



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, February 4, 2025

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

6:00 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

6:00 PM CITY COUNCIL WORK SESSION

1. **TSP (Transportation System Plan) Update**
(Jason Water, City Engineer)
2. **Youth Advisory Board Discussion**
(Kristen Switzer, Assistant City Manager)

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 January 11, 2025, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Approval of January 21, 2025, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)

6. CITIZEN COMMENTS

7. PRESENTATIONS

- A. **Recognition of Eagle Scout Award Recipients** (Mayor Rosener)

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.

AGENDA

SHERWOOD CITY COUNCIL February 4, 2025

6:00 pm City Council Work Session

7:00 pm City Council Regular Session

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

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



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
January 11, 2025

WORK SESSION – GOAL SETTING

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 9:10 am.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Doug Scott, Taylor Giles, Dan Standke, and Renee Brouse.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, IT Director Brad Crawford, Finance Director David Bodway, Economic Development Manager Erik Adair, Community Development Director Eric Rutledge, HR Director Lydia McEvoy, Interim Public Works Director Rich Sattler, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

OTHERS PRESENT: SGR consultant Jeff Tyne.

4. TOPICS:

A. Goal Setting Facilitation

Mayor Rosener recapped that Council had done a good job of setting goals and objectives and commented that he hoped that staff had appreciated the direction those goals and objectives provided. He commented that he was happy with the level of communication staff had provided Council regarding their progress and recapped that Council had been focused on economic development and Sherwood West. He stated that in the future with big projects, he would like to determine a budget upfront and plan for joint work sessions with the appropriate boards or commissions throughout the process to keep everyone on the same page. SGR consultant Jeff Tyne provided an overview of his professional experience and the goal setting work session process. City Manager Craig Sheldon provided an overview of some of the goals that were achieved during 2024. He recapped that he felt that there was a lack of consistency within the organization when it came to processes, procedures, and policies and stated certain departments needed additional resources and there was an opportunity to reorganize to provide more efficient services. He stated that processes could be more streamlined by utilizing technology, shared platforms, and commented that there was an opportunity for the utilization of AI driven data. He stated that ongoing employee training and development would provide staff with important training which would increase their performance with a good leadership team and that Council gave clear directions. He spoke on the lack of progress on the city's communication and marketing plan, the city's branding needed to be established and refined, and he wanted to move forward and hit those goals this year. He spoke on Sherwood West and the importance of operational planning, including necessary staffing resources, and ways to fund daily operations for the area. He stated he wished to discuss the utilization of Metro shared dollars. He stated that this work session would be used to create the budget and

Mayor Rosener asked that staff share a breakdown of the estimated time and effort needed to accomplish these goals so Council could prioritize the goals and projects. Mr. Tyne asked Council to outline what their priorities were for this meeting. Council outlined that they wished to: continue to deliver on Council's goals; address future funding concerns; continue to pursue outside funding opportunities; utilize technology to solve problems; address appropriate staffing levels to achieve goals; ensure Sherwood West was developed as Council and the community had envisioned; continue to monitor and address ongoing legislative issues and their impacts; focus on public safety and fiscal responsibility; ensure that the city had the right people, knowledge, and training to achieve the most desirable outcome for city projects; innovation within the development of Sherwood West; update the city's various master plans; successfully provide affordable housing while maintaining the Sherwood atmosphere; review the city's branding; review and strengthen the city's tree code and protection of Sherwood's natural resources; pursuing incentives for climate-related building funds; creation of a Climate Action Plan; purposeful and intentional use of the opioid settlement money; continued work on the revitalization of Old Town; promotion of the involvement of Sherwood youth in city government; address inflation concerns; and continue to expand Sherwood Broadband.

Mr. Tyne referred to the "Sherwood City Council Goals 2024-2025 Update" handout (see record, Exhibit A). He addressed **Pillar 1: Economic Development** and provided an overview of its five goals and associated deliverables. Discussion occurred regarding collaborations with the school district and Council commented that the city needed to continue to facilitate its work in this area and the city should look into publicizing this program in its marketing materials. Discussion regarding the deliverable of "Clarify infrastructure required and financial approach for targeted sites" occurred and staff stated that the city would continue to pursue both familiar resources and new opportunities. Mr. Tyne addressed the deliverables under "Promote Strong Diverse Economic Growth Opportunities" and Council discussed utilizing targeted zoning types, the unique opportunity the 200-acre site within Sherwood West provided, and the need for the city to be nimble in its approach. Mr. Tyne addressed the deliverables under "Continue Revitalization of Old Town by Exploring Tools that Encourage its Distinctive Character" and Council stated this project required early engagement via joint work sessions and public engagement. Discussion regarding the deliverable of "Identify target industries that will realistically offer diverse economy in Sherwood" occurred and Council chose to remove the deliverable as they felt they had addressed it. Mr. Tyne addressed the deliverables under "Encourage Balancing of Sherwood's Tax Base." Discussion about possible financial incentives occurred and staff recapped that Council directed staff to pursue non-financial incentives. Staff reported internal discussions were occurring regarding how to expedite building plan review and land use review timelines. Discussion regarding utilizing incentives, such as SDC offsets, particularly in the URA occurred. Staff asked regarding incentives and moving URA funds around for the new Public Works facility site. Mr. Tyne addressed **Pillar 2: Infrastructure** and provided an overview of the four goals and associated deliverables. Council discussed the need to retain the goal of building key pedestrian connectors as well as adding the Ice Age Trail and the Chapman Road/Highway 99W intersection to the scope of the goal. Council discussed and agreed to continue to invest in Sherwood Broadband and the pursuing of new grant opportunities. Discussion regarding the development of the new Public Works facility and the need for the facility to be large enough to service Sherwood West occurred. Staff outlined that the site had room for future expansion if it was deemed necessary. Staff reported that the site needed an additional \$2 million more in clean up funds, and stated staff would seek additional state and federal funding for the project. Staff referred to the TSP (Transportation System Plan) and reported the city had awarded a contract to update the TSP in October 2024. They explained that the pedestrian bridge project had required significant staff time, forcing the TSP update to fall several months behind schedule. Staff provided updates regarding reviewing the city's various master plans and spoke on possible necessary amendments for the plans as Sherwood West was developed. Discussion regarding the impact from the city's ADA Transition Plan on the city's pavement PCI and the need to fund maintenance first occurred. Council discussed removing the ADA Transition Plan, Asset Management Plan and the "Continue with high quality pavement condition as judged by the Pavement Condition Index (PCI)

