



Home of the Tualatin River National Wildlife Refuge

CITY COUNCIL MEETING PACKET

FOR

Tuesday, October 21, 2025

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

5:30 pm City Council Work Session

7:00 pm City Council Regular Meeting

City Council Executive Session

**(ORS 192.660(2)(d), Labor Negotiator Consultations)
(Following the 7:00 pm Regular City Council Meeting)**

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

AMENDED AGENDA – WORK SESSION CORRECTION & ADDITION



Home of the Tualatin River National Wildlife Refuge

5:30 PM CITY COUNCIL WORK SESSION

1. **Elementary School Crossing Assessment Study**
(Joy Chang, Project Manager)
2. **Transient Lodging Tax (TLT) Discussion**
(Erik Adair, Economic Development Manager)
3. **Update on Charter Amendment**
(Ryan Adams, City Attorney)
4. **Discuss Memorial Dedication Options**
(Kristen Switzer, Assistant City Manager)

7:00 PM CITY COUNCIL REGULAR SESSION

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **CONSENT AGENDA**
 - A. **Approval of October 7, 2025 City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
 - B. **Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks and Recreation Advisory Board** (Kristen Switzer, Assistant City Manager)
 - C. **Resolution 2025-072, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project** (Rich Sattler, Public Works Director)
6. **CITIZEN COMMENTS**
7. **CITY MANAGER REPORT**
8. **COUNCIL ANNOUNCEMENTS**
9. **ADJOURN TO EXECUTIVE SESSION**
 - A. **ORS 192.660(2)(d), Labor Negotiator Consultations**
(Ryan Adams, City Attorney)

10. ADJOURN

AGENDA

SHERWOOD CITY COUNCIL October 21, 2025

5:30 pm City Council Work Session

7:00 pm City Council Regular Session

City Council Executive Session
(ORS 192.660(2)(d) Labor Negotiator
Consultations)
(Following the 7:00 pm Regular
City Council Meeting)

Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140

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AMENDED AGENDA – WORK SESSION CORRECTION & ADDITION

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
October 7, 2025

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:34 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Finance Director David Bodway, Economic Development Manager Erik Adair, IT Director Brad Crawford, Deputy Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Oregon State Senator Courtney Neron Misslin and Land Use Attorney Carrie Richter with Bateman Seidel

4. TOPICS:

1. Session Wrap Up with Senator Neron Misslin

Mayor Rosener introduced Senator Neron Misslin, and she provided a presentation that reviewed the 83rd legislative session (see record, Exhibit A). She discussed her efforts in the last legislative session representing District 13, which includes Sherwood. She stated in 2025 she focused on addressing the cost of living, transportation, protecting natural resources and climate future, P-20 education funding stability and equity, and behavioral health and safety.

Mayor Rosener thanked Senator Neron Misslin and addressed the next item on the agenda.

2. Housing Bill Follow Up Discussion and Next Steps

Mayor Rosener said this is a follow up discussion from the July 15 work session. Community Development Director Eric Rutledge and Land Use Attorney Carrie Richter provided a presentation (see record, Exhibit B). 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, to discuss the impacts to the existing city limits and Sherwood West, and to determine the next steps. Mr. Rutledge provided an update on Sherwood West and stated Metro's approval of the expansion was appealed to the Land Conservation and Development Commission (LCDC) and they upheld Metro's decision. He said he expects there to be an appeal to the Court of Appeals.

Mr. Rutledge provided an update on SB 1537 which created the Housing Accountability and Production Office (HAPO), required local jurisdictions to approve certain adjustments for housing, and required additional land use applications to be processed as limited land use applications. Discussion followed regarding variances and an exception process that the City has applied for. He said the Planning Department will update the Council regularly with the work they do to comply with these state laws. Mayor Rosener said his largest grievance is requiring additional land use applications to be processed as limited land use decisions. Mr. Rutledge explained that our Code currently has procedures for how Type II to Type IV land use cases are processed, and SB 1537 limits those procedures, no longer requires a public hearing, and limits the notice requirement to 100 feet. He mentioned that the Department of Justice (DOJ) ruled an interpretation that said when SB 1537 was drafted there was a provision from the 1990s that said was not struck from the bill which stated that cities can still use their comprehensive plan procedures and DOJ interpreted that cities can still use their own procedures. He stated Sherwood continues to process limited land use applications under our own interpretation of the state law supported by the DOJ.

Mr. Rutledge provided an update on SB 974 Design, Exceptions, Limited Review Process and Engineering Review Shotclock which does not allow cities to apply their design standards for subdivisions that are over 20 units. He said it does not apply to multi-family structures over 3 units. He stated this bill limits public notice and hearing procedures for zone changes to allow denser residential use designation, planned unit developments, and variances from a residential approval standard. He said SB 974 also put timelines for review on final engineering plans. Ms. Richter noted that cities have until July 1, 2026, to comply. Discussion followed.

Mr. Rutledge explained HB 2138 Middle Housing Revisions, which provided updates and revisions to HB 2001. Senator Neron Misslin added that Mayor Rosener was influential in working with the Governor's office and partners and helping them understand the concerns and translating that into policy.

Mr. Rutledge provided an update on SB 2258 Pre-Approved Site and Building Plans Middle Housing Revisions that 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 of specific residential development types on certain lots or parcels.

Mr. Rutledge discussed HB 3031 Housing Related Infrastructure Funding, which provided \$10 million in funding for housing related transportation, water, wastewater, and stormwater infrastructure for local jurisdictions.

