and

WHEREAS, the City advertised openings on the City website, Sherwood Public Library website, social media, print publications, and onsite at the Library; and

WHEREAS, Tracey Enright applied to be appointed and was interviewed by the interview panel; and

WHEREAS, the interview panel considered all applicants and recommended to the Mayor that Tracey Enright be appointed to fill the vacancy; and

WHEREAS, the Mayor has recommended to City Council that Tracey Enright 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 Tracey Enright to position 5 of the Sherwood Library Advisory Board for a partial term expiring at the end of June 2028.

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

Duly passed by the City Council this 15th day of July 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Date: July 15, 2025

✓ Request to Speak Forms:

- Solid Waste & Recycling Collection Rates Presentation - Exh A
- Staff Presentation - Housing Bills 2025 Session - Exh B
- WACO Sheriff's Office Updates - Exh C
- WACO Sheriff's 2024 Annual Report - Exh D

Sherwood City Council Meeting Date:

July 15, 2025

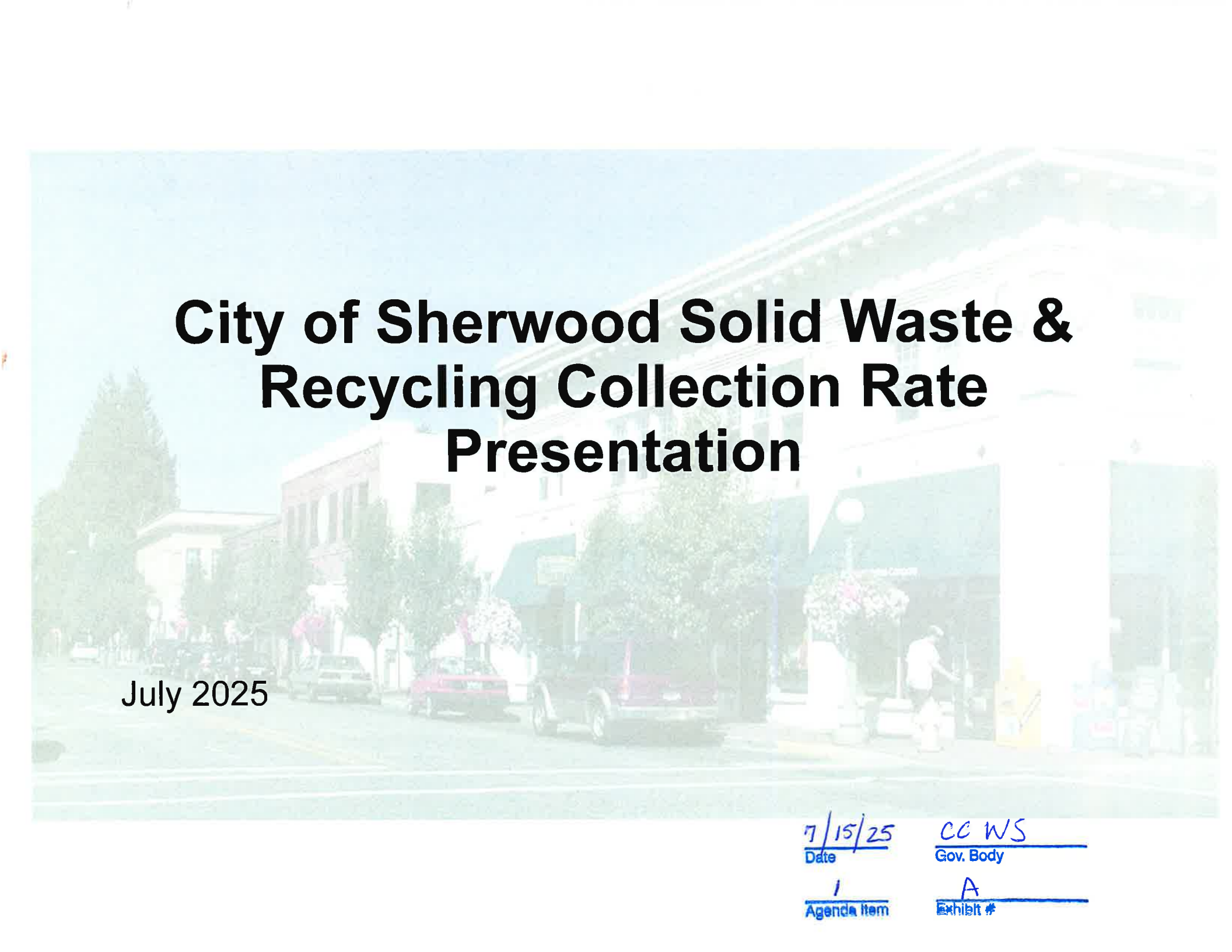
ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Tracey Enright	24463 SW Robin Hood Place Sherwood	505 886 1452
Zana Mays	21724 SW Wheat Pl	
Taylor Mays	14700 SW Scholls Fry Rd Beaverton	541-222-0890



City of Sherwood Solid Waste & Recycling Collection Rate Presentation

July 2025

7/15/25
Date

CC WS
Gov. Body

1
Agenda Item

A
Exhibit #

Sherwood Ch. 8 Solid Waste Management

- **8.20.080 Rates**

- D. Rates to be charged by the franchisee under this chapter shall be set by the city council by resolution at such times as deemed necessary by the council, provided, however, that rates may not be amended more than once every twelve (12) months, except for instances where landfill disposal rates have been increased by the metro regional government.
- F.4.a. If the rate of return for the franchisee is less than eight percent or more than twelve (12) percent, then the city will undertake a rate study to recommend new rates. The study will be designed to recommend new rates that will be effective on the immediately following January 1 and intended to produce a rate of return of **ten percent for the calendar year beginning on that date.**

Adjusted 2024 Results

Service	Cart (Residential)	Container (Commercial)	Drop Box (Industrial)	Composite
Revenues	\$ 2,833,272	\$ 1,310,231	\$ 1,345,747	\$ 5,489,250
Direct Costs of Operations	\$ 2,360,188	\$ 1,017,993	\$ 1,200,419	\$ 4,578,600
Indirect Costs of Operations	\$ 352,863	\$ 229,391	\$ 65,921	\$ 648,175
Allowable Costs	\$ 2,713,051	\$ 1,247,384	\$ 1,266,340	\$ 5,226,775
Franchise Income	\$ 120,221	\$ 62,847	\$ 79,407	\$ 262,475
Return on revenues	4.24%	4.80%	5.90%	4.78%

Collection and Disposal Rates

- Current rates became effective January 1, 2025
- The residential rate increased 10.3% for 35 gallon customers
 - The current rate is \$36.40 from \$32.99 – Weekly Garbage/Organics and EOW Recycling
- The commercial rate increased 11.07% for 4 yd. weekly customers
 - The current rate is \$396.32 from 356.83 – Includes Garbage & Recycling

Increased Costs for Collection Services

Costs from 2024 were projected for 2025 costs

- Metro Disposal Fee increased by 5.51%, from \$153.67 to \$162.14
- Driver's wages increased by 3.0%
- Fuel (natural gas) expense increased by 75% from the sunseting of fuel tax credits on December 31, 2024
- Organic waste increased by 2.3%
- Glass rebate of \$77 per ton starting in July 2025 – reduction of the commingled recycling processing cost of 4.2%
- Administrative Costs increased by 3%
- Truck depreciation increased by 13.5%
 - Two automated cart trucks were delivered in 2025 (cost \$1.1M each)
 - One front load truck was delivered in 2024 in Oct 2024 (cost \$397K)

Solid Waste Disposal Costs

Metro	2017	2018	2019	2020	2021	2022	2023	2024	2025
Transfer & Disposal	\$ 63.20	\$ 64.41	\$ 64.41	\$ 64.41	\$ 72.81	\$ 78.23	\$ 89.72	\$ 104.37	\$ 112.19
Metro Fees/Taxes	\$ 31.75	\$ 33.04	\$ 33.04	\$ 33.94	\$ 42.34	\$ 45.06	\$ 47.58	\$ 49.30	\$49.95
Total Tip Fee	\$ 94.95	\$ 97.45	\$ 97.45	\$ 98.35	\$ 115.15	\$ 123.29	\$ 137.30	\$ 153.67	\$162.14
Transaction Fee	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 4.25	\$ 6.75	\$ 7.25	\$ 7.85
Pride Recycling	2017	2018	2019	2020	2021	2022	2023	2024	2025
Transfer & Disposal	\$ 67.75	\$ 68.96	\$ 70.96	\$ 71.61	\$ 73.54	\$ 78.75	\$ 90.28	\$ 104.37	\$ 111.19
Metro Fees/Taxes	\$ 31.75	\$ 33.04	\$ 33.04	\$ 33.94	\$ 42.34	\$ 45.06	\$ 47.58	\$ 49.30	\$49.95
Total Tip Fee	\$ 99.50	\$ 102.00	\$ 104.00	\$ 105.55	\$ 115.88	\$ 123.81	\$ 137.86	\$ 153.67	\$161.14

The Disposal Fee has increased by 70.8% since 2017
CPI over the same period is 35%

Metro Disposal Fee

Metro	July 2025
Tonnage	\$ 112.19
Regional System Fee	\$ 32.60
GF Excise Tax	\$ 14.46
DEQ	\$ 1.89
City Tax	\$ 1.00
Total Tip Fee	\$ 162.14
Trans Fee	\$ 7.85
Effective Fee @ 7 tons	\$ 163.26

Contracts	\$ per Ton
WM Disposal Fees - Landfill	\$ 22.26
Fuels - Waste Transport	\$ 7.02
Walsh Waste Transport	\$ 25.57
Recology T/S Operations	\$ 31.07
Total Contracts	\$ 85.91

Metro T/S Costs	
Transport & Disposal	\$ 9.12
Equipment Replacement Funding	\$ 4.67
Scalehouse	\$ 0.37
Total	\$ 14.16

Other Metro Costs	
Operations Support & Planning	\$ 0.97
Engineering & Tech Support	\$ 0.09
Environmental Compliance	\$ 0.87
Asset Services	\$ 1.99
Banking Services	\$ 0.15
WPES Finance	\$ 0.56
Analytics	\$ 1.18
WPES Equity, Culture & Engagement	\$ 0.76
WPES Office of the Director	\$ 2.23
WPES Communications	\$ 0.88
WPES Communications	\$ 0.13
Total	\$ 9.82