score” deliverables as they were ongoing operations. Staff explained that the city’s PCI score, Asset Management Plan, and ADA Transition Plan would be referenced throughout the budget process via performance measures. Mr. Tyne addressed **Pillar 3: Livability and Workability** and provided an overview of the five goals and associated deliverables. Staff provided an update on Sherwood’s age-friendly initiative and discussion occurred regarding adding new goals and steps for the initiative. Council discussed potential code requirements to ensure trail interconnectivity between developments. Staff replied that there was code that required connections but was subject to caveats and could be strengthened. Council removed the “Construction of feeder Trail from Sherwood Blvd. to Cedar Creek Trail” deliverable as it had been completed. Staff provided comments regarding the promotion and monitoring of diverse housing and state law and stated that if Council chose, this deliverable could be removed as it would be captured in the budget process. Council asked for a work session to discuss the deliverable of “Outreach to development community to discuss industry trends” and spoke on build-to-rent, promoting home ownership, appropriate metrics for tracking, collaboration with community partners, and potential tools or incentives. Discussion was held regarding the desire for continued investments in community enhancements, art, parks and public gathering spaces, and expanding the use of TLT funds. Council discussed the possibility of setting up a funding mechanism and process for developing public art. Discussion regarding adding the creation of a Climate Action Plan deliverable occurred and the desire for the plan to be pragmatic and effective. Council and staff discussed CFEC (Climate-Friendly & Equitable Communities), sustainable housing, incentives, and the development of Sherwood West. Council discussed their participation in the Adopt-A-Road program and consensus was reached to no longer participate in the program. Mr. Tyne addressed **Pillar 4: Public Safety** and provided an overview of the five goals and associated deliverables. Staff provided comments regarding the city’s police career cycle planning and the need to be proactive in this area. Discussion occurred regarding the increase in public safety staffing needs and the necessity of staffing and infrastructure plans as Sherwood West was developed. Council added the goal of elevating the Traffic Safety Committee to report to Council and the desire for a Sherwood Police Department Citizens Academy. Council spoke on school district collaboration with regard to public safety and determined to expand the scope of SMART goal #1 under the deliverable and remove SMART goals #2 and #3. Discussion occurred regarding maintaining the SRO program through the budget process and the need to determine the Council liaison for the Traffic Safety Committee. Staff provided an overview of the challenges of measuring progress on addressing mental health challenges within the community. Council discussion occurred and determined that they would retain the goal in order to pursue funding sources but rework the text to provide more clarity. Discussion was held regarding the need to collaborate with the Washington County MHRT and other community and regional partners on this goal. Council reviewed the goal of “Encourage Pedestrian, Bicycle and Driver Safety” and discussed the need to review master planning and street designs for Sherwood West and the role of the Traffic Safety Committee. Mr. Tyne addressed **Pillar 5: Fiscal Responsibility** and provided an overview of the three goals and associated deliverables. Council discussed the deliverables under “Pursue, Evaluate and Position the City to Maximize Available Revenue Sources” and the possibility of creating a program similar to the “Pitch Long Beach!” program in California in which the city defined the desired outcomes and invited vendors to pitch their ideas. Council discussed utilizing drones as first responders and the necessary staff time to seek out grants. Staff provided comments regarding staff time, contract management, and the need for more resources. Staff provided comments regarding the deliverable of “Invest in Business Process Improvements to Improve Efficient Service Delivery to Sherwood Residents” and commented that adding the credit card processing fee had provided a lot of savings to the city and Council commented that this could be a city policy instead of a deliverable. Staff reported that the city was currently updating its financial software, which had not been updated since 2017 and staff spoke on the new software’s capabilities. Staff spoke on upgrading financial software and stated that there would be tradeoffs in doing so and discussion occurred. Council determined that the SMART goal of “Complete Financial software upgrade” could be removed until staff had determined that there was a need that should be addressed. Council and staff addressed the deliverable of “Evaluate Open Gov to ensure its effectiveness as a tool for the City’s website” and staff explained they were

currently evaluating its usefulness versus other available options and could be removed. Mr. Tyne addressed **Pillar 6: Citizen Engagement** and provided an overview of the four goals and associated deliverables. Council discussed the need to differentiate and/or separate “Improve engagement and communication” and “Continue to refine our marketing and branding materials for industry.” Staff spoke on the previously discussed position that would undertake improving engagement, communication, and branding and the challenges of the position’s scope. Council discussion occurred regarding the need for a separation between the ongoing marketing position, the branding project or position, and the need to prioritize branding. Staff stated that additional/outside help would be needed in order to make the rebranding project successful. Council spoke on the utilization of community engagement for rebranding. Council discussed researching additional opportunities for fulfilling legal requirements related to public noticing for development to help engage the community. Staff commented that this could be included in the job duties of the future Communications Specialist. Staff provided an update on the deliverable of “Promote a High Level of Customer-Centric Approach to Citizen Interaction with the City” and explained staff were currently looking at examples from other cities and were seeking input from the Chamber of Commerce and would present their findings to Council. Council addressed the deliverable of “Develop a comprehensive approach to doing surveys that enable the organization to improve both the strategy and execution” and stated more work was needed to determine how best to accomplish this goal. Council spoke on their desire to create meaningful metrics for “Provide inclusive events and activities for all residents.” Council provided comments regarding the need to add the process of reviewing and assessing its programs and events to determine if adjustments were necessary and staff explained that this was already occurring for Arts Center events and programs. Staff and Council discussed the need to schedule a work session to review the development of a Youth Advisory Board.

5. ADJOURN:

Mayor Rosener adjourned the work session at 12:08 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor



SHERWOOD CITY COUNCIL MEETING MINUTES

22560 SW Pine St., Sherwood, Or

January 21, 2025

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:47 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays arrived at 6:10 pm.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, Finance Director David Bodway, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, Planning Manager Sean Conrad, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPIC:**

A. Annual Housing Report

Community Development Director Eric Rutledge and Planning Manager Sean Conrad presented the “Annual Housing Report 2024” PowerPoint presentation (see record, Exhibit A) and reported that this was related to City Council Pillar 3 – Livability and Workability. Planning Manager Conrad provided an overview of the 2024 calendar year summary and reported that 94 units were permitted, 93 units were constructed, no land use approvals were granted to create new lots, and new state housing legislation passed. He clarified that the city had received two minor lot partitions for residential lots and one industrial minor land partition application, which were still in the review process. Mr. Rutledge noted that there were still quite a few vacant lots on the previously approved subdivisions, and he estimated that the trends would continue for another year. Mr. Conrad reported that of the 94 permitted residential units, 90% were single-family detached units and 10% were multi-family. Council President Young asked if permits had a time limit on how long they were good for, and Mr. Rutledge replied that there was. Mayor Rosener asked that information on neighboring cities be included in future reports. Mr. Conrad reported that of the 93 constructed residential units, 86% were single-family detached units and 14% were multi-family. Community Development Director Rutledge provided an overview of the state legislation passed in 2024 and stated they included SB 1530, SB 1537, and HB 4134. He referred to SB 1537 and stated that the city’s land use attorney had recently explained that the city could apply for an exemption to the requirement that local governments approve certain adjustments to land use regulations for housing development within an urban growth boundary. He provided an overview of the 2025 development outlook and reported that he expected to see continued growth in the Brookman Addition and Denali PUD for lower density and continued interest in the Town Center and along Highway 99W for higher density. Mr. Rutledge provided an overview of the 2025 planning outlook and reported that the Old Town Strategic Plan would be completed, comprehensive planning for Sherwood West would commence, and the

city would participate in the 2025 long-session and ongoing rulemaking. Discussion regarding upcoming and ongoing legislative issues occurred. Mayor Rosener asked that staff include information on infrastructure-constrained housing land in future reports to allow the city to take advantage of funding opportunities. Council discussed possible reasons why developers had not taken advantage of HB 2001. Mr. Rutledge commented that the last large subdivision began construction in 2018 or 2019, and no large developments had been started since the passage of HB 2001 and spoke on the need for housing variety in Sherwood and Sherwood West. Councilor Standke asked that housing needs and how the city was addressing those needs be included in future reports.