Mr. Rutledge briefly discussed the impacts on budgets and staffing to comply with the state laws. He said the next steps include a code audit, planning studies, code update, and the consideration of a charter amendment. Ms. Richter discussed a potential charter amendment and explained Home Rule in Oregon, charter mechanics, and charter amendment timeline and cost. She said potential amendment topics include annexations, public participation in land use review, zoning regulations, and other. She provided draft charter language for public participation (page 11) and annexation (page 12) (see record, Exhibit B). City Attorney Ryan Adams discussed charter mechanics and the timeline and cost of putting a charter amendment on the ballot. Mr. Adams discussed the draft language of potential charter amendments and how they may preserve Home Rule. He said a charter amendment was not a guarantee and there are pros and cons. He asked for directions from the Council and said they would need to work quickly and bring forward a resolution by the next meeting. Councilor Giles asked if a charter amendment would be perceived as gearing up for a fight. Mr. Adams said it could be perceived as that. Councilor Mays said it is more of a value statement. Ms. Richter

reviewed the draft charter amendment language and said they stayed away from substance and focused on the procedures and said the language with the highest likely of success is focused on public participation. Councilor Mays said the 2nd paragraph (page 11) needs some work. Mr. Adams discussed the cost of putting a charter amendment on the January ballot and said Washington County estimates \$1.50 per voter and Sherwood has approximately 14,000 registered voters. Councilor Giles asked if the charter amendment passes are we setting the City of for more legal costs to defend it. Mayor Rosener said yes, potentially.

Mr. Adams asked for directions, and said the if the Council supports putting a charter amendment before the voters, he suggested doing both the public participation and annexation amendments. The Council agreed to have staff move forward with drafting charter language and a resolution and presenting it at the October 21 meeting.

Mayor Rosener adjourned the work session at 7:10 pm.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:20 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Finance Director David Bodway, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, IT Director Brad Crawford, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, Police Chief Ty Hanlon, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

MOTION: FROM COUNCILOR BROUSE TO ADOPT THE AGENDA. SECONDED BY COUNCILOR MAYS. 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 September 16, 2025 City Council Meeting Minutes**
- B. Resolution 2025-065, Reappointing Brian Fairbanks to the Sherwood Budget Committee**
- C. Resolution 2025-066, Reappointing Kady Strode to the Sherwood Budget Committee**
- D. Resolution 2025-068, Authorizing the City Manager to Sign the Broadband Users Group IGA**
- E. Resolution 2025-069, Authorizing Submittal of a Housing Capacity Analysis Grant Application to the Oregon Department of Land Conservation and Development**
- F. Resolution 2025-070, Authorizing the City Manager to Execute an Intergovernmental Agreement with Washington County for the Elwert Road Feasibility Study Funding Contribution**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Mayor Rosener addressed the next agenda item, and the City Recorder read the public hearing statement.

7. PUBLIC HEARING:

A. Resolution 2025-067, Adjusting Solid Waste and Recycling Collection Rates

Public Works Director Rich Sattler came forward and presented a resolution adjusting solid waste and recycling collection rates. He stated under the Sherwood Municipal Code the City Council sets the rates Pride Disposal charges for solid waste and recycling services. In July 2025 the city's rate review consultant Bell and Associates completed a rate analysis of Pride Disposal's 2024 financial information. The rate analysis found Pride's rates of returns for 2024 to be a composite return of 4.78%. He stated Bell and Associate presented information at a July 15 and September 16 City Council work session with recommendation to adjust the rates. The projected rate for 2025 is 9.1% and the rates for 2026 would have an average of 4% rate increase for the residents. He noted a rate schedule was provided in the staff report. He stated staff respectfully recommend the City Council approve the resolution to adjust rates.

Mayor Rosener said the City Council had two extensive work sessions to discuss the rate adjustments and asked if the Council had any questions of staff. Councilor Mays thanked staff and the consultants for their efforts. Councilor Giles said there will be a survey regarding how well the food waste in yard debris service is being used and stated he is looking forward to the results.

Mayor Rosener opened the public hearing. With no public testimony received Mayor Rosener closed the public hearing. Mayor Rosener asked for Council discussion.

Councilor Young thanked Pride Disposal for their assistance in helping them understand the rates. Mayor Rosener agreed.

MOTION: FROM COUNCILOR MAYS TO ADOPT RESOLUTION 2025-067 ADJUSTING SOLID WASTE AND RECYLING COLLECTION RATES. SECONDED BY COUNCILOR SCOTT. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR.

8. CITY MANAGER REPORT:

City Manager Craig Sheldon said the Sunset paving project is scheduled for October 28 and 29. The intersection of Sunset and Main Street during that time will be temporarily closed for about 30 minutes twice a day to accommodate the paving work. He stated they are hoping to work outside the school drop off schedule, but people should plan accordingly. He announced that Washington County will be holding a ribbon cutting ceremony at Pioneer Park in Sherwood celebrating the completion of the three major road

improvement projects. He said the Citizen's University started last Thursday. He stated Chick Fil A will open this week.

Police Chief Ty Hanlon commented on the new 4-way stop by Chick Fil A and said the department stopped several drives yesterday in the educational process. Mayor Rosener said the Chick Fil A ribbon cutting is tomorrow and they officially open on October 9.

9. COUNCIL ANNOUNCEMENTS:

Councilor Giles announced the Planning Commission will meet on Tuesday, October 14 and the packet is on the City website.

Councilor Brouse said the Senior Advisory Committee will meet tomorrow and the Youth Advisory Meeting will meet on Friday. She commented on Chamber activities and said there are several upcoming ribbon cutting ceremonies.

Councilor Mays commented on the success of the pedestrian bridge ribbon cutting ceremony. He attended the League of Oregon Cities (LOC) conference last week. He announced that Mayor Rosener was elected as Vice President of the LOC and congratulated him.

Councilor Scott attended the Parks Board Meeting yesterday and the discussion included tree removals.