Total Cost	\$ 109.90
-------------------	------------------

Metro Rate	\$ 112.19
-------------------	------------------

Disposal Costs for Customers

Year	Disposal Rate	35 gal. cost	4 yd. cost
2020	\$ 105.55	\$ 6.45	\$ 29.57
2021	\$ 115.88	\$ 7.08	\$ 32.47
2022	\$ 123.81	\$ 7.57	\$ 34.69
2023	\$ 137.86	\$ 8.43	\$ 38.63
2024	\$ 153.67	\$ 9.39	\$ 43.05
2025	\$ 162.14	\$ 9.91	\$ 45.43
2026 (est. 5%)	\$ 170.25	\$ 10.41	\$ 47.70

- 35 gallon assumes 24 pounds per set out
- 4 yard assumes 110 pounds per collected yard

Projected 2025 Results

Service	Cart (Residential)	Container (Commercial)	Drop Box (Industrial)	Composite
Revenues	\$ 3,121,757	\$ 1,474,038	\$ 1,395,161	\$ 5,990,956
Direct Costs of Operations	\$ 2,443,243	\$ 1,077,680	\$ 1,257,470	\$ 4,778,393
Indirect Costs of Operations	\$ 363,332	\$ 236,204	\$ 67,864	\$ 667,400
Allowable Costs	\$ 2,806,575	\$ 1,313,884	\$ 1,325,334	\$ 5,445,793
Franchise Income	\$ 315,182	\$ 160,154	\$ 69,827	\$ 545,163
Return on revenues	10.10%	10.86%	5.00%	9.10%

Projections incorporate the January 1, 2025, Rate Increase (Slide #4) and the escalated collection expenses (Slide #5)

Proposed Cart Collection Rates for 2026

Service	Current Rate	Labor Increase	Truck Increase *	Disposal Increase	Total Increase	New Rate	% ▲
20 gal	\$32.85	\$0.26	\$0.78	\$0.28	\$1.32	\$34.17	4.0%
35 gal	\$36.40	\$0.26	\$0.78	\$0.47	\$1.51	\$37.91	4.1%
65 gal	\$47.68	\$0.26	\$0.78	\$0.86	\$1.90	\$49.58	4.0%
95 gal	\$59.40	\$0.26	\$0.78	\$1.25	\$2.29	\$61.69	3.9%
C 35 gal	\$36.40	\$0.26	\$0.78	\$0.47	\$1.51	\$37.91	4.1%
C 65 gal	\$47.68	\$0.26	\$0.78	\$0.86	\$1.90	\$49.58	4.0%
C 95 gal	\$59.40	\$0.26	\$0.78	\$1.25	\$2.29	\$61.69	3.9%

* Truck Cost: \$2,200,000 / 7 years = \$314,286 / 12 months / 15% Allocation / 5,924 customers / 85% margin and franchise fees

Proposed Commercial Collection Rates for 2026

Level of Service	Customers	Current Rate	Disposal Increase	New Rate	% Rate ▲
2 yard weekly	26	\$231.26	\$4.76	\$236.02	2.1%
3 yard weekly	32	\$313.77	\$7.14	\$320.91	2.3%
4 yard weekly	38	\$396.32	\$9.53	\$405.85	2.4%
6 yard weekly	31	\$561.07	\$14.29	\$575.36	2.5%

Proposed Drop Box Rates for 2026

Level of Service	Current Rate	Labor Increase	Fuel Increase	New Rate	% Rate ▲
Drop Box Haul Fee	\$155.00	\$3.00	\$4.00	\$162.00	4.5%
Compactor Haul Fee	\$190.00	\$4.00	\$6.00	\$200.00	5.3%
Delivery Fee	\$77.00	\$2.00	\$2.00	\$81.00	5.2%
Mileage Charge	\$3.89	\$0.08	\$0.12	\$4.09	5.1%

Medical Waste Collection Rates

Container Size / Service Type	Service Rate	Service Note
17 gallon or less	\$19.40	
23 gallon Single Use Box	\$26.20	
31 gallon Reusable Tote	\$35.35	First 10 units
31 gallon Reusable Tote	\$23.55	11 or more units
43 gallon Reusable Tote	\$49.00	First 10 units
43-gallon Reusable Tote	\$32.65	11 or more units
5 gallon Pharmaceutical Pail	\$51.80	Single Use Pail
23 gallon Pathological Box	\$111.00	First 10 units / Must be incinerated
23 gallon Pathological Box	\$106.00	11 or more units / Must be incinerated
Cardboard Bio Box	\$9.00	Per 23 or 30 gallon box
On-site Pickup Charge	\$49.00	Per Occurrence

Trilogy Medical is constructing an autoclave in Clackamas that is expected to be operational in August 2025. This disposal method became necessary with the closure of the Covanta incinerator in Brooks, Oregon, in January. The proposed 7.5% increase for medical waste collection rates covers the increased disposal cost with the autoclave system.

Council Member Questions

What is the cost and rate impact of the electric trucks on the Sherwood rate payers?

Cost	Electric	CNG	\$ ▲
Truck Cost	\$ 1,100,000	\$ 495,000	\$605,000
Annual Cost - 7 yr.	\$ 157,143	\$ 70,714	\$86,429
Sherwood Allocation %	15.0%	15.0%	
Sherwood Cost	\$ 23,571	\$ 10,607	\$12,964
Monthly Cost	\$ 1,964	\$ 884	\$ 1,080
Cost per Cust (5,924)	\$ 0.33	\$ 0.15	\$ 0.18
Plus Margin & Ffee	\$ 0.06	\$ 0.03	\$ 0.03
Total Rate Impact	\$ 0.39	\$ 0.18	\$ 0.21
Two Trucks	\$ 0.78	\$ 0.36	\$ 0.42

Council Member Questions Regarding the Residential Organic Program

- **1. Reduction in collection frequency**
 - The annual cost reduction is estimated at \$25K annually or \$0.36 per customer per month
- **2. Elimination of food in the mix – back to yard debris only**
 - The annual cost reduction is estimated at \$99K in savings or about **\$1.44**/month per customer.

Council Member Questions Regarding the RMA Reimbursement

When will MRF reimbursement become effective?

- Estimates are for the 3rd quarter of 2024
- 2024 Residential Commingled Cost: \$89,085
 - **\$30,877** commingled processing
 - **\$43,740** in handling/transport
 - \$10,614 glass
 - \$3,621 battery collection
 - \$233 motor oil
- **\$0.58** RMA Rate Impact $(\$30,877 + \$10,614) / 12 / 5,924$ customers
- 2024 Commercial Commingled Cost: \$72,571
 - \$32,926 commingled processing
 - \$39,645 in handling/transport

Cart Collection Rate Discussion

	35 gal cart	65 gal cart
Current	\$ 36.40	\$ 47.68
Less RMA	\$ (0.58)	\$ (0.58)
Less Organic Waste	\$ (1.44)	\$ (1.44)
Net Reduction	\$ (2.02)	\$ (2.02)
Proposed Increase	\$ 1.51	\$ 1.90

OREGON LEGISLATURE HOUSING BILLS 2025 SESSION

July 15, 2025

Eric Rutledge, Community Development Director



7/15/25
Date

2
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BACKGROUND

Purpose of Work Session

- Inform Sherwood City Council and residents of housing legislation passed during the 2025 session
- Discuss impacts to existing city limits and Sherwood West
- Determine any next steps

Housing Bills

- SB 974 Design Exceptions, Limited Review Process and Engineering Review Shotclock
- HB 2138 Middle Housing Revisions
- HB 2258 Pre-Approved Site and Building Plans
- HB 3031 Housing Related Infrastructure Funding
- ~~SB 6 Building Permit Shotclock~~

2025 HOUSING BILLS

SB 974 Design Exceptions, Limited Review Process and Engineering Review Shotclock

- Requires cities to waive standards related to building design including façade materials and colors, roof form, window design, porches and balconies, etc.
 - Does not apply to multi-family structures over 3 units or to applications for less than 20 units
 - Does not apply to setbacks, heights, or accessibility standards
 - Effective 91-days after sine die, September 26
- Limits public notice and hearing procedures for the following types of residential land use applications:
 - Zone change to allow for a denser residential use designation
 - Planned Unit Development
 - Variance from a residential approval standards
 - Initial decision must be made without a public hearing
 - Cities to comply by July 1, 2026
- Specific timelines for cities to process final engineering plans for housing developments
 - 14 day completeness, 120-day permit issuance, writ of mandamus if deadlines not met
 - Cities to comply by July 1, 2026

2025 HOUSING BILLS

House Bill 2138 Middle Housing Revisions

- Cities cannot require a Transportation Impact Analysis or require off-site improvements for certain middle housing developments.
- Allows additional middle housing units on a site when affordability or accessible ownership requirements are met, and requires development standard exceptions to make additional units possible
- Changes definition of cottage cluster to include attached units in subgrouping of up to four
- Expedited review for middle housing land divisions (63 days – no public notice or opportunity for public comment)
- Rulemaking on discretionary path for housing development
- Furthers applicability of clear and objective standards, need to define unreasonable cost or delay

2025 HOUSING BILLS

House Bill 2138 Middle Housing Revisions

- Allow Single Occupancy Room (SRO) developments as an outright permitted use where multifamily buildings are allowed. Density for SROs allowed at 3x the density of the zone.
- Directs LCDC to undertake additional rule making that prohibit or restrict siting and design standards that prevent or discourage middle housing
- June 30, 2026 is deadline for most provisions

2025 HOUSING BILLS

HB 2258 Pre-Approved Site and Building Plans

- Allows LCDC to adopt rules requiring local governments to approve land use decisions, notwithstanding any contrary comprehensive plan or land use regulation, for the development of specific residential development types on certain lots of parcels.
- Only applies to lots or parcels between 1,500 and 20,000 SF.
- LCDC may set conditions related to process, design standards and scope of design review, minimum and maximum densities, parking requirements, and tree removal standards
- State to adopt initial rules by January 1, 2027

2025 HOUSING BILLS

3031 Housing Related Infrastructure Funding

- \$10 million in funding for housing related transportation, water, wastewater, and stormwater infrastructure for local jurisdictions.
- Required to serve developments of 17 units or more per net acre and meet affordability requirements.
- Affordability covenant required for grants and forgivable loans