B. Washington County Supportive Housing Services

Washington County Department of Housing Services representatives Nicole Stingh and Jessi Adams presented the “Supportive Housing Services (SHS) Year 3 Annual Report” PowerPoint presentation (see record, Exhibit B) and “Fiscal Year 2023-2024 Annual Report” handout (see record, Exhibit C). Ms. Stingh shared a SHS success story and spoke on the challenges and barriers to those experiencing homelessness. She provided background and recapped that the SHS was approved by voters in 2020 and was funded by an income tax for high income earners and profit taxes for businesses with gross receipts over \$5 million. She reported that the SHS's goal was to connect 5,000 homeless households with permanent supportive housing and to stabilize 10,000 households at risk or experiencing homelessness in permanent housing and noted that they were close to meeting those goals this year. She outlined that the homeless services system of care included three key components of services, housing, and access and shelter. Ms. Stingh provided an overview of the numbers of case managers/outreach workers, shelter units, and housing capacity from 2021 to 2024. Ms. Adams provided an overview of the Year 3 Annual Report highlights and reported they had served over 10,400 people through SHS-funded services. Discussion occurred regarding the difficulties and limitations of state and federal funding requiring an eviction notice in order to be eligible for eviction prevention services. Council President Young asked for more information on the Rapid Re-Housing and Permanent Supportive Housing programs and Ms. Adams explained. Councilor Scott asked if those receiving the vouchers received them permanently and Ms. Stingh explained there was a review process. She clarified that it was uncommon for someone to move from rapid re-housing to permanent supportive housing as the programs addressed different needs. Councilor Scott asked what percentage of people in permanent supportive housing graduated to no longer needing permanent supportive housing and Ms. Adams replied that it was a small number and provided more information on the graduated services they offered. Ms. Stingh clarified that they did track their retention rate of those utilizing the services at the beginning and end of the year and reported that their retention rate was around 90% for those needing permanent supportive housing. Councilor Mays asked what occurred with the other 10% and Ms. Stingh explained that it was often seniors experiencing homelessness, and once they achieved the security of housing, they often passed away. She added that evictions were not uncommon in permanent supportive housing. Ms. Adams provided an overview of the populations they served and reported that they partnered with culturally specific providers to reach underserved populations. She noted that improvements were needed to better serve Asian and Native populations, and they were researching options. She outlined the outreach centers, access centers, and shelter system map on pages 11-12 of the presentation. Mayor Rosener asked regarding offering wraparound services specific to veterans' needs and Ms. Adams and Ms. Stingh spoke on available federal and local programs. Ms. Adams recapped the shelter program outcomes and reported that they had 433 shelter beds and 60 pod shelter units currently open. Councilor Brouse asked if the SHS funded safe parking sites and Ms. Adams and County Homelessness Liaison Megan Cohen explained that they did not, but Beaverton and Tigard had safe parking programs. Ms. Adams stated that their work was made possible by SHS funding, Governor's office and executive order funding, state funding, federal funding, and city partners. She provided

an overview of the collaborative work they did with local health services, law enforcement, city liaisons, service provider staff, and housing careers program. She outlined the new Homeless Solutions Advisory Council that launched in January 2024 and reported it had three subcommittees. Ms. Stingh provided a financial overview of the SHS's growth and noted that their fastest growing expense was long-term supportive housing. She reported that they had built the system up from a \$5 million system to a \$120 million system. Mayor Rosener asked for clarification on their large carryover amount and asked if those funds were encumbered. Ms. Stingh explained that the majority of Ms. Adam's work was for capital projects, which was what the majority of the carryover was budgeted to, and noted those funds were encumbered. She continued that roughly \$14 million of the \$100 million carryover was not contractually obligated. She explained that the \$14 million represented set aside resources for the construction of the Beaverton access center, land purchase and improvements for a pod unit center, and there was a \$6.2 million difference between what they expected to receive in October 2023 and what they had actually received in December 2024. She explained that they were working with the Washington County Board of Commissioners and were asking that the \$7 million be set aside to help them transition their system down to a sustainable level for the tax source. Mayor Rosener asked if they tracked efficiency of services metrics and compared themselves to other regions. Ms. Adams explained that the homelessness crisis in Washington County occurred long after federal funding for shelters had ended, and those facilities needed to be built from scratch, which made the per-cost higher because of the startup costs. Councilor Scott asked that that information be carved out in their analytics. Ms. Adams explained that the next step in their work was to determine where there could be cost savings while not becoming so inflexible they were not able to provide needed services. She explained that their Homeless Solutions Advisory Council was doing this work and Mayor Rosener asked if there was city representation on the board. Ms. Stingh explained that their bylaws prohibited public officials from serving on that board, but there was city representation on their Performance Evaluation and Technical subcommittees. Councilor Scott expressed his gratitude for utilizing a performance evaluation subcommittee and the progress they had made so far. Mayor Rosener spoke on the difficulties of individual counties addressing the homelessness crisis and voters not feeling like the homelessness crisis was getting any better and the need to convince voters that the SHS was on the right track and discussion occurred. Councilor Scott asked how the SHS money was dispersed by Metro and Ms. Stingh replied that it was percentage based and was based on an estimate of where they felt taxes would be collected. She clarified that in Washington County, Metro estimated that 33.3% of the taxes would be collected, so that was the percentage the county received. Councilor Scott asked what percentage of the Metro population Washington County was, and Ms. Stingh replied that she believed it was 20%. Council President Young asked how the information on the SHS programs could be disseminated to voters and discussion occurred. Mayor Rosener asked if a common HMIS (Homeless Management Information System) was being utilized. Ms. Stingh explained that they did use the same system, but there were ongoing technical difficulties they were working to address, and discussion occurred. Councilor Giles referred to the 90% retention rate for those needing permanent supportive housing and asked what could be done to bring that percentage down to free up more money to help others. Ms. Stingh replied that they were currently working on launching a program to help those who no longer needed case management services to give up those services, which would save the system money. She added that the majority of those needing housing assistance made less than 30% of the area median income. Councilor Scott asked what the average age for someone in the permanent supportive housing program was and Ms. Stingh stated she estimated it to be around 60 years old. Ms. Stingh recapped that Washington County had housed 2,941 people with the money raised by the SHS measure and reported that unsheltered homelessness in Washington County had decreased by 35.5% between 2019 and 2023. Mayor Rosener commented that around ten years ago, the county was sheltering many people but that had declined in more recent years. He asked what could have caused that change and Ms. Stingh replied that previously, the federal government regularly funded

transitional housing and discussion occurred. Councilor Brouse added that the state mental health hospital and community investment dollars could have contributed to those figures.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:00 pm and convened a regular session.

REGULAR SESSION

1. CALL TO ORDER: Mayor Rosener called the meeting to order at 7:06 pm.

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

3. STAFF PRESENT: City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, Police Department Chaplain Wilson Parrish, Finance Director David Bodway, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of January 7, 2025, City Council Meeting Minutes**
- B. Resolution 2025-008, Authorizing the City Manager to Execute a Construction Contract for the Schamburg Drive Street, Storm, and Sanitary Rehabilitation Project**
- C. Resolution 2025-009, Authorizing the City Manager to enter into an Intergovernmental Agreement with Clean Water Services for the Design Phase of the Rock Creek Sanitary Sewer Upgrade Phase B Project**
- D. Resolution 2025-010, Authorizing the City Manager to Sign the Broadband Deployment Program Grant Agreement**
- E. Resolution 2025-012, Appointment of City Council Liaison Assignments**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

Sherwood resident Adrienne Bischoff came forward and spoke on her concerns around the lack of safety

measures at Sherwood elementary schools. She spoke on her experience bringing these concerns to the school where she was told they wanted to foster a “welcoming” feeling and faced budgetary constraints. She stated she intended to take her concerns to the Sherwood School Board and stated that school safety was important to protect children and asked that safety measures be increased. Mayor Rosener recommended that she also reach out to the Superintendent, and he would also inform the Superintendent of Ms. Bischoff’s concerns.

Mayor Rosener addressed the next agenda item.

7. PRESENTATIONS:

A. Korean Eagles Taekwondo National Touring Team

MUSA Martial Arts owner John Lacey came forward and provided the history of his involvement with martial arts and the benefits he had experienced from his participation in the sport. He stated that his company was approached by an international demonstration team from Korea, and he was hosting the team in Sherwood. He reported the team would perform a free demonstration at the Sherwood Arts Center on January 22nd. The Council presented the Korean Eagles Taekwondo National Touring Team with certificates and small giftbags containing items representing the city.