Councilor Standke commented on the traffic issues at Sunset and Main during morning drop offs. He attended the Library Advisory Board meeting and discussed the upcoming levy. He commented on the service offered by Pride Disposal to dispose of mixed organic waste in the yard debris containers and suggested looking at Pride Disposal's website for more information.

Councilor Young attended the Region One Area Commission on Transportation and said ODOT provided an update on the legislative funding package and information on micro transit pilot projects. She attended the LOC conference and she congratulated Mayor Rosener on his Vice President position.

Mayor Rosener said the LOC awarded Councilor Mays with the Mark Hatfield award which is very prestigious. Councilor Mays said he was humbled by the award and commented that it takes a team. Mayor Rosener said it was well deserved.

Mayor Rosener said he attended the LOC conference last week. He thanked staff and everyone involved in the pedestrian bridge project. He announced that the Pirates of Pinehurst is now open Thursday, Friday, Saturday, and Sunday nights in October at 7:30 pm.

10. ADJOURN TO EXECUTIVE SESSION

Mayor Rosener adjourned the meeting at 7:48 pm and convened an Executive Session.

EXECUTIVE SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:52 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott and Dan Standke.
- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Human Resources Director Lydia McEvoy, City Attorney Ryan Adams and Consultant Ross Schultz.

4. TOPIC:

A. ORS 192.660(2)(f)(i), Exempt Public Records and Performance Evaluation

5. ADJOURN

Mayor Rosener adjourned the executive session at 9:08 pm.

Attest:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Mayor

TO: Sherwood City Council

FROM: Kristen Switzer, Assistant City Manager
Through: Craig Sheldon, City Manager

SUBJECT: Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks & Recreation Advisory Board

Issue:

Should the Council appoint Joshua Gaylord to the Sherwood Parks & Recreation Advisory Board?

Background:

A vacancy exists on the Parks & Recreation Advisory Board, position #3 due to a Board member moving out of town. Joshua Gaylord submitted an application for consideration of appointment and was interviewed by the interview panel. The interview panel consisted of Doug Scott, City Council Liaison, David Scheirman, Chair and Kristen Switzer, Staff Liaison. The panel unanimously recommended appointment of Joshua Gaylord to fill position #3, which will expire in June 2026. 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 adoption of Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks & Recreation Advisory Board.



RESOLUTION 2025-071

APPOINTING JOSHUA GAYLORD TO THE SHERWOOD PARKS & RECREATION ADVISORY BOARD

WHEREAS, a vacancy exists, position #3 on the Parks & Recreation Advisory Board; and

WHEREAS, the City advertised the vacancy on the City website, The Archer, and social media, and

WHEREAS, Joshua Gaylord applied to be appointed and was interviewed by Doug Scott, City Council Liaison, David Scheirman, Chair and Kristen Switzer, Staff Liaison; and

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

WHEREAS, the Mayor has recommended to the City Council that Joshua Gaylord 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 Joshua Gaylord to position #3 on the Sherwood Parks & Recreation Advisory Board for a term expiring at the end of June 2026.

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

Duly passed by the City Council this 21st day of October 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

TO: Sherwood City Council

FROM: Rich Sattler, Public Works Director

Through: Craig Sheldon, City Manager & Ryan Adams, City Attorney

SUBJECT: Resolution 2025-072, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project

Issue:

Should City Council authorize the City Manager to execute construction contract amendments with Brown Contracting, Inc. to complete the Sunset-Timbrel Crosswalk Safety Project?

Background:

The Sherwood Transportation System Plan (TSP) and Washington County Transportation Development Tax (TDT) project list identifies the need for pedestrian safety improvements along SW Sunset Blvd at SW Timbrel Lane. On December 5, 2023, City staff presented the proposed Safe Route to School improvements to City Council during a work session. The safety study completed by Kittelson & Associates evaluated the intersection of Sunset-Timbrel.

The City completed the design to include a Pedestrian Hybrid Beacon (PHB), solicited competitive bids from contractors, and opened bids on June 5, 2025. Staff reviewed the bids and identified Brown Contracting, Inc. (Contractor) to have submitted the lowest responsive bid and the City awarded a construction contract of \$400,226.45 which includes contingency funds.

Construction commenced in August 2025 with plans to complete the ADA ramp improvements prior to the start of school. The project encountered unforeseen issues: Inadequate distribution power from PGE for the pedestrian signal and additional streetlights; and very soft (native) soils were encountered under approximately 9' of fill material at the southeast corner of the intersection (it was believed that granular material extended well below the base of the signal foundation). This required a redesign of the signal foundation by a geotechnical engineer and requires new reinstallation of the signal foundation by Contractor at the southeast corner of the intersection. Project completion date extended to end of February 2026.

Financial Impacts:

The original contract amount is \$400,226.45 which includes contingency of 15%. Staff and Contractor have negotiated contract amendments required to complete the project totaling \$165,330.30. City staff recommends authorizing City Manager to expend up to an additional \$25,000 in contract amendments with Contractor or third party consultants and contractor if necessary to complete the project by end of February 2026.

Recommendation:

Staff respectfully recommends City Council adoption of Resolution 2025-072, authorizing the City Manager to execute a construction contract amendment with Brown Contracting, Inc. for the Sunset-Timbrel Crosswalk Safety Project.



RESOLUTION 2025-072

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION CONTRACT AMENDMENT FOR THE SUNSET-TIMBREL CROSSWALK SAFETY PROJECT

WHEREAS, the City has identified a need to make pedestrian safety improvements to the intersection of SW Sunset Blvd and SW Timbrel; and

WHEREAS, the City completed the design, produced bid documents, and solicited contractors using a competitive bidding process per ORS 279C, OAR 137-049; and

WHEREAS, Brown Contracting, Inc. was identified as lowest responsive bidder and awarded a \$400,226.45 construction contract through Resolution 2025-041 and commenced work in August; and

WHEREAS, the project encountered unforeseen conditions and delays that require additional Contract Change Orders equal to \$165,330.20; and

WHEREAS, the City anticipates additional contingency funds within the adopted FY2025/2027 budget.