DISCUSSION AND NEXT STEPS

Discussion

- Impacts on existing city limits
- Impacts on Sherwood West zones (i.e. cottage cluster) and Master Planning
- Impacts on budget, staffing, and achieving local priorities
 - Clear and Objective Code Audit, general code cleanup to comply with state laws
 - SB 974 – Code update by 2026
 - HB 2003 - Housing Capacity Analysis by 2027 and Housing Production Strategy by 2028
 - HB 2138 – Code update between 2027 – 2029

OREGON LEGISLATURE HOUSING BILLS 2025 SESSION

July 15, 2025

Eric Rutledge, Community Development Director





**Washington County
Sheriff's Office Updates**
Sherwood City Council
July 15, 2025

7/15/25
Date

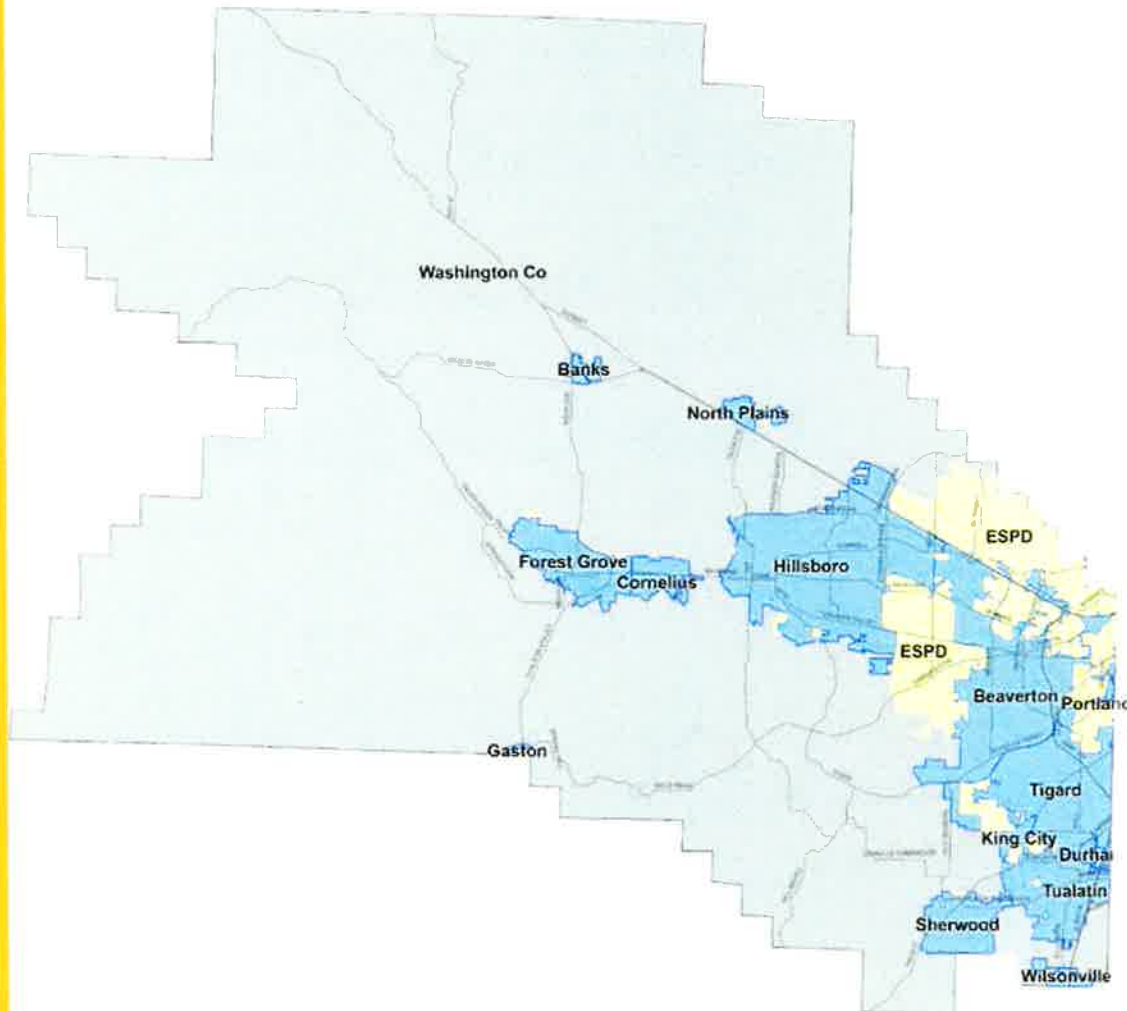
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Wherever You Live, We Serve You

2



- Manage Washington County's only jail
- Provide county-wide services to over 611,000 community members
- Primary first responders for rural, urban unincorporated residents and our municipal contract partners
- Safest major urban county in Oregon



WCSOAnnualReport.com

READ NOW

2024 ANNUAL REPORT



 **SCAN ME**





Managing Washington County's Only Jail

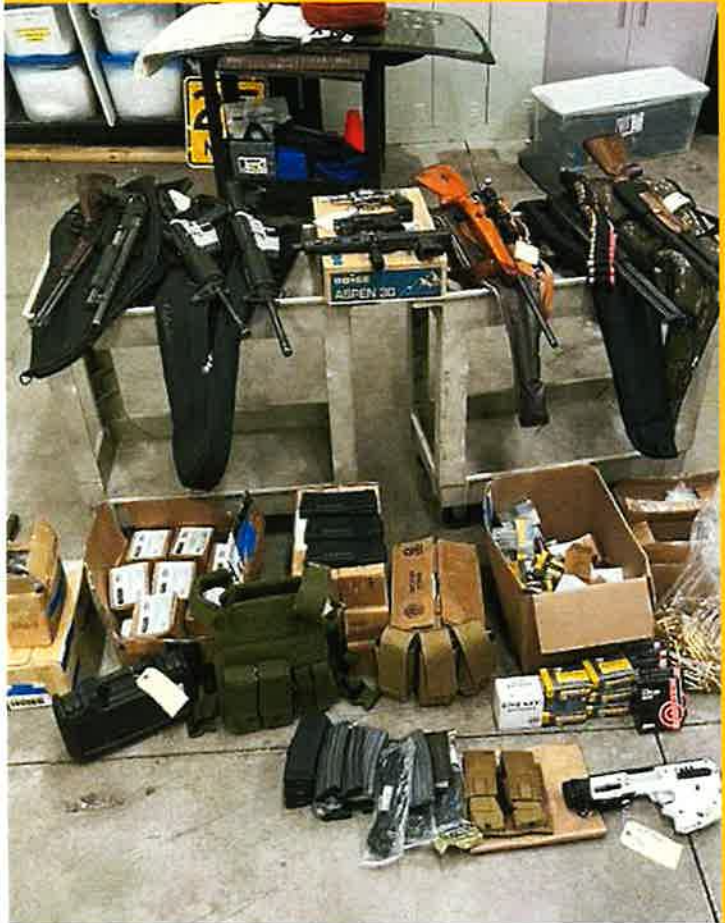
- Staffing Update: Over hires
- Facilities Update
- Jail Capacity Study
- Partnership with Yamhill County
- Pre-trial release status



Interagency Teams Improve Countywide Safety

- Certain calls for service or public safety incidents may require an additional response
- Interagency response teams support healthy outcomes by:
 - Increase potential for peaceful resolution to incidents with high-risk factors
 - Better meet the needs of those with mental illness
 - Provide expertise needed for complex investigations.
- Respond to calls anywhere in the County and support police functions of all agencies

Community Violence Reduction Team (CoVRT)



- **CoVRT strengthens community relationships and reduces violent crime** through a combination of enforcement, prevention, and outreach
- **Focuses on removing illegal firearms, supporting victims, and redirecting at-risk individuals**
- **Uses intelligence-led strategies to deter violence and hold offenders accountable**, improving safety and trust in the community
- Formed in October 2024
 - 45 search warrants executed
 - 37 arrests
 - 102 firearms seized



Search and Rescue

- Elite team of volunteers who play a critical role in emergency response efforts across the county
- Cadets trained to help locate lost people, downed aircraft, and evidence in major crimes
- **48 missions in 2024**
 - Unincorporated Washington County, Beaverton, Tigard, Hillsboro, Sherwood, and Tualatin
 - Most missions were to locate missing persons, other call-outs were to locate evidence, and aircraft beacons



SHERIFF
WASHINGTON COUNTY

Missing Endangered Person Located with Project Lifesaver

On Wednesday, July 2, 2025, at approximately 12:50 pm, Sheriff's Office deputies responded to a report of a missing person near the 2000 block of SW Scenic Drive in Portland.



Project Lifesaver

- **Project Lifesaver** is a tracking program for individuals prone to wandering due to conditions like Alzheimer's or autism
- Participants wear a **waterproof bracelet** with a unique radio frequency assigned to them
- If someone goes missing, deputies and Search and Rescue teams use the signal to **quickly locate and safely recover them**
- 22 registered participants

Help Me Home

- **Help Me Home** is a voluntary program for individuals who may become lost and have difficulty communicating due to medical conditions
- Participants' **photos and information are stored in a secure database** accessible to all Washington County law enforcement
- Deputies can **quickly identify and reunite individuals with caregivers**, whether they are found wandering or reported missing
- 101 registered participants



Remotely Operated Vehicle Team (ROVT)

- **Supports law enforcement with advanced drone and robotic technology** to enhance safety and operational effectiveness
- **Provides real-time intelligence, aerial surveillance, and situational awareness** during complex or high-risk incidents
- **Reduces risk to deputies and improves decision making** by providing precise, on-scene data in rapidly changing environments
- **Over 500 missions flown in 2024**
- **Participating agencies** – WCSO, Beaverton and Hillsboro Police Departments
 - Over 25 drones utilized for different purposes