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

8. PUBLIC HEARING:

A. Resolution 2025-011, Adopting a Supplemental Budget for fiscal year 2024-25 and making appropriations

Finance Director David Bodway presented his staff report and explained that the city typically completed one mid-year adjustment and another adjustment near the end of the year. He provided an overview of the General Fund balance and reported that the beginning fund balance was higher than expected due to revenue exceeding expectations and prudent spending. He reported that the Police Department received a grant of \$45,000 to assist in purchasing an evidence van and planned to transfer in \$81,000 from the Community Investment Fund to assist in police career cycle planning, bringing the total General Fund amount to \$197,123. He proposed that the administration appropriation be increased by \$66,362 and clarified that \$55,000 was a carry-over from the prior fiscal year. He noted that the city’s insurance rates came in higher than budgeted by \$11,362. He stated that Public Safety appropriation was being increased by \$130,960, which accounted for the \$25,000 drug detection machine, \$24,550 for the MHRT program, and \$81,410 for police career cycle planning. He referred to the opioid settlement money and reported that to date, the city had received roughly \$141,000 and noted that the settlement funds were projected to continue through 2038. He explained that the five-year timeframe to spend or encumber those funds started as soon as the city received the money. He explained that the city would like to use \$109,550 of those funds to purchase a drug identification machine, Mental Health Response Team, and the remaining \$60,000 to be used to cover the balance owed on the community outreach/evidence van. Mr. Bodway reported that the Public Works fleet fund would be increased by \$105,000 to purchase the evidence van for the Police Department. He provided an overview of the Public Art Fund and stated that the beginning fund balance was higher than budgeted due to the timing of the roundabout art project and the crossing of fiscal years. He reported that the Capital

Department appropriation had increased by \$113,501 carry over fund balance since the completion of the roundabout art would occur this fiscal year. He addressed the Community Investment Fund and reported that the beginning fund balance was higher than projected and clarified that due to the timing of the interfund loans, interest revenue was higher than originally budgeted. He reported that the contingency for this fund was being reduced by \$35,552 and the transfer out appropriation was being increased by \$81,410 to assist the Police Department in their career cycle planning. Finance Director Bodway addressed the General Construction Fund and stated that the beginning fund balance was higher than projected due to the timing of the Cedar Creek Trail project. He addressed the Street Capital Fund and stated that the beginning fund balance was higher than projected due to the timing of various projects. He outlined that the city wanted to make pedestrian safety improvements on Sunset Boulevard. Mr. Bodway asked for Council questions or feedback. Councilor Giles asked regarding the price of the Sunset Boulevard improvement costs and City Manager Sheldon explained. Mayor Rosener asked Police Chief Ty Hanlon to provide background on the importance of the Police Department utilizing career cycle planning and Chief Hanlon explained it was a way to manage upcoming retirements in the Police Department. Council President Young asked if additional funds for career cycle planning were needed if it was already accounted for in the budget. Finance Director Bodway explained that the city had already planned and spent some of the money in the prior fiscal year, and with the money already accounted for in the budget and the additional \$81,000, it allowed for the hiring of several individuals for 6-7 months. Chief Hanlon clarified that the money included in the budget was to cover the 4-5 retirements the Police Department was aware of. He stated that they recently became aware of three additional retirements they would need to plan for. Mayor Rosener opened the public hearing to receive testimony. Hearing none, Mayor Rosener closed the public hearing and asked for questions or discussion from Council. Councilor Standke referred to the opioid settlement funds and stated he did not agree with the way the funds were being spent. He referred to the evidence/outreach van and drug identification machine and stated that it should come from a different source of funding and stated that he did not feel like it was "in the spirit" of the opioid settlement money. He stated he would prefer to spend the money on addiction triage and treatment and the city could partner with Washington County to provide access to services. Mayor Rosener asked if Councilor Standke would like to hold a work session to discuss the use of future opioid settlement funds and Councilor Standke replied that he would. Councilor Scott asked for more information on the evidence/outreach van. Chief Hanlon explained that currently, the Sherwood Police Department had no way of responding to crime scenes, overdoses, deaths, etc. that required a great deal of equipment. He explained the van would serve many roles and reported that the rationale for using the opioid settlement money to purchase the van was because they were responding to a large amount of fentanyl overdoses. He explained the usefulness of the drug identification machine and said it would reduce the risk of exposure to harmful substances to those on-scene. He referred to the evidence van and added that when not in use, the van could be used in community events to educate and engage with the public. He commented that he had researched what other cities were using the opioid settlement funds for and stated that cities were using it for equipment purchasing, mental health resources, etc. Councilor Giles asked regarding the usefulness of the drug identification machine and Chief Hanlon spoke on the need to quickly identify substances so appropriate precautions could be taken. Council President Young referred to the MHRT funds and Chief Hanlon explained that the MHRT had a lot of interactions with people experiencing drug addiction and the \$24,550 was going to support that program/team and would make General Fund dollars available. Councilor Standke commented that the use of the opioid funds to make General Funds available did not make sense to him as a use for those funds. Mayor Rosener asked if there was any predictability in the amount of funding the city would receive over time and commented that to him, these were one-time funds and should be used on one-time expenditures. Finance Director Bodway replied that he expected the funds to continue to come in through 2038. He reported that over three years, the city had received about \$141,000 and commented that the stream would be relatively stable until 2038. Council President Young referred to

the MHRT funds and stated that unless those additional funds would provide Sherwood with more MHRT time or services, she did not understand the need to pay more than the city was already paying. City Manager Sheldon explained that the city did not have to spend the opioid settlement funds on MHRT services, but it was an option. Councilor Scott asked how long the city had to spend the funds and Finance Director Bodway replied that there was a three-year timeframe to spend the money as it was dispensed. Councilor Mays commented that he supported the expense for this year, but he was open to discussing how to spend the funds for future years. Councilor Scott commented that he supported the resolution but asked that Council schedule future work sessions to discuss the use of the funds moving forward and commented he agreed with Councilor Standke's statements. Councilor Brouse stated that for this year, she supported the resolution, but she also wanted to discuss the use of the funds for future years. Councilors requested more information on what types of programs the opioid settlement funds could be used on. Councilor Standke referred to potential federal DEA funds and the city backfilling opioid funded programs. Mayor Rosener commented that to him, there was a prevention side and a crime scene side, and both were valid. He stated he supported the resolution but wanted to discuss the use of future funds further. Chief Hanlon spoke on the need for creative funding solutions and the need to utilize all available resources. With no additional council comments, the following motion was stated.

MOTION: FROM COUNCILOR MAYS TO APPROVE RESOLUTION 2025-011, ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2024-25 AND MAKING APPROPRIATIONS. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 5:2; MAYOR ROSENER, COUNCIL PRESIDENT YOUNG, COUNCILORS BROUSE, MAYS, AND GILES VOTED IN FAVOR. COUNCILORS STANDKE AND SCOTT OPPOSED.

Mayor Rosener addressed the next agenda item.

9. CITY MANAGER REPORT:

City Manager Craig Sheldon reported on the Schaumburg project bid openings. He stated that Sherwood was a part of a \$15 million grant with the City of Tualatin for charging stations and reported that the grant was on hold at the moment.

Mayor Rosener addressed the next agenda item.

10. COUNCIL ANNOUNCEMENTS:

Councilor Giles reported on Sherwood High School theater events and choir fundraiser performances. He encouraged people to attend the Taekwondo demonstration at the Arts Center on January 22nd.

Councilor Brouse reported she would attend the upcoming Water Consortium meeting in February.

Councilor Mays spoke on his attendance at the most recent WCCCA meeting and reported that dues would increase in the near future.

Councilor Standke reported that the Planning Commission had not met since the last Council meeting. He referred to a citizen comment from July 16th regarding concerns about the Ice Age Trail alignment and explained that he had spoken with staff and the trail would still be located on Tonquin, where it was originally proposed. He reported the Sherwood Foundation for the Arts would host its annual puzzle competition on

February 22nd.