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

Section 1: The City Manager is hereby authorized to execute an additional \$165,330.20 in Contract Change Orders with Brown Contracting, Inc. to complete the Sunset-Timbrel Crosswalk Safety Improvements.

Section 2: The City Manager is hereby authorized to expend \$25,000.00 in contingency funds for Contract Change Orders with Brown Contracting, Inc. and consultants.

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the City Council this 21st day of October, 2025.

Tim Rosener, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder

Sherwood City Council Meeting

Date: October 21, 2025

List of Meeting Attendees: ✓

Request to Speak Forms: N/A

Documents submitted at meeting:

Ws. 1 - Sherwood School Zone Crossing Assessment - Ex. A

WS 2- TLT-Transient Lodging Tax Presentation -Exh B

WS3- Charter Amendment 2025 Presentation -Exh C

WS4 - Linda Henderson Naming & Memorial Options - Exh D

Sherwood City Council Meeting Date:

October 21, 2025

ATTENDANCE SHEET

NAME

ADDRESS

PHONE

Jana Mays	Sherwood	

Sherwood School Zone Crossing Assessment

Elementary Schools in City of Sherwood

K KITTELSON
CONSULTANTS



10/21/2025
Date

CC-WS
Gov. Body

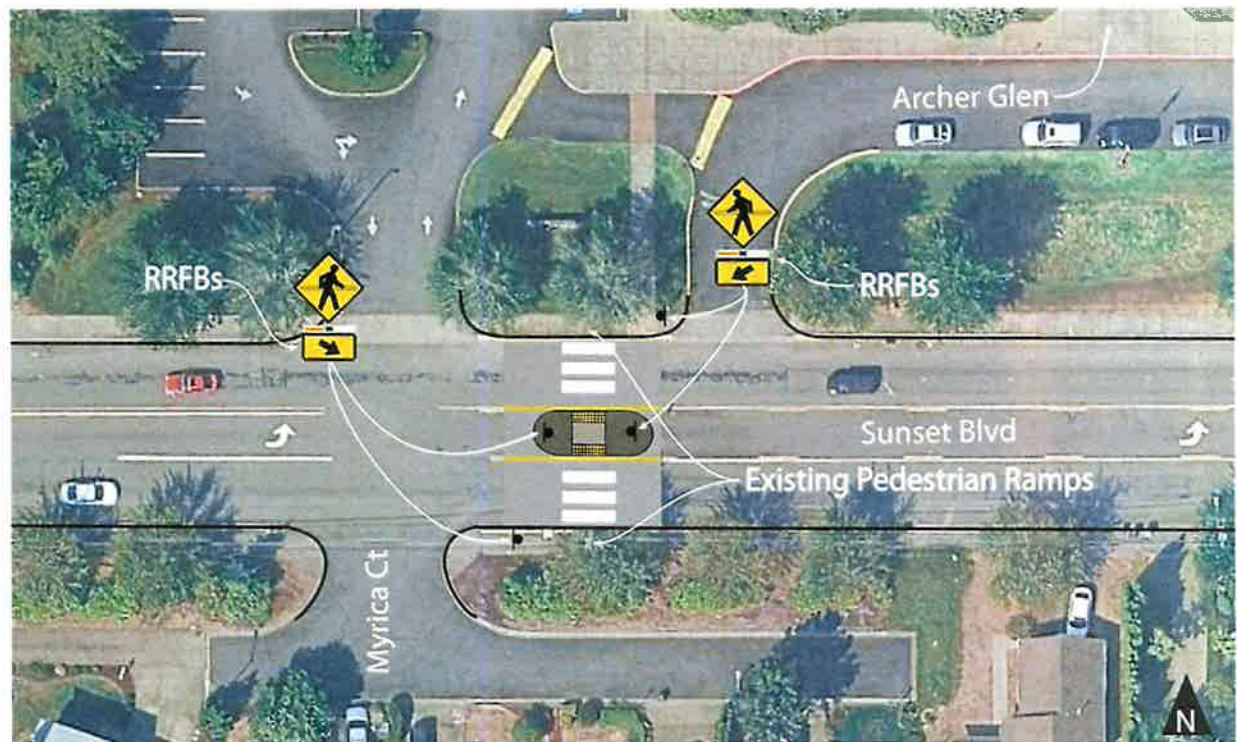
WS-1
Agenda Item

A
Exhibit #

Archer Glen Conceptual Treatments

Midblock Crossing at School

- Install pedestrian refuge island with RRFBs
- Advance 'Yield Here to Pedestrians' signage and markings



Hawks View Conceptual Treatments

Midblock Crossing at School

- Replace beacons with RRFBs
- Upgrade pedestrian refuge island
- Install curb extensions
- Upgrade curb ramps (ADA)

School Driveway (South)

- Install raised crosswalk across driveway
- Upgrade sidewalks and curb ramps (ADA)