SHERIFF
WASHINGTON COUNTY



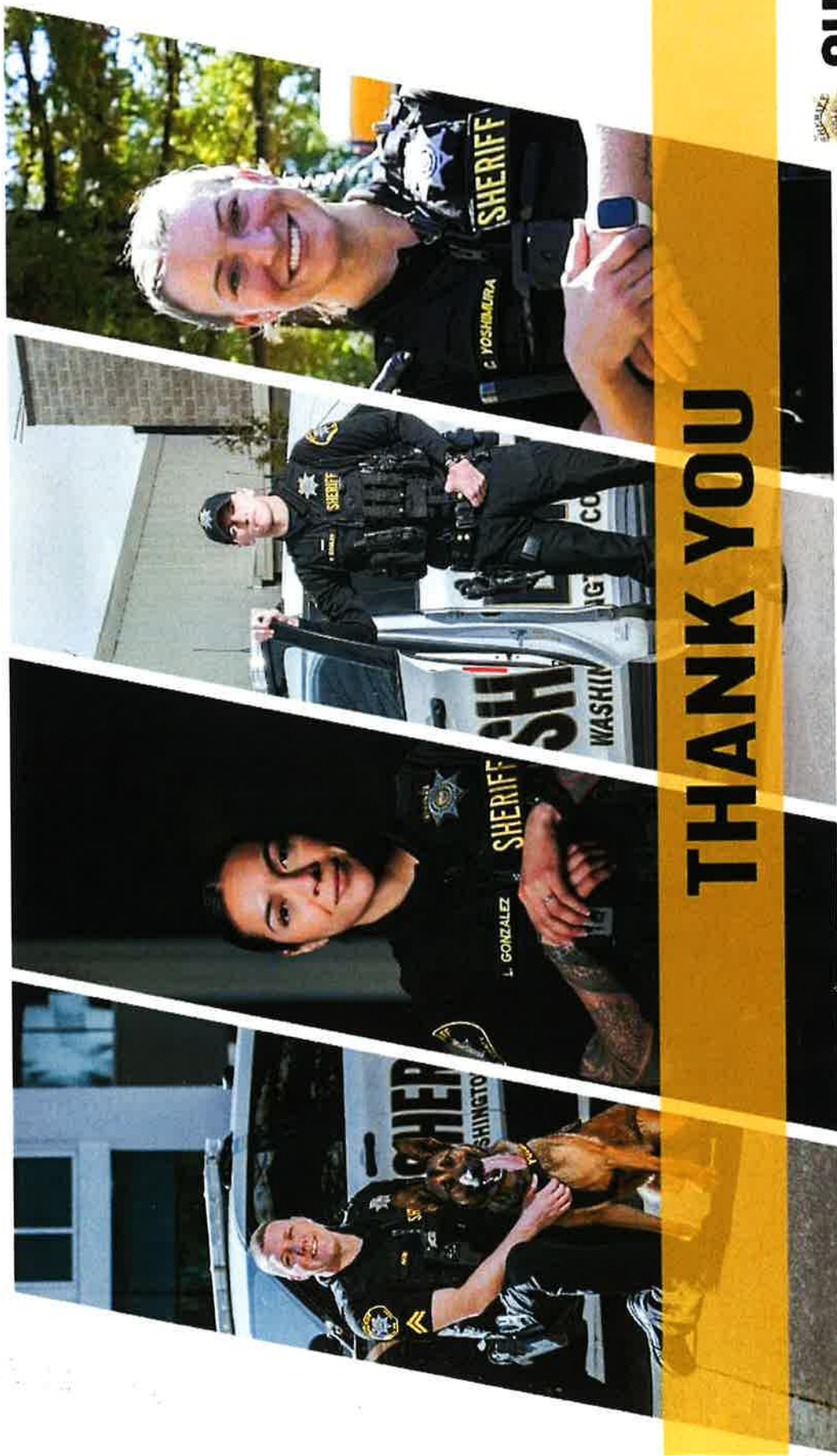
SHERIFF

WASHINGTON COUNTY



Looking Forward

- Public Safety Levy – November 2025
 - Sheriff's Office
 - Enforcement
 - Jail Operations
 - District Attorney's Office
 - Community Corrections
 - Juvenile
 - Family Justice Center



SHERIFF
WASHINGTON COUNTY



SHERIFF

WASHINGTON COUNTY

CONSERVING THE PEACE THROUGH VALUES DRIVEN SERVICE / SHERIFF CAPRICE MASSEY

Dear Sherwood Community Leadership,

On behalf of the Washington County Sheriff's Office, I would like to express our sincere gratitude for your continued partnership in supporting our mission and enhancing the well-being of our community. Your collaboration is invaluable and plays a crucial role in our ongoing efforts to ensure safety and foster community relations.

Enclosed with this letter is our 2024 Annual Report, a snapshot of how we serve our residents and address the challenges we face together. This report highlights key initiatives, successes, and the dedication of our team to uphold the highest standards of public service. It reflects our collective efforts to make Washington County a safe and thriving place.

Thank you once again for your support and collaboration. Together, we can further our mission and make a lasting impact in the community we serve. We look forward to continuing our partnership with you in the future.

In Gratitude,

A handwritten signature in black ink that reads "Caprice Massey".

Sheriff Caprice Massey

7/15/25
Date

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SHERIFF

WASHINGTON COUNTY



2024 ANNUAL REPORT

WASHINGTON COUNTY SHERIFF'S OFFICE

TABLE OF CONTENTS

Message from Sheriff Caprice Massey	1
WCSO at a Glance	2
K9 Team: A Year of Change and Dedication	6
Specialized Response Teams: Keeping Washington County Safe	8
Westside Interagency Narcotics Team: Combating Drug Trafficking	10
Search and Rescue: Training, Awards, and Real-Life Rescues	12
A Deputy's Dedication: Living Our Core Values	13
Making History: Sheriff Caprice Massey	14
Welcoming New Leadership: Chief Nick Jones	15
Safeguarding Lives: WCSO's Response to the Lee Falls Fire	16



MESSAGE FROM SHERIFF CAPRICE MASSEY

DEAR WASHINGTON COUNTY COMMUNITY,

Reflecting on 2024—a year filled with challenges, achievements, and the unwavering dedication of the incredible staff and volunteers who make up the Washington County Sheriff's Office (WCSO) is humbling and inspiring.

This past May, I was honored to be entrusted with the role of your Sheriff, serving as the **33rd Sheriff of Washington County**. I take immense pride in leading this remarkable team of professionals who work tirelessly to ensure our county remains the safest urban county in Oregon.

2024 brought moments of triumph, growth, and even sorrow. In June, we tragically lost one of our own, Deputy Rich Thompson, in a traffic accident. His 23 years of dedicated service will never be forgotten, and we honor his memory daily through our commitment to serving with compassion and integrity.

The year also showcased our team's strength, resilience, and skill. From responding to **over 98,000 calls for service** to conducting advanced training for active threat scenarios, our staff has demonstrated their readiness to meet the community's needs in any situation. We celebrated successes across divisions, including historic narcotics seizures, innovative community engagement efforts, and life-saving interventions.

Our K9 team saw the bittersweet retirements of K9s Maize, BOLO, and Stark while welcoming new members, like K9s Puddles and Blake. In our jail, staff ensured safety and stability despite challenges, while our traffic and investigative teams upheld their commitment to justice and public safety.



Volunteers also played a vital role, contributing more than 19,000 hours to valuable programs, including Search and Rescue, the Posse, and our Reserve Deputies. Their dedication is a cornerstone of our success, and we are deeply grateful for their service.

These stories and accomplishments are just a glimpse of the work we do every day to keep our community safe. In the pages ahead, you'll find a deeper look into our efforts, statistics, and personal stories that reflect our mission to serve with professionalism, compassion, and accountability.

As we move forward into 2025, we remain steadfast in our commitment to adapt, grow, and meet the evolving needs of our community. Thank you, Washington County, for your continued support and to our dedicated staff and volunteers who make our work possible.

I invite you to read on and learn more about the exceptional work of the Washington County Sheriff's Office.

Sincerely,

A handwritten signature in black ink that reads "Caprice Massey". The signature is fluid and cursive, with the first name "Caprice" being more prominent.

Sheriff Caprice Massey

Managing Washington County's only jail requires careful planning and coordination. As a large and growing county, we remain committed to balancing safety, accountability, and support - ensuring our jail operates effectively while upholding the well-being of those in our care.

– Sheriff Massey



WASHINGTON COUNTY PROUDLY SERVES

* Population estimates as reported by Portland State University Population Research Center

611,389

Total County Residents*

216,554

Urban Unincorporated*

29,251

Rural Unincorporated*

727

Square Miles

While Sheriff's Office law enforcement deputies provide countywide services, we are the primary service providers to our unincorporated communities and municipal partners, who include:

ENHANCED SHERIFF'S PATROL DISTRICT (ESPD)

Aloha	Garden Home	West Haven – Sylvan
Bethany	Metzger	Unincorporated portions of:
Bonny Slope	Oak Hills	• Beaverton
Bull Mountain	Raleigh Hills	• Hillsboro
Cedar Hills	Reedville	• Portland
Cedar Mill	Rock Creek	• Tigard
Claremont	Somerset West	
Cooper Mountain	West Slope	

RURAL WASHINGTON COUNTY

Buxton
Gales Creek
Mt. Home
Scholls
Helvetia
Laurelwood

MUNICIPAL POLICING SERVICES

Banks
Cornelius
Gaston
North Plains



PATROL

The WCSO Patrol Division works to support public safety and conserve peace for everyone in Washington County.

CALLS FOR SERVICE

48,945 Public Demand

49,237 Self-Initiated

TRAFFIC

811 DUII Arrests

MENTAL HEALTH RESPONSE TEAM (MHRT)

3,971 MHRT Calls for Service

2,017 Patrol Calls with WCSO MHRT Support

CRIMINAL APPREHENSION TEAM (CAT)

757 Home Visits

352 Arrests

2,967 Registered Sex Offenders

TACTICAL NEGOTIATIONS TEAM (TNT)

150 Total Activations

CRISIS NEGOTIATION UNIT (CNU)

89 Total Activations



JAIL

WCSO manages Washington County's only jail.

CAPACITY

572 Beds

In 2024, the jail's operational capacity was 388 beds due to a staffing shortage and critical infrastructure repairs.

PROCESS

13,998 Bookings

13,959 Releases

PROGRAMS

15 GEDs Earned by Adults in Custody (AIC)

1 High School Diplomas Awarded



2024 WCSO AT A GLANCE



INVESTIGATIONS

The Investigations Division supports community safety by investigating felony criminal activity, handling complex investigations and gathering intelligence on a wide variety of major crimes.

VIOLENT CRIMES UNIT (VCU)

847 Cases Assigned

VCU focuses on felonies where the suspect's actions are violent, threatening, or have the potential to harm the victim. This includes crimes such as assaults with a weapon, robbery, homicide, kidnapping, stalking, sex crimes and child abuse.

PROPERTY CRIMES UNIT (PCU)

132 Cases Assigned

Detectives in PCU work the most serious felony cases of burglary, auto theft, embezzlement, and larceny. This workgroup also monitors pawn shop records and online transactions for the sale of illegal goods. PCU utilizes technology and public service campaigns to deter and reduce property crimes.