Council President Young thanked staff for organizing the Council goal setting work session on January 11th. She reported on her attendance at the Sherwood Chamber of Commerce meeting at the YMCA. She reported on her attendance at the WEA legislative reception. She reported on current theater productions at the Arts Center.

Mayor Rosener spoke on his attendance at the most recent WCCC meeting and explained MSTIP funding usage. He reported on the Council goal setting work session on January 11th. He spoke on the upcoming legislative session.

11. ADJOURN:

Mayor Rosener adjourned the regular session at 8:15 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

Sherwood City Council Meeting

Date: February 4, 2025

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

Work Session

- “Sherwood Transportation Plan Scoping” PowerPoint presentation & questions sheet from City Engineer Jason Waters, Kittleson & Associates Phill Worth, Exhibit A

- “Sherwood Youth Advisory Council” PowerPoint presentation from Assistant City Manager Kristen Switzer, Exhibit B

Sherwood City Council Meeting Date:

February 4, 2025

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Finn McGray	Sherwood	210 383 4987
Kristie Spurling	Bushong Ter, Sherwood, OR	310.346.0120
David Biegel	Kathy St. Sherwood	
Shelley Biegel	"	
Neil Shannon	Sherwood	503-625-9114
DAVE SWEENEY	"	503-380-1900



City of
SHERWOOD
Transportation System Plan



Sherwood Transportation System Plan Scoping

City Council Work Session
February 4, 2025

2/4/2025
Date

City Council
Gov. Body

WS
Agenda Item

A
Exhibit #

Meeting Agenda

- Welcome and Introductions
- What is a Transportation System Plan?
- Why Update the Plan?
- Project Overview
- Discussion
- Next Steps



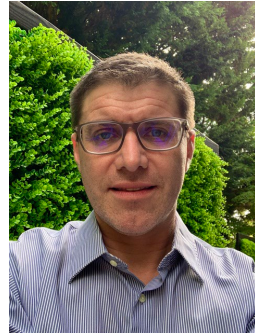
Home of the Tualatin River National Wildlife Refuge

Project Team

Sherwood Team



Joy Chang
Project Manager



Jason Waters
City Engineer



Richard Sattler
Public Works



Sean Conrad
Community Development

Kittelson Team



Phill Worth
Project Manager



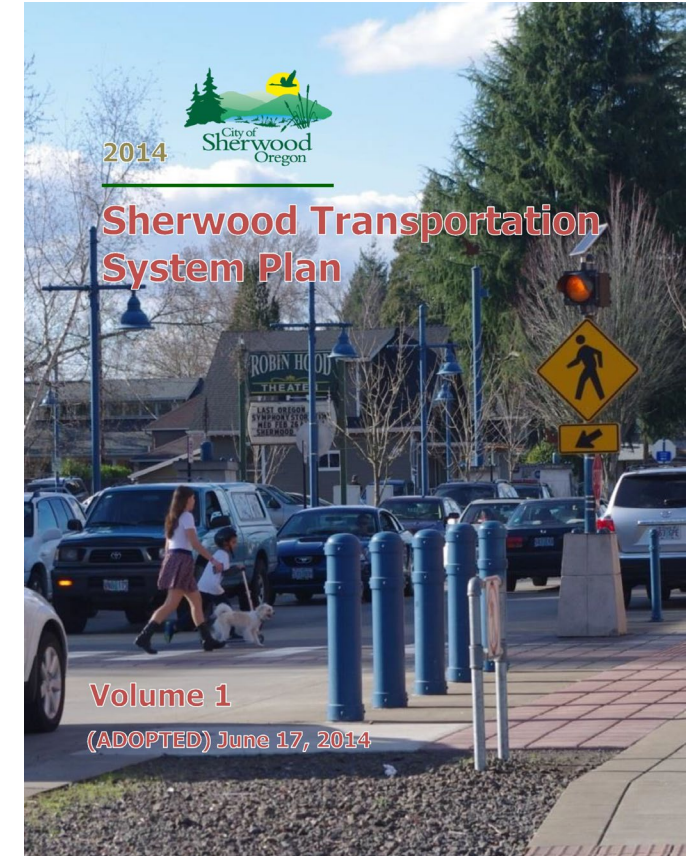
Nick Meltzer
Deputy Project Manager



Russ Doubleday
Project Staff

What is a Transportation System Plan?

- A 20-year planning document that describes a transportation system and outlines projects, programs, and policies to meet community goals for transportation
- The Plan answers questions about the transportation system, such as:
 - What type of system do we want in the future?
 - What do we have now and how well does it work?
 - What improvements are needed now and in the future?
 - How will we fund improvements?
 - What should we do first?
- Includes all modes: bicycle, motor vehicle, pedestrian, & transit



What is Required in a Transportation System Plan?



Source: Greater Portland, Inc

- Community Engagement
- Goals, Objectives and Performance Measures
- Existing Conditions
- Future Conditions
- Solution Development and Evaluation
- Funding Program
- TSP Document



Why is Sherwood Updating the Transportation System Plan Now?

- New Legal Requirements
 - Climate Friendly and Equitable Community (CFEC) rulemaking initiated by the Department of Land Conservation and Development in 2021
 - Requires updates to Transportation System Plans as components of the Comprehensive Plan
 - In Portland Metro, 2040 Centers are the designated Climate Friendly Areas, which require revised land use regulations
 - Practical
 - Recommended update frequency is 10 years, Sherwood's current TSP is from 2014
 - Confirms and refines community goals for transportation
 - Extends the timeframe of the plan to a new horizon year 2045/46
 - Informs Capital Improvement Plan (CIP) updates
 - Informs land development conditions of approval (development funded improvements)
- 



Transportation System Plans **Must ...**

- Define and classify future transportation network
 - Identify and prioritize improvements needed in the next 20 years
 - Identify areas/improvements that require additional study or analysis
 - Determine metrics for evaluating system performance
 - Determine fiscal constraints
- 



Transportation System Plans Should ...