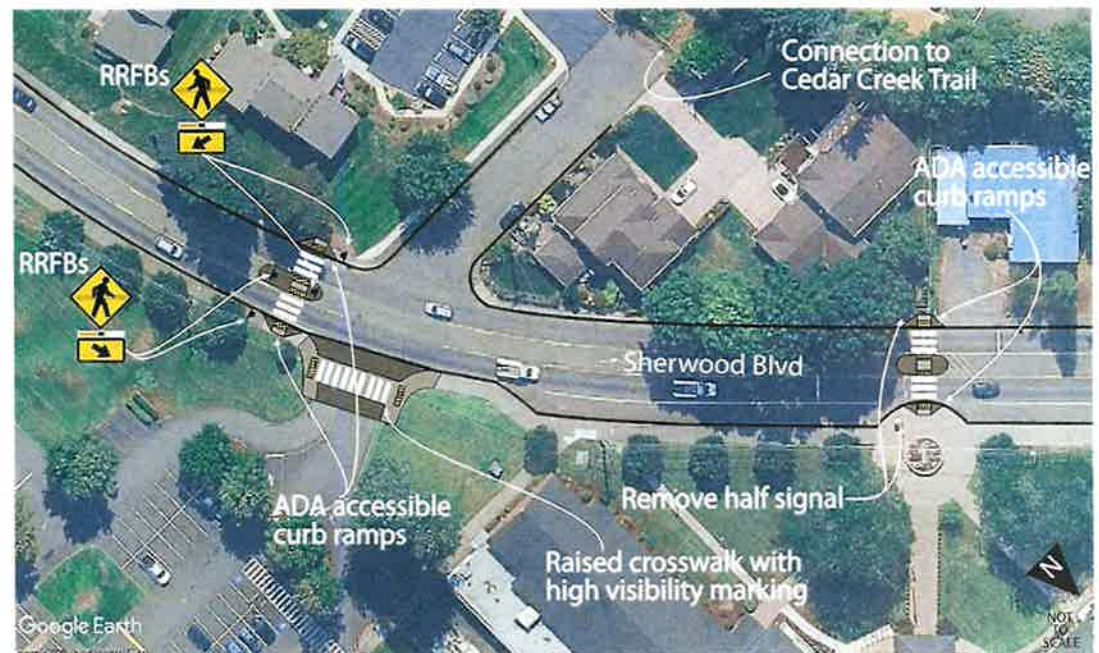
Hawks View Conceptual Treatments

School Driveway (North)

- Install refuge island with RRFBs
- Install raised crosswalk across driveway

Midblock Crossing at School District

- Remove outdated half-signal
- Upgrade pedestrian refuge island
- Upgrade sidewalks and curb ramps (ADA)



Ridges Conceptual Treatments

Edy Rd/Copper Terrace Rd Crossing:

- Long-term:
 - Coordinated with planned Edy Rd widening project
 - Pedestrian refuge island with RRFBs
- Near-term:
 - Quick build: temporary curb extensions



Questions & Discussion

TLT – Transient Lodging Tax

Staff Presentation:

- Erik Adair, Economic Development Manager
- Eric Rutledge, Community Development Director
- David Bodway, Finance Director