SPECIAL INVESTIGATION UNIT (SIU)

SIU is dedicated to investigating and solving crimes with the use of technology. SIU Investigators use digital evidence to identify communication patterns, criminal associates and other types of evidence while ensuring compliance with legal requirements involving search and seizure. Criminal intelligence experts use historic data to identify opportunities for proactive patrols and increase chances to prevent criminal activity.

SERVICES DIVISION

The Services Division offers a wide array of services to support community safety and foster trust with residents.

- **Concealed Handgun Licenses:** Processing applications and renewals for concealed carry permits.
- **Civil Process and Document Service:** Handling the booking, serving, and enforcing court orders and documents, such as small claim notices, writs of garnishment, restraining orders, and property foreclosures.
- **Public Records and Documents:** Managing requests for public records, police reports, and criminal records.
- **Fingerprinting Services:** Providing non-criminal fingerprinting services to the public using high-quality, non-ink, LiveScan processing.
- **Vehicles and Parking:** Assisting with parking regulations, abandoned vehicles, towed vehicles, and related concerns.

PROFESSIONAL STANDARDS

The Professional Standards Division maintains the agency's commitment to excellence and accountability.

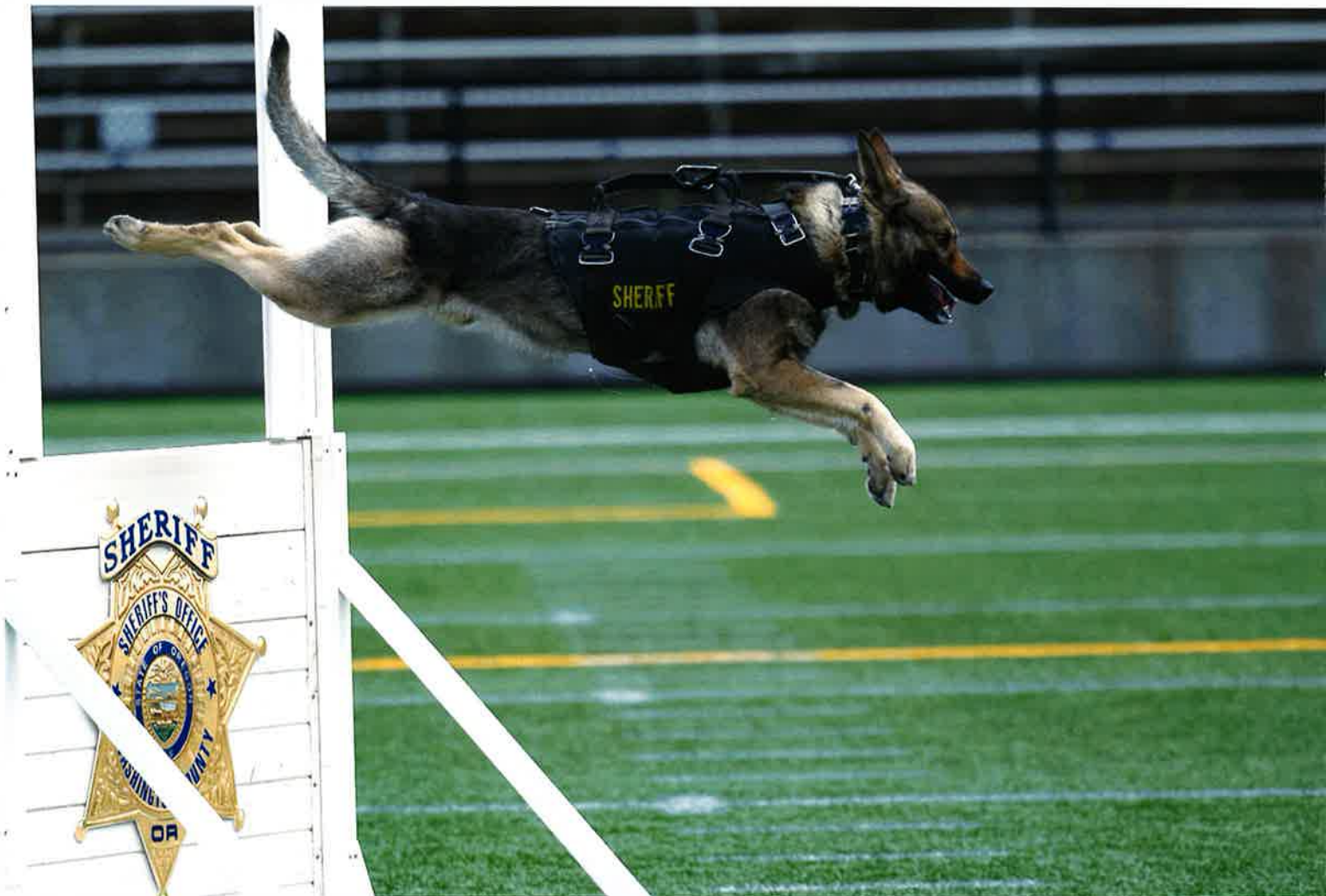
- **Employment Opportunities:** Managing recruitment for both certified deputies and non-certified staff positions, ensuring the selection of individuals who embody WCSO's core values.
- **Volunteer Coordination:** Overseeing programs that allow community members to contribute their time and skills to support the Sheriff's Office, enhancing community engagement and service delivery.
- **Background Investigations:** Conduct thorough background checks to uphold the highest professional standards in hiring and volunteer selection processes.
- **Accreditation and Standards:** Ensuring compliance with rigorous national and state law enforcement standards, reflecting WCSO's dedication to best practices and continual improvement.
- **Training:** Developing and implementing comprehensive training programs to equip personnel with the knowledge and skills necessary to serve the community effectively and ethically.
- **Internal Affairs:** Maintaining integrity and accountability within the Sheriff's Office by addressing internal investigations and upholding ethical standards.

A YEAR OF CHANGE AND DEDICATION: 2024 IN REVIEW FOR THE WCSO K9 TEAM

In 2024, the WCSO K9 Team experienced a year of change, growth, and reflection. **Since 1993, the K9 Team has been a cornerstone of public safety,** continually evolving while maintaining its position as an industry leader in training and effectiveness. This year, the team welcomed two new members and said heartfelt goodbyes to several beloved canines whose dedication left a legacy.

HONORING OUR RETIREES

This year also marked the retirement of K9 Maize, who faithfully served the community alongside Sgt. Pelletteri since 2019. Known for his loyalty and effectiveness, Maize contributed to countless successful captures, embodying the team's mission of excellence. Now retired, Maize enjoys a well-earned rest with Sgt. Pelletteri and his family.



WELCOMING THE NEXT GENERATION

The K9 Team proudly added K9 Puddles and K9 Blake to its ranks in 2024.

K9 Puddles, a Dutch and German Shepherd mix, joined Cpl. Akin. Despite her young age, Puddles has already demonstrated exceptional skill, earning certification and achieving her first capture while on patrol. Her enthusiasm and ability ensure that she will play a vital role in keeping Washington County safe.

K9 Blake made history as the team's first-ever jail canine, assigned to the Washington County Jail. A highly trained European Black Lab partnered with Corporal Boyers, Blake specializes in narcotics detection, including methamphetamine, cocaine, heroin, and fentanyl. Certified by the Oregon Police Canine Association, this groundbreaking addition enhances the safety and security of Washington County's only jail by deterring and detecting contraband.



Meet our newest K9: Puddles

REMEMBERING OUR HEROES

2024 also brought difficult farewells to two cherished K9s, Bolo and Stark, who passed away.

K9 Bolo, a long time partner to Cpl. Zaugg. Since 2019, Zaugg has been a dedicated Tactical Negotiations Team (TNT) member and a two-time "Top Dog" champion at the WCSO K9 trials. His drive and work ethic inspired those around him, leaving an indelible mark on the unit.

K9 Stark, an office legend, served alongside Cpl. Akin for a decade, eight years as a dual-certified narcotics detection dog. Known for his unrelenting dedication, Stark was a force to be reckoned with, tracking suspects and detecting narcotics with unmatched precision. Beyond his professional achievements, Stark brought joy to those around him, from his resilience through medical challenges to his ability to sport imaginative costumes with dignity.

LOOKING AHEAD

The WCSO K9 Team continues to honor its legacy of innovation, adaptability, and unwavering dedication. Each handler and K9 works tirelessly to protect and serve, guided by a robust training program that builds confidence and fosters success. From the community streets to the jail's corridors, these remarkable teams play an integral role in making Washington County the safest urban county in Oregon.

As we celebrate new beginnings and reflect on the contributions of those who have moved on, the K9 Team remains steadfast in its commitment to public safety and excellence. This year's milestones reaffirm the bond between handlers and their K9 partners, built on trust, respect, and a shared mission to serve.

SPECIALIZED RESPONSE TEAMS:

WORKING TOGETHER TO KEEP WASHINGTON COUNTY SAFE

In the face of complex and high-risk public safety incidents, specialized response teams within the Washington County Sheriff's Office (WCSO) and partner agencies work together to ensure swift, strategic, and safe resolutions.

The Tactical Negotiations Team (TNT), Crisis Negotiation Unit (CNU), and Remotely Operated Vehicle Team (ROVT) each bring unique expertise and resources to critical incidents. By combining tactical skills, negotiation strategies, and advanced technology, these teams enhance public safety and protect lives across Washington County.

TNT & CNU:

A UNIFIED APPROACH TO HIGH-RISK SITUATIONS

The Tactical Negotiations Team (TNT) is a multi-agency tactical unit trained and equipped to handle high-risk public safety situations where conventional police tactics may not be sufficient. Whether responding to barricaded suspects, high-risk warrants, or active threats, TNT's primary mission is to resolve dangerous situations while prioritizing public safety.

TNT works hand in hand with the Crisis Negotiation Unit (CNU) to bring peaceful resolutions to volatile situations. CNU negotiators, trained in crisis intervention and de-escalation techniques, establish dialogue and rapport with individuals in crisis, often preventing the need to use force. Together, these teams coordinate responses with Beaverton, Hillsboro, Sherwood, Tigard, and Tualatin Police Departments, Tualatin Valley Fire & Rescue (TNT medics), and FBI CNU members, ensuring a collaborative and strategic approach to crises.