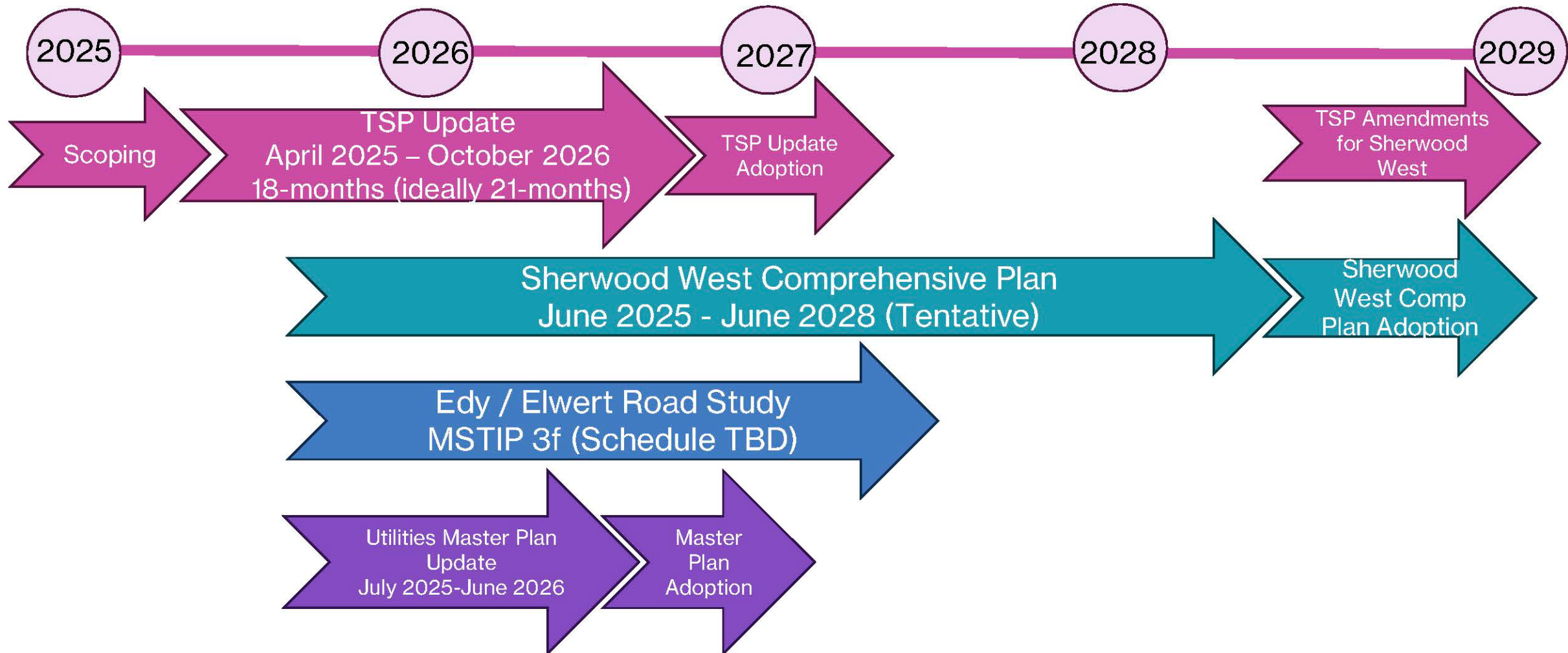
- Set standards or provide design guidance
- Inform improvements needed with near term development
- Consider future transportation trends and innovations (Artificial Intelligence, Intelligent Transportation Systems, Smart Streets, etc.)
- Advance policies and programs that support the transportation system (Safe Routes to School, Travel Options, Parking, etc.)



Transportation System Plans Can ...

- Investigate transportation needs of expansion areas (Sherwood West)
- Develop alternative performance measures and standards
- Advance new policy directives (e.g., Vision Zero)

Project Timelines – relative to the TSP Update



Discussion Questions



Source: City of Sherwood Facebook



When You Consider Transportation & The Community ...

1. What do you appreciate most about Sherwood?
 2. **What are good examples of transportation facilities in Sherwood and why?**
 3. **What transportation challenges does Sherwood face now or in the future?**
 4. How have you used the TSP to make decisions?
 5. What successes or challenges have you faced with implementing the TSP?
 6. What has taken place within the community that creates the need for TSP updates?
 7. **What do you think is important to include in the next TSP update?**
 8. **What are important criteria for choosing & prioritizing investments?**
 9. What is essential for this TSP to accomplish?
 10. **What do you foresee as key challenges to developing this TSP update?**
 11. **What other input or guidance would you offer as we begin to scope the TSP planning process?**
- 



Next Steps

- February 18 Council Work Session
- Staff work session
- Draft & Final TSP Scope of Work
- Anticipated April 1 kick-off



Sherwood Transportation System Plan

Preparing for Sherwood's Next Transportation System Plan (TSP)

Please think about Sherwood:

- The people that choose to live and work here
- How the community is spatially laid out and physically organized
- The network of transportation facilities and services that connect it
- The economic drivers of its vitality and
- The features that demonstrate the uniqueness of our community

In this context, please consider the following questions*:

1. What do you appreciate most about Sherwood?
2. **What are good examples of transportation facilities in Sherwood and why?**
3. **What transportation challenges does Sherwood face now or in the future?**
4. How have you used the TSP to make decisions?
5. What successes or challenges have you faced with implementing the TSP?
6. What has taken place within the community that creates the need for TSP updates?
7. **What do you think is important to include in the next TSP update?**
8. **What performance measures or evaluation criteria should be considered when identifying problems, evaluating options, and prioritizing solutions for funding and implementation?**
9. What is essential for this TSP to accomplish?
10. **What do you foresee as key challenges to developing this TSP update?**
11. **What other input or guidance would you offer as we begin to scope the TSP planning process?**

* Questions in bold may be prioritized for the February 4, 2025 Council Work Session. All questions will be available for discussion at the February 18, 2025 Council Work Session.

Sherwood Youth Advisory Council Work Session



Home of the Tualatin River National Wildlife Refuge

February 4, 2025

2/4/2025
Date

City Council
Gov. Body

WS
Agenda Item

B
Exhibit #



What is a Youth Advisory Council?



Group of Young Advisors

A Youth Advisory Council is a group of individuals who offer counsel and support to organizations and governing bodies.



Active Participation

They participate in projects, community initiatives, and act as ambassadors.



Youth Perspective

Their primary role is to provide a youthful perspective, engage their community, and help the organization achieve its mission.

Benefits of a Youth Advisory Council

Youth Engagement

By involving youth, you create a direct channel for their voices and ideas, which helps in making programs more inclusive and relevant.

Community Impact

YACs increase awareness about issues affecting youth and the community, leading to innovative solutions and increased volunteerism.

Stronger Connections

Organizations can better connect with and understand the needs of young people, leading to more effective and impactful programs.

Draft Mission Statement

The mission of the Sherwood Youth Advisory Council is to educate, engage, and empower youth from the community by providing them with opportunities to actively participate in local government, develop leadership skills, and make a positive impact.

Purpose of the YAC

- A. Explore innovative methods, such as creating and engaging in community projects and positive youth-focused activities, to raise awareness about the issues impacting Sherwood's youth.
- B. Provide review and comment to elected officials and City decision-makers regarding public issues, projects, and proposals that have an impact on youth.
- C. Work with the Mayor, City Council, City Departments other community organizations to create civic engagement opportunities for local youth.
- D. Promotes civic engagement and produces future leaders of the community.

Organization of the YAC

1

Membership

The YAC will have up to 11 members, with a minimum of 7 members.

2

Meeting Frequency

Meetings will occur once per month, September-June. Day and time set at the beginning of each academic year.

3

Terms

Terms to last 2 years, providing continuity and allowing for long-term projects.





Possible Projects and Activities



Community Events

- Annual Drug Take Back Program
- Community Wide Clean-Ups
- Teen Driver Safety Events
- Assist with Special Events (Robin Hood, Cruisin, Give & Gobble, Music on the Green, Movies in the Park)



Local Government Education

- Tour City facilities to gain better understanding of City functions
- City Day at the State Capital
- Citizens University
- Oregon Youth Summit



Budget Considerations

1

Create a Budget

Develop a budget to include staff time, materials and supplies, travel and training (Capital Day, NLC Conference).

2

Seek Funding

Seek grants and sponsorships for specific projects or initiatives.

3

Involve Youth

Involve youth in grant writing and fundraising.

Next Steps

1

Council Adoption

City Council formally adopts a policy establishing a Youth Advisory Committee.

2

Application Process

An application is created and posted on the website/social media and shared with the school district, the YMCA, youth leagues, non-profits, etc.

3

Selection and Organization

A City Council liaison, City Manager (or designee), and staff liaison will interview candidates. Officers for the YAC will be selected by the committee members themselves: President, vice president, secretary and treasurer.

Empowering Youth, Strengthening Communities

Youth Voice Matters

YACs provide a platform for young people to contribute meaningfully to their communities.

Future Leaders

By engaging youth now, we're nurturing the next generation of community leaders and active citizens.

Mutual Benefits

Both youth and organizations gain valuable insights and experiences through YACs.