Sherwood City Council Work Session
October 21, 2025



10/21/2025
Date

CC WS
Gov. Body

WS-2

B

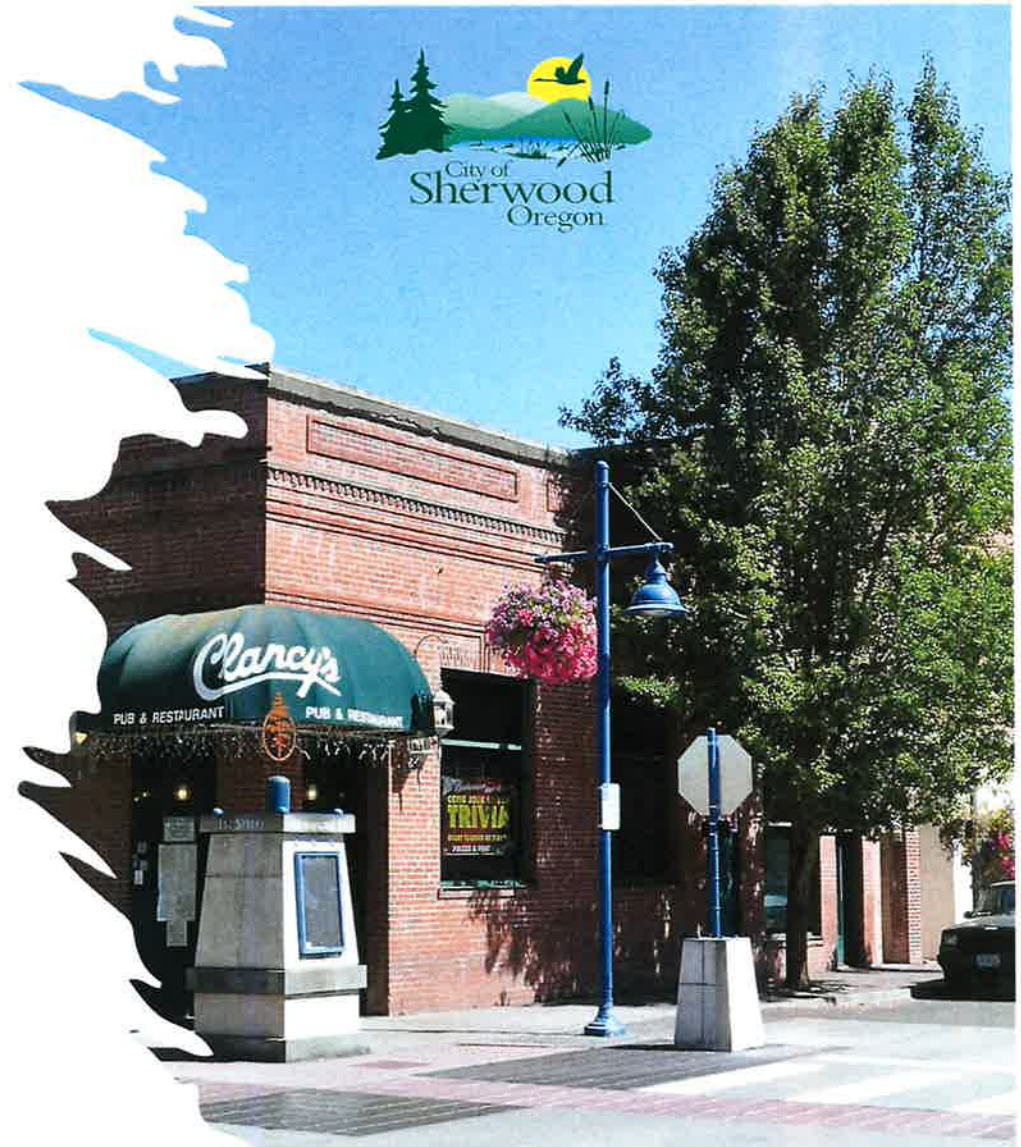
What is the TLT? Transient Lodging Tax

- Tax on short-term stays — hotels, motels, B&Bs, vacation & short-term rentals, RVs, and campsites
- Funds tourism promotion and tourism-related facilities
- State rate: **1.5%**, plus additional **city/county TLTs** that vary across Oregon
- Supports both **statewide tourism marketing** and **local visitor infrastructure**



State + County + City TLT Taxes

- Important note: total TLT rate a guest pays is combination of state, county, and any applicable city taxes. **For example, in Sherwood, the total TLT rate is 13.5% (1.5% state + 9% county + 3% city).**
- **9% county-wide TLT** is split into several allocations, and roughly **2.39% out of the 9%** is returned directly to the cities where the lodging occurred.
- Washington County collects Sherwood's TLT through an existing IGA signed in 2017.





How is TLT money spent?

- 70% must be used for tourism promotion and tourism-related facilities. (ex. trails, visitor centers, arts venues, and marketing efforts aimed at attracting tourists)
- No more than 30% may be used to fund general city services. These services can include transportation infrastructure, libraries, parks, and public safety (police, fire, and EMS).

Source, LOC League of Oregon Cities, 2024 TLT Legal Guide to Collecting Lodging Tax in Oregon

How is TLT money allocated within our city?

Current Breakdown:

- 30% to General Fund

Remaining Balance:

- 33.3% to Arts Fund
- 66.6% to Economic Dev / Promotion Fund

Oregon Comparisons on TLT



Washington County

- Beaverton 4
- Hillsboro 3
- Sherwood 3
- Tigard 2.5
- Tualatin 2.5
- Forest Grove 2.5

Oregon

- Lincoln City 12
- Newport 12
- Bend 10.4
- McMinnville 10
- Ashland 10
- Seaside 10
- Coos Bay 9.5
- Salem 9

- Redmond 9
- Medford 9
- Florence 9
- Corvallis 9
- Newberg 9
- Dundee 9
- Sandy 9
- Dallas 9
- Independence 9
- Lake Oswego 6
- Portland 6
- Milwaukie 6
- Eugene 4.5
- Cottage Grove 4
- **Official Statewide Average 7.7%**
- **Sherwood 3% (Among lowest in Oregon)**

Sherwood Lodging and Revenue



- 3% TLT Sherwood (local only)
- 1 Hotel – Hampton Inn and Suites / 73 rooms
- A couple dozen rentals and Air B and B's
- Average Amount of TLT revenues collected by our city annually is averaging \$86,000
- Average Amount of TLT revenues shared from 2.8% county is \$75,000

12-month history of TLT collection and distribution in Sherwood

Name of City	Transient Lodging Tax (TLT) \$ Received	TLT \$ Distributed to:					
		Washington County Fair Complex	Washington County Visitors Association	Events Center	City	City Tax	County
Year-to-date							
Hotels/motels	338,659.07	28,218.65	65,756.75	18,907.27	70,555.84	84,664.77	70,555.79
On-line travel companies (OTCs)	39,645.00	3,322.09	7,743.02	2,225.94	8,307.68	9,738.55	8,307.72
Short Term Rentals (STR)	48,382.32	4,031.16	9,394.64	2,701.03	10,079.94	12,095.54	10,080.01
Less County administrative fees			-		(605.66)	(351.40)	319.63
Totals	\$ 426,686.39	35,571.90	82,894.41	23,834.24	88,337.80	106,147.46	89,263.15



County TLT portion
2.8% back to city

City's TLT 3% for
past 12 months

**= \$194, 485 TLT income past 12 months –
*includes \$40k of lawsuit funds. Average actual
is usually around \$160k total to the city**

Sherwood TLT Revenue Scenarios (3% – 7%)

Scenario	City TLT	Est. Annual City Revenue (with constant 2.8 county portion incl)	3-Year Total	5-Year Total
Current Baseline	3.0%	160,000	480,000	800,000
Scenario 1	4.0%	213,000	639,000	1,065,000
Scenario 2	5.0%	267,000	801,000	1,335,000
Scenario 3	6.0%	320,000	960,000	1,600,000
Scenario 4	7.0%	373,000	1,119,000	1,865,000