ROVT:

TECHNOLOGY ENHANCING PUBLIC SAFETY

The Remotely Operated Vehicle Team (ROVT) is critical in supporting law enforcement operations with drone and robotic technology. ROVT's expertise provides real-time intelligence, aerial surveillance, and enhanced situational awareness during complex incidents. Their work helps reduce risks for law enforcement and improves decision-making in rapidly evolving situations.

ROVT members undergo specialized training and certification through the Federal Aviation Administration (FAA) and comply with Oregon state laws regulating police drone use.

IMT:

INTERDIVISIONAL TEAM

The Incident Management Team (IMT) is an interdivisional team and has been trained in the Incident Command System and the National Incident Management System. Team members deploy various special team vehicles to an incident and provide operational, logistical, and planning support on tactical callouts, major crime team callouts, agency requests, and community events.

2024 Activation: High-Risk Warrant Execution

On June 13, 2024, TNT, CNU, and ROVT worked together to safely execute a Distribution of a Controlled Substance (DCS) search warrant at the home of a suspected armed individual with a violent history. Intelligence indicated the presence of firearms, dangerous dogs, and multiple associates inside the residence.

- **ROVT drones** detected three individuals exiting the home.
- A **vehicle attempted to evade law enforcement**, colliding with tactical vehicles before fleeing.
- **ROVT drones assisted TNT in searching the home's interior**, ensuring it was clear before investigators entered.

This case demonstrated the seamless integration of technology, tactical planning, and negotiation, leading to a safe and successful operation.

2024 Activation: Barricaded Suspect in Hillsboro

In 2024, a **proowler entered a detached garage** at the residence of an off-duty Hillsboro Police officer and refused to surrender.

- **CNU negotiators** established dialogue while coordinating with the suspect's **probation officer** for additional leverage.
- The suspect attempted to flee but was **safely apprehended** using tactical strategies, including a 40mm less-lethal round and shield techniques.
- **All specialized teams (TNT, CNU, ROVT, and Incident Management Team)** worked together to resolve the situation safely.

This case highlights the importance of **multi-team collaboration** and the ability to adapt to evolving threats.

TRAINING FOR THE UNTHINKABLE: PREPARING FOR SCHOOL THREATS

In December 2024, WCSO hosted a realistic active threat training at Glencoe High School, bringing together county and city partners. The training focused on:

- **Rapid decision-making and response strategies** for high-risk incidents.
- **Live-action simulations** to test coordination between teams.
- **Lessons from real-world events** to refine tactics and improve readiness.

WCSO has conducted this training **for over 20 years**, continuously evolving to prepare law enforcement and community partners for critical incidents like school shootings. Media coverage of the training gave the public **insight into first responders' preparedness efforts**.

A SAFER WASHINGTON COUNTY THROUGH COLLABORATION

The success of Washington County's specialized response teams lies in their commitment to collaboration, continuous training, and the strategic use of technology. TNT, CNU, and ROVT work tirelessly to protect lives, resolve crises, and enhance community safety.

As threats evolve, these teams remain steadfast in their mission: ensuring that Washington County remains a safe and secure place to live, work, and raise families.





WESTSIDE INTERAGENCY NARCOTICS TEAM: COMBATING DRUG TRAFFICKING IN 2024

For over 30 years, the Westside Interagency Narcotics (WIN) Team has been on the front lines of the fight against drug trafficking in Washington County. Comprised of personnel from the Beaverton and Hillsboro Police Departments, Washington County Sheriff's Office (WCSO), Oregon National Guard Counter-Drug Program, Drug Enforcement Administration (DEA), and Homeland Security Investigations (HSI), this multi-agency task force continues to make a significant impact in disrupting the flow of dangerous drugs into our communities.

In 2024, WIN led several high-profile investigations, seizing massive quantities of illegal narcotics and holding drug traffickers accountable. Their work has not only removed harmful substances from the streets but also reinforced public safety efforts across the region.

WCSO HELPS SEIZE 1.4 METRIC TONS OF LIQUID HEROIN

On January 25, 2024, WIN assisted HSI in the seizure of 1.4 metric tons (370 gallons) of liquid heroin—one of the largest known heroin busts in the United States. Investigators intercepted the drugs inside eight 55-gallon barrels hidden in a U-Haul truck. This monumental case, coordinated with the U.S. Attorney's Office, the FBI, and the Washington County Sheriff's Office Tactical Negotiations Team (TNT), led to multiple federal charges against suspected traffickers.

The success of this operation highlights the power of collaboration between federal, state, and local law enforcement. By dismantling large-scale drug operations, WIN continues to send a strong message: drug traffickers will face justice.

K9 MANDO'S NOSE FOR JUSTICE

While technology and intelligence gathering play a crucial role in narcotics enforcement, sometimes the most effective tool is a keen nose and training. K9 Mando, a dedicated drug-detection dog, played a pivotal role in a recent bust that resulted in the seizure of nearly 80 pounds of methamphetamine.

Acting on intelligence from Homeland Security Investigations, WIN intercepted two suspected traffickers from Vancouver, Washington, who were transporting large quantities of meth into Oregon. Thanks to K9 Mando's skills, officers were able to locate the concealed drugs and make key arrests. This case underscores the essential role of highly trained K9 units in stopping illegal substances before they reach vulnerable communities.



BEYOND DRUG SEIZURES: PROTECTING FAMILIES AND CHILDREN

For over 30 years, the Westside Interagency Narcotics (WIN) Team has been on the front lines of the fight against drug trafficking in Washington County. Comprised of personnel from the Beaverton and Hillsboro Police Departments, Washington County Sheriff's Office (WCSO), Oregon National Guard Counter-Drug Program, Drug Enforcement Administration (DEA), and Homeland Security Investigations (HSI), this multi-agency task force continues to make a significant impact in disrupting the flow of dangerous drugs into our communities.

In 2024, WIN led several high-profile investigations, seizing massive quantities of illegal narcotics and holding drug traffickers accountable. Their work has not only removed harmful substances from the streets but also reinforced public safety efforts across the region.

A COMMITMENT TO A SAFER WASHINGTON COUNTY

The WIN Team's work in 2024 exemplifies its unwavering commitment to public safety, community partnerships, and aggressive drug enforcement. From record-breaking seizures to protecting vulnerable children, their efforts continue to disrupt criminal networks and create a safer environment for all residents.

As we move into 2025, WIN remains steadfast in its mission: to combat drug trafficking, support local law enforcement, and educate the community on the dangers of illegal drugs.

For more details on these cases, visit the U.S. Attorney's Office media releases:

- **Heroin Seizure** - https://bit.ly/WCSO_HeroinSeizure
- **Meth Bust & K9 Mando's Role** - <https://bit.ly/48D83tg>



The WIN Team's relentless efforts in 2024 have made a real impact in keeping dangerous drugs off our streets and protecting our most vulnerable community members. Their commitment to collaboration and enforcement sends a clear message—drug traffickers have no place in Washington County.

– Sheriff Massey



WASHINGTON COUNTY SHERIFF'S OFFICE SEARCH AND RESCUE

The Washington County Sheriff's Office (WCSO) Search and Rescue (SAR) program is an elite team of volunteers that plays a critical role in emergency response efforts across the county. Open to teenagers ages 14-17, the program provides rigorous training in search techniques, navigation, first aid, and teamwork, preparing cadets to assist in real-world missions. Beyond gaining valuable life skills, SAR cadets get hands-on experience in law enforcement, emergency medical services, and search and rescue operations.



SAR 2024 YEAR IN REVIEW



MULTI-AGENCY CADET COMPETITION

WCSO hosted the Multi-Agency Cadet Competition (MACC) at the Public Safety Training Center for the first time. Our cadets competed alongside Hillsboro, Beaverton, Tigard, and Clackamas County teams, putting their training to the test in events such as the physical abilities test, emergency vehicle operations, and investigations. This event showcased their abilities and provided an incredible opportunity

for those interested in future law enforcement careers.

SEARCH AND RESCUE TRAINING ACADEMY (SARTA) GRADUATION

A new class of cadets completed the rigorous SARTA, where they trained in the field to develop the skills needed to serve. We are proud of these dedicated young individuals who committed their time and energy to this challenging program.

REAL-WORLD ASSISTANCE IN TILLAMOOK

During their annual training academy in July, SAR cadets used their skills in an actual rescue. While in Tillamook, senior cadets assisted the Tillamook County Sheriff's Office in a rescue mission. A missing woman was found in a wooded area and unable to walk out on her own. Our cadets quickly stepped in, packaging her in a litter and carrying her to an ambulance. Their ability to apply their training in a real-world emergency highlights this program's importance and its members' dedication.

A DEPUTY'S DEDICATION: LIVING OUR CORE VALUES THROUGH COMPASSION

Last May, Washington County Sheriff's Office (WCSO) deputies responded to a heartbreaking case of animal abuse in Aloha. Among them was Deputy Armstrong, who first encountered a frightened, injured dog named Dice. Found with burns, scars, and deep wounds, Dice's tragic condition moved everyone involved. After ensuring she received urgent medical care, Deputy Armstrong took the extraordinary step of adopting her and giving her a fresh start in life.

Now named Trilly—short for trillium, the Pacific Northwest flower that symbolizes resilience and new beginnings—the once-abused dog has flourished in her new home with the Armstrong family. Over the past year, Trilly has transformed from a cowering, injured animal into an energetic, joyful companion.

"Her transformation has been nothing short of amazing," Deputy Armstrong shared. "She's unrecognizable from the scared dog I met last year." With dedicated care and plenty of love, Trilly's physical injuries have healed, leaving only faint scars, and her playful personality has bloomed.

Trilly has embraced her new life as an active, outdoorsy dog. She loves hiking, running through the park at night with her glow collar, and playing tug-of-war with her favorite braided rope. True to her adventurous spirit, she starts every day by sniffing the morning dew on the grass—even if it makes her sneeze.

Adjusting to Trilly's unique needs has been a labor of love for the Armstrong family. When they discovered she was intolerant to commercial dog food, they began cooking her meals at home with guidance from her veterinarian. Trilly eagerly supervises from the kitchen, always ready to approve the latest batch.

Deputy Armstrong describes Trilly as more than a pet—she's a loyal companion and a daily reminder of the power of second chances. He hopes Trilly's story inspires others to consider adopting animals in need. "You might be giving a dog or cat their first experience of love," he said. "And trust me, they'll remind you daily how grateful they are."

Deputy Armstrong describes Trilly as more than a pet—she's a loyal companion and a daily reminder of the power of second chances.