Approved Minutes



Home of the Tualatin River National Wildlife Refuge

SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
February 4, 2025

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 6:00 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays was absent.
3. **STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPIC:**

A. TSP (Transportation System Plan) Update

City Engineer Jason Waters presented the "Sherwood Transportation Plan Scoping" PowerPoint presentation (see record, Exhibit A) and recapped that the TSP was updated in 2005 and 2016, and this update would be led by the Engineering Department with the assistance of Senior Planner Joy Chang. He referred to the 2016 update and explained that it was restricted by the Transportation and Growth Management funds that ODOT administered, which funneled the entire project through ODOT. He reported that an additional work session to discuss the update would be held on February 18th and noted that the scope of work had not been finalized, so this was an opportunity for Council to discuss the project. Mr. Waters reported that there were requirements for the TSP, including cross-sections for the SDCs and SDC credits and outlined that TSPs did not address street lighting levels or mid-block crossing warrants. He commented that Council could expand the scope of the TSP to evaluate arterial streets and collectors as well as street lighting levels and mid-block crossing warrants. He introduced Kittleson & Associates consultant Phill Worth and Mr. Worth provided background on his professional experience and the project team. He outlined that a TSP was a 20-year planning document that described a transportation system and outlined projects, programs, and policies to meet community goals for transportation. He stated that the TSP was a part of and companion to the city's Comprehensive Plan and served as the foundation for how a community lived, worked, played, and grew over time. He noted that the TSP was a state requirement, but it was up to Council and the community to develop the plan. He spoke on the probability of a long project list and fiscally constrained TSPs and aspirational TSPs. Mayor Rosener referred to MSTIP funding and the need for the city to be grant-ready for TSP projects. Mr. Worth explained that the TSP would be done in coordination with ODOT, Metro, Washington County, and neighboring cities and would inform Metro's Regional Transportation Plan and the County's TSP. He outlined that a TSP was required to have community engagement; goals, objectives and performance measures; analyzation of existing conditions; analyzation of future conditions; solution development and evaluation; a funding program; and a TSP document. He recapped why it was

important to update the TSP now and explained that there were new legal requirements, such as CFEC. Other reasons included: the recommendation that a TSP be updated every 10 years, confirmation and refinement of goals for transportation, extension of the timeframe to plan for 2045/46, it would inform CIP updates, and it would inform land development conditions of approval. Mr. Worth reported that a TSP was required to accomplish the five objectives of: define and classify future transportation network; identify and prioritize improvements needed in the next 20 years; identify areas/improvements that require additional study or analysis; determine metrics for evaluating system performance; and determine fiscal constraints. He continued that a TSP should set standards or provide design guidance, inform improvements needed with near term development, consider future transportation trends and innovations, and advance policies and programs that support the transportation system including Safe Routes to School. Mr. Worth reported that a TSP could investigate transportation needs of expansion areas, such as Sherwood West; develop alternative performance measures and standards; and advance new policy directives (e.g. Vision Zero). He provided an overview of the project timeline on page 10 of the presentation and reported that the TSP update would take 18-21 months to complete. He explained that the goal was to get the TSP ready for Council's adoption and create a placeholder for what would become the Sherwood West component of the TSP. Once that document was ready for adoption, the TSP could be updated. He displayed a list of questions for Council to consider and discuss on page 12 of the presentation and asked for feedback. Councilor Giles spoke on his desire for the creation of a local bus service, similar to Wilsonville, and referred to the development of Sherwood West. Council discussed TriMet and funding sources for Wilsonville's program. City Engineer Waters clarified that the TSP had a transit section that could be expanded upon to include things like new technologies. Councilor Standke referred to emergency vehicles and routes and asked if police and TVF&R were involved in the TSP process. Mr. Worth replied that a representative from the city's emergency services would participate in one of the TSP subcommittees in order to ensure their needs were addressed. Mr. Waters added that someone from TVF&R and the Police Department would be on the TAC for the TSP update, and the update would be circulated to the Washington County Consolidated Communications Agency. Councilor Scott asked that the TSP identify and prioritize all of the connection gaps in the pedestrian network based on hazard level. Council President Young referred to the question of "What transportation challenges does Sherwood face now or in the future?" and commented that some community members felt that the city planned its transportation after development was planned. Councilor Brouse asked if the Traffic Safety Committee would be involved in the TSP process and City Engineer Waters replied that a representative from the Committee would be on the TAC. Councilor Scott referred to Sherwood Boulevard and Century Drive traffic issues and stated he would like that intersection addressed immediately. Mr. Waters put forward the idea of having Council identify their top priority locations to address traffic/pedestrian safety issues and discussion occurred. Mayor Rosener referred to minimum engineering standards versus more robust standards, particularly near school zones, and stated that that should be a part of the conversation. Discussion regarding the traffic congestion issues near Sherwood High School occurred. Mayor Rosener referred to preemption from the state and CFEC regulations and spoke on his desire to identify gaps and collaborate with developers to address those gaps. City Engineer Waters spoke on the possibility of the city prioritizing adjusting signal controllers to address traffic issues. Councilor Giles asked for information on traffic management technologies that were available to cities. Mayor Rosener asked for information on what other cities were doing and referred to the Vision Zero program and the possibility of reducing neighborhood speed limits. Mr. Waters commented that Sherwood would be the first city to complete their TSP update post-CFEC regulations. Council and Mr. Worth spoke on the need for Council to provide feedback on what areas they wanted to abide by current standards and areas they wanted to push the limits. Councilor Giles asked that Sherwood's trails and paths also be evaluated for potential multi-modal usage. Councilor Standke referred to the occasional seasonal flooding of parts of the Stella Olsen Park trails and asked if the TSP would address those issues. Mr. Waters replied that it was a seasonal gap in the system and ideas for addressing those issues would likely be considered

for the aspirational list versus the financially constrained list. Councilor Brouse asked how the TSP update fit into the Old Town Strategic Plan and Mr. Waters replied that the Old Town Strategic Plan would be factored into the TSP. Councilor Giles referred the buildout timelines of Sherwood West and commented regarding completing the TSP update now and Mr. Waters replied that the Sherwood West portion of the TSP would be adopted as an update when the time came. Mr. Worth stated that Council would hold another work session on this topic at the February 17th Council meeting.

B. Youth Advisory Board Discussion

Assistant City Manager Kristen Switzer presented the "Sherwood Youth Advisory Council" PowerPoint presentation (see record, Exhibit B) and provided a recap of the work completed thus far. Ms. Switzer explained that she wanted feedback and direction from Council on the formation of a Youth Advisory Council (YAC). She recapped that last year, Council and the Sherwood School District successfully created a Youth Advisory Board. She outlined that Council had expressed their desire to now create an in-house Youth Advisory Board. She explained that a YAC was a group of individuals who offered counsel and support to organizations and governing bodies. They actively participated in projects, community initiatives, and acted as ambassadors. Their primary role was to provide a youthful perspective, engage their community, and help the organization achieve its mission. She recapped the benefits of a YAC on page 3 of the presentation as: youth engagement, community impact, and stronger connections. She stated the draft mission statement was, "The mission of the Sherwood YAC is to educate, engage, and empower youth from the community by providing them with opportunities to actively participate in local government, develop leadership skills, and make a positive impact." Council expressed their happiness with the draft mission statement. Assistant City Manager Switzer outlined the purpose of a YAC on page 5 of the presentation as: explore innovative methods, such as creating and engaging in community projects and positive youth-focused activities, to raise awareness about the issues impacting Sherwood's youth; provide review and comment to elected officials and City decision-makers regarding public issues, projects, and proposals that have an impact on youth; work with the Mayor, City Council, city departments and other community organizations to create civic engagement opportunities for local youth; and promote civic engagement and produces future leaders of the community. Mayor Rosener spoke on the importance of a YAC as a tool to expose more young people to careers in local government. Ms. Switzer provided an overview of the possible projects and activities the YAC could participate in on page 7 of the presentation. Councilor Giles stated that the Sherwood Chamber of Commerce could also be a partner for the YAC. Ms. Switzer stated that it was recommended that the YAC be comprised of a minimum of 7 members but could have up to 11 members serving on the board. The YAC should meet once a month, September through June, with the day and time being set at the beginning of each academic year. Councilor Scott commented that he worried about the YAC not meeting throughout the summer since many of the activities they could participate in occurred in the summertime. Discussion regarding the time span of the program occurred and Councilor Scott suggested six two-year terms and five one-year terms so there would be membership consistency. Ms. Switzer reported that there were budget considerations and recommended the development of a budget to include staff time, materials and supplies, and travel and training (Capital Day, NLC Conference, etc.). She stated that the YAC could also assist in pursuing grant funding opportunities for specific projects or initiatives. Councilor Scott stated there should be minimum participation levels required in order for them to be eligible to attend the NLC Conference or other significant events and discussion occurred. Council President Young suggested that only second-year YAC members should be eligible for NLC Conference participation. Discussion regarding possible eligibility requirements for participation in the NLC Conference occurred. Council President Young asked for an estimate of approximate staff time to support the YAC. Assistant City Manager Switzer replied that necessary staff time varied from board to board, but she estimated that 10-15 hours of staff time would be needed to