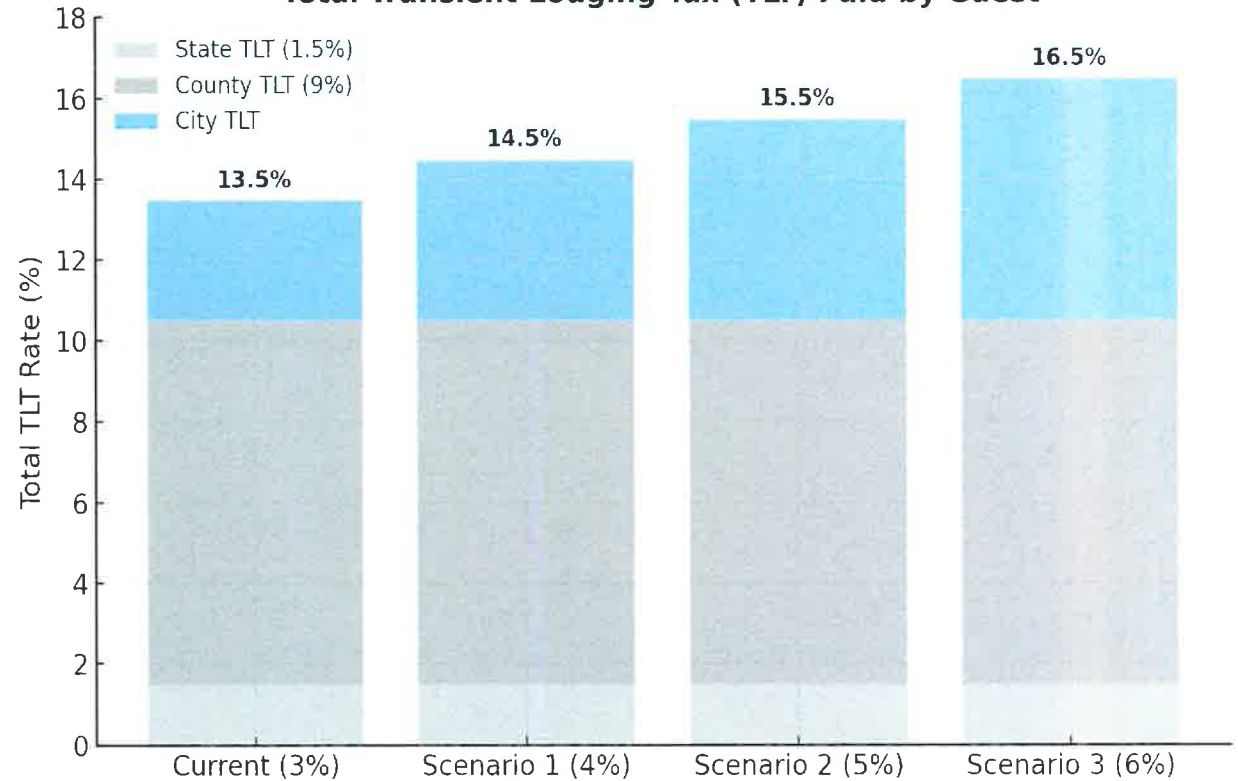


Total TLT % paid by guest

Scenario layout



Total Transient Lodging Tax (TLT) Paid by Guest



One Night Stay Hampton Inn Sherwood

(\$170/night)



Scenario	City TLT Rate	Total Tax Rate (city, county, state)	Total Tax Amount	Total Room Cost (w Tax)
Current	3%	13.5%	\$22.95	\$192.95
Scenario 1	4%	14.5%	\$24.65	\$194.65
Scenario 2	5%	15.5%	\$26.35	\$196.35
Scenario 3	6%	16.5%	\$28.05	\$198.05

*Scenario, if city raised TLT to 6% it would add \$5.10/night

Thank you

TLT – Transient Lodging Tax

Staff Presentation

- Erik Adair, Economic Development Manager
- Eric Rutledge, Community Development Director
- David Bodway, Finance Director

Sherwood City Council Work Session
October 21, 2025



Sherwood's TLT IGA Agreement signed 2017



RESOLUTION 2017-021

AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH WASHINGTON COUNTY REGARDING TRANSIENT LODGING TAXES

WHEREAS, Washington County imposes a County-wide transient lodging tax via Washington County Code Chapter 3.08, and

WHEREAS, the County remits a portion of that tax to cities in the County that request to participate in the distribution of transient lodging tax proceeds collected by the County for transient lodging located within each respective city, pursuant to County Code 3.08.170, and

WHEREAS, the City entered into an intergovernmental Agreement (IGA) with the County in 2001, pertaining to the distribution of such tax proceeds, and

WHEREAS, the County has since amended its ordinance, necessitating an update to the terms of the IGA,

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

Section 1. The City Manager is authorized to execute an Intergovernmental Agreement with Washington County in a form substantially similar to Exhibit A, attached hereto, relating to distribution of transient lodging taxes, and to take such other actions as may be necessary to effectuate that agreement.

Section 2. The above-described IGA is intended to supersede and replace any prior agreements on this subject between the City and the County.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 4th day of April, 2017.

Attest:

A handwritten signature in blue ink, likely of the City Clerk.

A handwritten signature in blue ink, likely of the Mayor.
Krisanna Clark, Mayor

CHARTER AMENDMENT 2025

October 21, 2025

Ryan Adams, City Attorney

Carrie Richter, Land Use Attorney

Eric Rutledge, Community Development Director



10/21/2025
Date

CC WS
Gov. Body

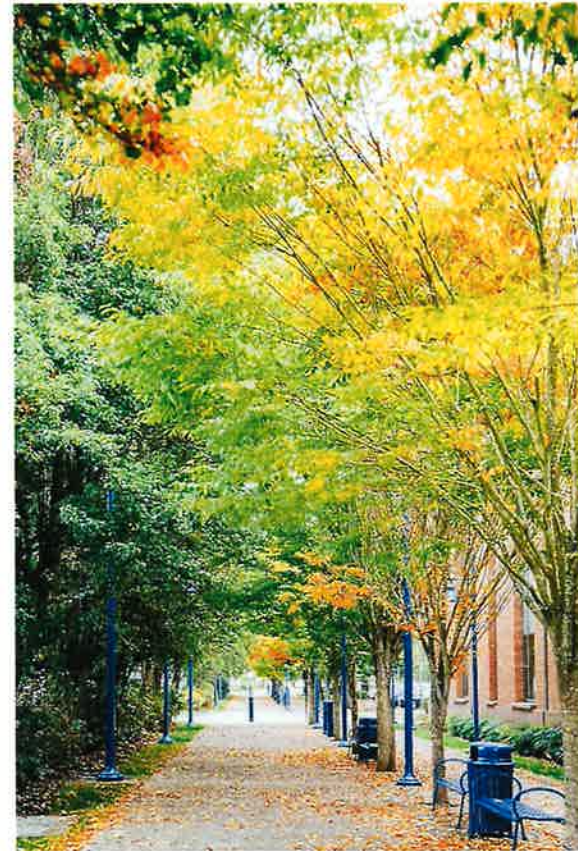
WS-3
Agenda Item

C

CHARTER AMENDMENT

Purpose of Work Session

- Discuss proposed charter language and timeline related to state preemption
 - Charter language
 - Measure text
 - Explanatory statement