CAPRICE MASSEY MAKES HISTORY AS WASHINGTON COUNTY'S FIRST FEMALE SHERIFF

Washington County, Oregon, home to the state's first sheriff's office and rich with over 181 years of pioneer legacy, marked a historic milestone in 2024. In May, voters elected Caprice Massey as the 33rd Sheriff of Washington County, making her the first female sheriff in the county's history.

Sheriff Massey officially took office on January 7, 2025, in a ceremony led by Presiding Judge Rebecca Guptill, solidifying her place in the county's ongoing narrative of progress and leadership.

Sheriff Massey's journey to this role involves service, resilience, and an unwavering commitment to public safety. As a native Oregonian who grew up in Eugene, her dedication to community was shaped early. She began her career of service in the United States Navy, having served for nine years. As a Veteran, she continued her service to her community at the Norfolk Sheriff's office in Norfolk, Virginia, before joining the Washington County Sheriff's Office in 2004. Over the past two decades, she has risen through the ranks,

earning the trust and respect of her colleagues and the community.

Sheriff Massey's leadership emphasizes transparency, accountability, and community engagement. Her focus includes bolstering retention and recruitment, fostering partnerships with community organizations, and being a responsible steward of public resources. She also prioritizes addressing concerns for public safety while ensuring the Sheriff's Office evolves to meet the needs of the county's diverse and growing population.

Washington County's history is steeped in the pioneering spirit of innovation and progress, and Sheriff Massey's election represents a continuation of that legacy. The election builds on the Sheriff's Office's foundation of leadership and services while bringing new perspectives to the role and honoring the values that have guided the office for nearly two centuries.

We honor our past, celebrate our present, and look forward to the future.

"I am truly honored to serve the Washington County community as its 33rd Sheriff alongside the hundreds of dedicated professionals of this office," Sheriff Massey shared. "While we have accomplished much, much must be done. Together, we will continue our mission to keep Washington County the safest urban county in Oregon."

WELCOMING NEW LEADERSHIP: CHIEF NICK JONES TAKES THE HELM IN NORTH PLAINS

In January 2024, the City of North Plains welcomed Sergeant Nick Jones as its new Chief of Police, marking an important leadership transition in the ongoing partnership between the city and the Washington County Sheriff's Office (WCSO). Chief James Haxton, who successfully led the department for nearly three years, stepped down to take on a new role overseeing the WCSO Tactical Negotiations Team (TNT).

“

I first worked in North Plains in 2019, and I'm honored to return as Chief of Police

– Chief Nick Jones

”

Chief Jones brings over a decade of service with WCSO, including experience as the Team Leader and Supervisor for the Crisis Negotiation Unit (CNU). His leadership in crisis response, community engagement, and municipal law enforcement made him a natural choice to lead North Plains' public safety efforts.

“I first worked in North Plains in 2019, and I'm honored to return as Chief of Police,” Chief Jones shared. “I look forward to continuing our commitment to community policing, strengthening relationships, and ensuring a safe and secure city for everyone.”



Chief Haxton reflected on the transition: “I do not doubt that Chief Jones is the right person to lead the North Plains Police Department. His experience, dedication, and passion for public safety will serve the community well.”

Since 2019, the City of North Plains has contracted with WCSO to provide law enforcement services. Today, the North Plains Police Department serves over 3,600 residents with a dedicated team of full-time deputies. With the leadership of Chief Jones and continued support from WCSO, North Plains remains committed to providing exceptional law enforcement services while fostering a strong and safe community.





SAFEGUARDING LIVES

WCSO Response to the 2024 Lee Falls Fire

When the Lee Falls Fire ignited in July 2024, rapidly consuming nearly 290 acres and prompting emergency evacuations in Cherry Grove, the Washington County Sheriff's Office (WCSO) mobilized in full force to support affected residents and ensure public safety. From deputies coordinating evacuation routes to emergency responders maintaining order, the entire office responded to the crisis. Among those who went above and beyond were the dedicated volunteers of the WCSO Posse, who played a critical role in rescuing and sheltering animals in the path of the fire.

These animals — left vulnerable to the rapidly spreading fire, were transported to safety at Westside Commons (formerly the Washington County Fairgrounds), where other Posse members had already established temporary shelters.

EVACUATING ANIMALS UNDER FIRE

As the fire intensified and a Level Three evacuation order was issued, many families were forced to flee with little time to secure their livestock and pets. Recognizing the urgency, 14 Posse members put their training and personal resources to work, braving active evacuation zones to rescue at-risk animals. Using their trucks and trailers, they successfully evacuated:

- **1 alpaca**
- **4 horses**
- **34 goats**
- **13 cattle, including a bull**
- **3 sheep**
- **25 poultry**
- **9 ducks**

FOUR DAYS OF AROUND-THE-CLOCK CARE

Beyond the rescue efforts, Posse members remained committed to caring for the well-being of the evacuated animals. Over the next four days, they provided food, water, medical attention, and comfort to nearly 90 displaced animals, working in shifts around the clock. They also coordinated with owners and emergency officials to manage logistics, maintain order at the fairgrounds, and eventually reunite animals with their families.

Posse members contributed over 260 volunteer hours to the effort—balancing physical exhaustion, emotional stress, and the unpredictability of a wildfire emergency.

A COMMUNITY'S GRATITUDE

The response to the Lee Falls Fire demonstrated teamwork across WCSO, with deputies, emergency personnel, and volunteers working side by side to assist the Cherry Grove community. WCSO Posse's heroic actions earned widespread recognition, culminating in their Oregon State Sheriffs' Association Distinguished Action Award—an honor given to those who go above and beyond to serve their community.

In moments of crisis, WCSO stands ready to as law enforcement professionals and as neighbors, protectors, and first responders in every sense. The Lee Falls Fire was a test of resilience, and thanks to the unwavering efforts of our team, both people and animals made it through safely.

To learn more about the WCSO Posse and how they serve Washington County, visit: <https://www.washingtoncountyor.gov/sheriff/professional-standards/get-involved#posse>



THANK YOU

Washington County is a great place to live, work and raise families. As one of the four original counties in Oregon, we have a strong history in the community.

While much has changed over the last 181 years, we continue our commitment to quality training and high standards.

We are pioneers and leaders for public safety and recognize and respect our unique and diverse communities.

Combining our extensive training and life experience, we find compassion in law enforcement to always do the right thing.

We are proud to serve you.



Funding for publishing the 2024 Washington County Sheriff's Office Annual Report has been made possible by the generous support of the Washington County Sheriff's Foundation.

Approved Minutes



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
July 15, 2025

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:46 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays and Taylor Giles. Councilors Doug Scott and Dan Standke were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, IT Director Brad Crawford, Interim Public Works Director Rich Sattler, Planning Manager Sean Conrad, Economic Development Manager Erik Adair, Human Resources Director Lydia McEvoy, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Consultant Chris Bell with Bell & Associates, Pride Disposal representatives Kristin Lechner and Eric Anderson, and Land Use Attorney Carrie Richter with Bateman Seidel.

4. **TOPICS:**

A. Solid Waste Annual Review

Assistant City Manager Kristen Switzer introduced Chris Bell with Bell & Associates and Mr. Bell presented the "City of Sherwood Solid Waste & Recycling Collection" PowerPoint presentation (see record, Exhibit A). Mr. Bell recapped that a rate review was necessary because if the rate of return for the franchisee is less than 8%, then the City would undertake a rate study to recommend new rates that would be effective on the immediately following January 1 and is intended to produce a rate of return of 10% for the calendar year beginning on that date. He provided an overview of the adjusted 2024 results and reported that the return on revenues for residential carts was 4.24%, 4.80% for commercial containers, 5.90% for drop boxes, and 4.78% for composite. He reminded the Council that current rates became effective January 1, 2025 and the residential rate increased 10.3% for 35 gallon customers and commercial rates increased 11.07% for 4 yard weekly customers. He discussed the increased costs for collection services which included a 5.51% increase for Metro Disposal fee, a 3.0% increase for driver's wages, a 75% increase for fuel (natural gas) expense due to the sunset of fuel tax credits on December 31, 2024, a 2.3% increase for organic waste, a glass rebate of \$77 per ton, a 4.2% reduction of commingle recycling processing, a 3% administrative cost, and a 13.5% increase for truck depreciation. He noted two automated cart trucks were delivered in 2025 (cost \$1.1M each) and one front load truck was delivered in October 2024 (cost \$397,000). Mayor Rosener asked if those were electric trucks and Mr. Bell replied yes. Mr. Bell commented on the solid waste disposal increased costs and said the total tip fee had increased nearly 70.8% since 2017 while the CIP over the same period was 35%. He discussed the metro disposal fee which included the contracted operations, Metro transportation costs, and other Metro administrative costs and said these costs comprised the metro disposal

fee of \$162.14 per ton which was effective July 1, 2025. He said the impact on 2025 metro disposal fee was the residential rate payer, paying \$9.91 per customer per month and \$45.43 per commercial 4 yard. Mayor Rosener stated the metro disposal fee had increased 5% and Mr. Bell confirmed.

Mr. Bell referred to the projected 2025 results and said he predicted a composite 9.10% increase in return on revenues. He addressed the proposed residential cart collection rates for 2026 and said the most popular 35 gallon cart had a proposed increase rate of \$1.51. Mayor Rosener asked what the depreciation schedule for a truck was and Mr. Bell said 7 years, with the typical lifespan of 10 years. He presented a proposed commercial collection rate increase for 2026 and said he is proposing a pass through on the disposal increase alone of \$9.53 for 4 yard weekly and said drop box rates for 2026 would be a combination of the labor and fuel costs. He said the medical waste collection rate increase was proposed at 7.5% which covered the increased disposal cost with the autoclave system.

Mr. Bell provided information based on the Council question of what the cost and rate impact of the electric trucks on the Sherwood rate payers was. He provided information on an electric truck versus a CNG truck and said the electric truck was \$0.42 more expensive per customer per month. He commented on potential cost reductions and referred to collection frequency and said a reduction in frequency would result in an annual cost reduction of \$25K annually or \$0.36 per customer per month. He discussed the elimination of food in the mix (back to yard debris only) and said the annual cost reduction is estimated at \$99K in savings or about \$1.44 per month per customer. Discussion followed. Councilor Mays said he was not an advocate of electric trucks and said he would rather not pay the premium and have the extra tonnage on our residential roads. Mayor Rosener asked if there was any data regarding how many customers were mixing food in their yard debris. Ms. Leichner said that it would be difficult to figure out without doing a survey and noted it was a relatively small percentage. She said it was a service that customers requested but that did not mean everybody was utilizing the service. Discussion followed. Mayor Rosener commented on the proposed rate increases that could go into effect January 2026 and suggested doing some polling on how many customers were using the commingling and if it came back a small amount then we could implement a rate increase without that cost. Ms. Leichner said you would need to consider that right now and that in the Metro region there was a requirement for commercial customers to get rid of their food scraps. She said currently there was not a mandatory food waste program for residential users but that was something that could be implemented later.