support the YAC. Councilor Scott asked if staff had the bandwidth to support the board and Ms. Switzer replied that staff was committed to making the YAC work and discussion occurred. Councilor Scott commented that the YAC could be adopted as a two-year pilot program, allowing staff and Council the opportunity to adjust as needed. An audience member spoke on the considerable interest for YAC among Sherwood youth and discussion occurred. Mayor Rosener asked that an ordinance and resolution be drafted to create the committee and assign a liaison. He asked who would like to serve as the Council liaison for the YAC. Councilor Brouse stated she would serve as the Council liaison and Councilor Scott would serve as the alternate. Interim City Attorney Sebastian Tapia referred to the use of "Council" in the name and stated that there were rules that needed to be followed, and Council determined that "Youth Advisory Committee" or similar was acceptable.

5. ADJOURN

Mayor Rosener adjourned the work session at 7:04 pm and convened a regular session.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:12 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Taylor Giles, Renee Brouse, Dan Standke, and Doug Scott. Councilor Keith Mays was absent.
- 3. STAFF PRESENT:** Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Police Chief Ty Hanlon, HR Director Lydia McEvoy, Community Development Director Eric Rutledge, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

MOTION: FROM COUNCILOR SCOTT TO SWITCH THE AGENDA ORDER TO HEAR PRESENTATIONS BEFORE CITIZEN COMMENTS. SECONDED BY COUNCIL PRESIDENT YOUNG. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (COUNCILOR MAYS WAS ABSENT).

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

Mayor Rosener addressed the next agenda item.

5. CONSENT AGENDA:

- A. Approval of January 11, 2025, City Council Meeting Minutes**
- B. Approval of January 21, 2025, City Council Meeting Minutes**

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

Mayor Rosener addressed the next agenda item.

6. PRESENTATIONS:

A. Recognition of Eagle Scout Award Recipients

Jasmine Spurling came forward and provided background information on her Eagle Scout project. She stated that it had taken her a long time to decide what she wanted her project to be and presented a PDF of the project planner she had utilized throughout the project. She explained that her project involved her working with a private preschool in Tigard to construct a new playhouse with unique toys and features and a picnic table. She provided an overview of her brainstorming process and project timeline, and stated she was very happy with the final product. Council congratulated Ms. Spurling on her achievement. Councilor Brouse asked how she came to the decision to work with a preschool in Tigard versus somewhere in Sherwood. Ms. Spurling explained that a family friend worked at the preschool. Councilor Brouse asked what Ms. Spurling's plans were for the future and Ms. Spurling replied that she wanted to continue her work impacting the next generation and the environment. Council presented Ms. Spurling with a certificate.

Derek Liu explained that he created an archery booth to use at the Sherwood Robin Hood Festival and it was designed to be a free activity for kids. He explained he chose the archery booth because it appealed to him, and he felt it would be a fun activity for kids. He explained he experienced many technical difficulties building the booth so that it was safe for children, but it was relatively simple to construct. He spoke on his experience building the booth and reported that Home Depot and Sherwin-Williams had donated materials for his project, and he received a lot of help from his Troop and parents. He stated he was very pleased with the final product. Council President Young asked how many volunteer hours the project had taken, and Mr. Liu replied close to 200 hours. Council congratulated Mr. Liu on his achievement. Councilor Brouse asked Mr. Liu what his plans were for the future and Mr. Liu replied that he was currently studying physics in college, and he hoped to become a physics professor. Mayor Rosener stated Mr. Liu's certificate would be mailed to him. Mayor Rosener addressed the next agenda item.

7. CITIZEN COMMENTS:

Sherwood resident Dave Sweeney came forward and referred to a notice the residents of Shady Grove had received regarding planned tree removal for construction purposes. He stated that if the city did not intervene in the next several days, the trees would be removed. He asked that the city and Council call the developer to ask them to pause their tree removal plans and asked that the city buy the small strip of land with the trees on it. He spoke on available grant opportunities and referred to Metro's capital grant "Nature in Neighborhoods" grants and encouraged the city to explore those options. Mayor Rosener addressed the next agenda item.

8. CITY MANAGER REPORT:

Assistant City Manager Kristen Switzer reported on the Cultural Arts Commission's Lunar New Year event. She reported that an open house for the Old Town Strategic Plan would be held on February 13th at the Arts Center. She thanked Public Works for their work prepping roads for upcoming winter conditions. She reported that notices would go out regarding necessary traffic detours during the pedestrian bridge project. Mayor Rosener addressed the next agenda item.

9. COUNCIL ANNOUNCEMENTS:

Councilor Standke stated that the Library Advisory Board had not met since Council's last meeting. He reported on his attendance at the most recent Sherwood School Board meeting. He shared highlights, attendance numbers, graduation rates, and reported there were funding deficits. He referred to comments made at a previous Council meeting regarding concerns around the lack of safety measures around Sherwood elementary schools and reported that the School Board had already approved phase one of their security update. He reported on an upcoming theater production scheduled for February.

Councilor Scott reported that the most recent Parks and Recreation Advisory Board meeting was cancelled due to a lack of a quorum.

Councilor Brouse thanked MUSA Martial Arts for their Taekwondo demonstration at the Arts Center. She congratulated the nominees and award winners for the Sherwood Chamber of Commerce banquet. She reported there would be a ribbon cutting ceremony at a new coffee shop. She reported she would attend the upcoming Senior Advisory Board where they would continue their work on making Sherwood an age-friendly city. She reported she would attend the Water Consortium meeting.

Councilor Giles reported he had no Planning Commission news to share. He stated that he had recently written an article about the Statue of Liberty and shared an excerpt from his article.

Council President Young reported that the most recent Police Advisory Board meeting was cancelled due to a lack of a quorum. She reported on her attendance at the Region 1 Area Commission on Transportation meeting. She recapped the work session held prior to this meeting to discuss the formation of a Youth Advisory Board. She reported on her attendance at the Sherwood Chamber of Commerce banquet awards event.

Mayor Rosener spoke on his attendance at the Taekwondo demonstration at the Arts Center. He provided an overview of the state of the current legislative session and explained that the city would continue to lobby Salem regarding housing and preemption of local control. He reported that WCCLS was currently evaluating what the next library levy would look like.

Council President Young spoke on SB 538, which advocated for disability support for children with developmental disabilities who had very high behavior health or medical needs.

Councilor Standke spoke on the recent adoption of a supplemental budget and referred to the opioid settlement money and asked for community feedback on how those funds should be spent.

10. ADJOURN:

Mayor Rosener adjourned the regular session at 8:10 pm.

Attest:



Sylvia Murphy, MMC, City Recorder



Tim Rosener, Mayor