Mr. Bell commented on the RMA (Recycling Modernization Act), the reimbursement program that went into effect July 1, 2025, which is a state program, and said the idea behind that was that the companies that make your recycling packaging were not going to pay for your recycling. This would take the burden off the local rates for comingled recycling and result in a reduction of \$0.58 per customer per month. He stated this was a new program and there were uncertainties.

Mr. Bell discussed the impacts of all the rate changes and said the proposed increase for a 35 gallon cart was \$1.51 and the increase for a 65 gallon cart was \$1.90. Councilor Mays said we have time to do a survey, and believed it had value. Mayor Rosener agreed that the data would be valuable. Mayor Rosener reminded of the other work session topic and said there were two Councilors absent tonight that would weigh in on the topic. He suggested scheduling a follow-up work session.

B. Review of Housing Bills

Community Development Director Eric Rutledge and Planning Manager Sean Conrad provided an Oregon Legislature Housing Bills 2025 Session presentation (see record, Exhibit B). Mr. Rutledge introduced Land

Use Attorney Carrie Richter. He said the purpose of the work session was to inform the Council and residents of the housing legislation that passed during the 2025 session and to discuss the impacts to the existing city limits and Sherwood West and determine the next steps. He stated the legislature passed four housing bills and he provided an overview.

Mr. Rutledge addressed **SB 974 Design Exemptions, Limited Review Process and Engineering Review Shot Clock** and stated it required cities to waive standards related to building design including façade materials and colors, roof form, window design, porches, balconies, etc. He noted it does not apply to multi-family structures over 3 units, to applications for less than 20 units, to setbacks, heights, or accessibility standards. Discussion followed about design standards that were recently adopted and whether there were any ways to work around this regulation and have our design standards apply. Ms. Richter noted that these provisions expired January 2033, eight years from now. SB 974 was effective September 26, 2025. Mr. Rutledge said it limited public notice and hearing procedures for the following types of residential land use applications: zone change to allow for a denser residential use designation, planned unit development (PUD), and variances from a residential approval standard. He stated specific timelines for cities to process final engineering plans for housing development were 14 days for completeness, 120 day permit issuance, writ of mandamus if deadlines were not met. Cities need to comply with the new regulations by July 1, 2026. Mr. Rutledge said the change to PUDs was concerning and would now be a staff level decision as opposed to a Type V application. Mayor Rosener explained that PUDs were cases where the developer wants to do something out of the norm for our rules and if they could get higher density, they would give the city something for the community good. Councilor Mays asked where would the appeal go if the Council did not approve of the staff's decision on a PUD. Mr. Rutledge said the Planning Commission, but we could update our procedures to have the appeal go to the City Council. Discussion followed.

Mr. Rutledge addressed **HB 2138 Middle Housing Revisions** and stated it passed and was an update to HB 2001. He stated cities could not require a Transportation Impact Analysis (TIA) or require off-site improvements for certain middle housing developments less than 12 units, it allowed additional middle housing units on a site when affordability or accessible ownership requirements were met and required development standard exceptions to make additional units possible, changed the definition of cottage cluster to include attached units in subgrouping of up to four, expedited review for middle housing land divisions, rulemaking on discretionary path for housing development, furthered applicability of clear and objective standards and a need to define unreasonable cost or delay, allowed single occupancy room (SRO) development as an outright permitted use where multifamily building was allowed (density for SROs allowed a 3x the density of the zone), and directed LCDC to undertake additional rule making that prohibited or restricted siting and design standards that prevented or discouraged middle housing. He said June 30, 2026, was the deadline for most provisions. He said the biggest concern was the potential additional rule making.

He addressed **HB 2258 Pre-Approved Site and Building Plans** and said it allowed LCDC to adopt rules requiring local government to approve land use decisions, notwithstanding any contrary comprehensive plan or land use regulation, for the development for specific residential development types on certain lots or parcels. HB 2258 only applied to lots or parcels between 1,500 and 20,000 SF. He said LCDC may set conditions related to process, design standards and scope of design review, minimum and maximum densities, parking requirements, and tree removal standards. He said the State had until January 1, 2027 to adopt initial rules. Ms. Richter noted that LCDC was going to promulgate rules that were going to allow developers to propose what she envisioned to be template structures on any lot in any zone. Discussion followed about how this would affect Sherwood West, the importance of annexation phasing, affordable housing, and community outreach.

Mr. Rutledge addressed **HB 3031 Housing Related Infrastructure Funding** and stated it provided \$10M in funding for housing related transportation, water, wastewater, and stormwater infrastructure for local jurisdictions and said there were a lot of strings attached to the funding.

Mr. Rutledge discussed the next steps, and said staff needed to do a clear and objective code audit to make sure we were in compliance with the most urgent SB 974. He said this would take planning time and would be complicated.

Mayor Rosener noted that two Councilors were absent and suggested a follow up work session to discuss possible options moving forward.

5. ADJOURN:

Mayor Rosener adjourned the work session at 7:00 pm.

REGULAR SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:08 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays and Taylor Giles. Councilors Doug Scott and Dan Standke were absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Police Chief Ty Hanlon, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

MOTION: FROM COUNCILOR YOUNG TO ADOPT THE AGENDA. SECONDED BY COUNCILOR BROUSE. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS SCOTT AND STANDKE WERE ABSENT.

Mayor Rosener addressed the next agenda item and asked for a motion.

5. CONSENT AGENDA:

- A. Approval of June 17, 2025 City Council Meeting Minutes
- B. Approval of June 24, 2025 City Council Meeting Minutes
- C. Resolution 2025-053, Reappointing Casey Chen to the Sherwood Cultural Arts Commission
- D. Resolution 2025-054, Reappointing Estela Schaeffer to the Sherwood Cultural Arts Commission
- E. Resolution 2025-055, Reappointing Jennifer Casler to the Sherwood Cultural Arts Commission
- F. Resolution 2025-056, Authorizing the City Manager to Execute a Contract for Certified Arborist and Tree Services

- G. Resolution 2025-057, Appointment of Clifton W. Taylor as the Senior Advisory Board Representative to the Transportation System Plan Update Citizen Advisory Committee**
- H. Resolution 2025-058, Appointing Annalise Ellis to the Sherwood Library Advisory Board**
- I. Resolution 2025-059, Appointing Colleen Carroll to the Sherwood Library Advisory Board**
- J. Resolution 2025-060, Appointing Tracey Enright to the Sherwood Library Advisory Board**

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE CONSENT AGENDA. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. COUNCILORS SCOTT AND STANDKE WERE ABSENT.

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

None.

7. PRESENTATION:

A. Washington County Sheriff's Office Annual 2024 Update

Sheriff Massey and Under Sheriff Koch came forward and provided a PowerPoint presentation (see record, Exhibit C). Sheriff Massey discussed the services they provided and stated Washington County was the safest major urban county in Oregon. She provided a 2024 Annual report handout (see record, Exhibit D). She discussed the role of the Washington County Sheriff's office and the services they provided to over 611,000 county members. Under Sheriff Koch discussed the countywide safety services and interagency teams. He highlighted the Community Violence Reduction Team, the Search and Rescue Team, and the Remotely Operated Vehicle Team. Sheriff Massey stated there would be a Public Safety Levy on the November 2025 ballot which would provide resources for the Sheriff's Office, District Attorney's Office, Community Corrections, Juvenile, and Family Justice Center.

8. CITY MANAGER REPORT:

Assistant City Manager Kristen Switzer reported on the Music on the Green concerts. She reminded of the upcoming Robinhood Festival, and the City Council having a float in the parade. She thanked Interim City Attorney Sebastian Tapia for his service and stated his last day was tomorrow. She asked Chief Ty Hanlon to provide an update on an incident that recently occurred.

Chief Hanlon said the incident evolved quickly and he was extremely proud of the Sherwood officer's response and that of a Tualatin officer. He said all the officers were doing well. He recapped the incident and said there was an outpouring of support from the Sheriff's office and local jurisdictions.

The Mayor and Chief Hanlon thanked Mr. Tapai for his work in Sherwood as the Interim City Attorney and asked what the next endeavor included. Mr. Tapai said he would be joining Marion County Counsel as a Senior Litigator. Mayor Rosener commented that City Attorney Ryan Adams would be returning to the city soon after the completion of a military tour.

9. COUNCIL ANNOUNCEMENTS:

Councilor Mays thanked Mr. Tapia for his service to the city. He thanked the Police Department and said incidents that involved shootings were rare and he was glad that no one was harmed. He expressed appreciation for Public Works staff and how well the City was maintained. He said there were four Music on the Greens concerts left and encouraged everyone to attend.

Councilor Brouse thanked Mr. Tapia for his service to the city and thanked the Sherwood Police Department staff and Public Works staff. She reported on the interviews for the Sherwood Youth Advisory Board and commented on a ribbon cutting for a new local business.

Councilor Giles thanked and congratulated Mr. Tapia. He thanked the Sherwood Police Department staff and reported that the planning commission had an upcoming meeting on July 22.

Council President Young reported on local performances and events of the Sherwood Foundation for the Arts. She reported on the Washington County Policy Advisory Board and said they produced an advocacy letter to our federal delegation with concerns about budget cuts advocating that CDBG and home projects were funded.

Mayor Rosener reported on his attendance at a Washington County Coordinating Committee meeting and their discussion on transportation projects and funding. He said there was a presentation by Metro regarding regional housing plans and their future vision project. He said he would be attending the Oregon Mayor's Association Conference in August in Baker, Oregon.

Councilor Mays provided additional announcements and reported that WCCCA 911 had a tentative new bargaining agreement after several months of negotiating.

With no other Council business, Mayor Rosener adjourned the meeting at 8:20 pm.

10. ADJOURN:

Attest:



Colleen Resch, CMC, Deputy City Recorder



Tim Rosener, Mayor