CHARTER AMENDMENT

Charter Language – Public Participation

As a city that is of the people, by the people, and for the people, Sherwood is committed to hearing from the people. Sherwood is entrusted to ensure citizen involvement in land use decisions, as mandated by Statewide Land Use Goal 1. The City Council shall establish, by ordinance, procedures to ensure transparency and meaningful public participation in all phases of the land use process, including notice, hearings, and appeals. These procedures are inherent to Sherwood’s political form and are rooted in Sherwood’s home rule authority. These procedures shall not be preempted by state laws that limit public engagement and include:

No Type III or higher land use application, as specified by adopted city ordinance, shall be decided without at least one duly noticed neighborhood meeting and one public hearing before the City Council or its delegated decision-making body. A public hearing shall also be held before deciding any appeal, allowing public testimony and the submission of new evidence; and

Mailed notice in advance of neighborhood meetings and public hearings must be sent to all property owners and occupants within 1,000 feet of the subject property for all Type II or higher applications, using the classifications and timelines prescribed by ordinance. Additional notice methods, such as published or electronic notices may also be required.

CHARTER AMENDMENT

Measure Text / Explanatory Statement – Public Participation

Caption: Amends Charter: Enshrines Citizen Involvement in Land Use Decisions

Question: Shall the Sherwood Charter be amended acknowledging existing neighborhood meeting, public hearing, and notice requirements for certain land use applications?

Summary: The proposed amendment adds charter provisions committing Sherwood to citizen involvement in land use decisions, consistent with Statewide Land Use Goal 1. It directs the City Council to establish ordinances ensuring transparency and meaningful public participation throughout the land use process, including notice, hearings, and appeals. These procedures, rooted in the city's home rule authority, cannot be preempted by state laws that limit public engagement. Key requirements include: No Type III or higher land use application may be decided without at least one duly noticed neighborhood meeting and one public hearing before the City Council or delegated body. Appeals require a public hearing allowing testimony and submission of new evidence. For Type II or higher applications, mailed notice must be sent in advance to all property owners and occupants within 1,000 feet of the subject property, using classifications and timelines set by ordinance. Additional methods, such as published or electronic notices, may also be mandated. This amendment has no direct fiscal impact identified and will not alter the City's current land use processing procedures.

CHARTER AMENDMENT

Charter Language – Annexations

Determining the city's jurisdictional boundaries is declared to be a matter inherent to its political form. The City shall have the exclusive authority to initiate, approve, or deny annexation requests subject to the procedures and standards adopted by ordinance of the City Council. These procedures shall not be pre-empted by state laws that modify or eliminate this authority.

CHARTER AMENDMENT

Measure Text / Explanatory Statement – Annexations

Caption: Amends Charter: Establishes City Authority Over Annexation Decisions

Question: Shall the Sherwood Charter be amended to grant the City exclusive authority over annexation decisions, independent of state laws modifying such authority?

Summary: The proposed amendment adds a charter provision declaring that determining Sherwood's jurisdictional boundaries is inherent to its political form. It grants the City exclusive authority to initiate, approve, or deny annexation requests subject to procedures and standards set by Sherwood City Council ordinance. These procedures cannot be preempted by state laws that modify or eliminate the City's annexation authority. The amendment ensures local control over annexation decisions and confirms home rule authority. No direct fiscal impact has been identified.

CHARTER AMENDMENT 2025

October 21, 2025

Ryan Adams, City Attorney

Carrie Richter, Land Use Attorney

Eric Rutledge, Community Development Director



Linda Henderson Legacy Naming & Memorial Options



10/21/2025
Date

CC WS
Gov. Body

WS-4
Agenda Item

D
Exhibit #

Background



Former City Councilor **Linda Henderson** devoted many years to public service, helping to shape Sherwood's parks, arts, and civic programs. Her leadership, generosity, and commitment to community left an enduring mark on Sherwood's civic life.



Following her passing in 2025, Council and community members have expressed interest in identifying a **lasting public tribute** that reflects her values, character, and legacy of service.

Purpose

- The purpose of this framework is to:
 - Provide a structured approach for Council consideration of naming or dedicating a public space or feature in Linda Henderson's memory.
 - Ensure that any tribute aligns with community values, public benefit, and Linda's areas of impact—particularly arts, parks, and civic engagement.

Potential Facilities for Dedication/Renaming



MAJOR CITY FACILITIES
(E.G., SHERWOOD CENTER
FOR THE ARTS,
COMMUNITY ROOMS, OR
OTHER CIVIC BUILDINGS)



PARKS OR PARK FEATURES
(E.G., STAGES, PLAZAS,
GARDENS, SHELTERS,
TRAILS, PLAYGROUNDS)



**PUBLIC ART
INSTALLATIONS OR
LANDSCAPED MEMORIAL
SPACES**



Option A- “Linda Henderson Community Stage” at Stella Olsen Park

Rationale:

Linda was a founding member of the Sherwood Foundation for the Arts and a driving force behind community performances at Stella Olsen Park. She helped bring the arts to life in Sherwood and supported countless local productions.

Pros:

- Strong connection to Linda’s passion for the arts.
- Visible, active space associated with community gatherings and celebration.



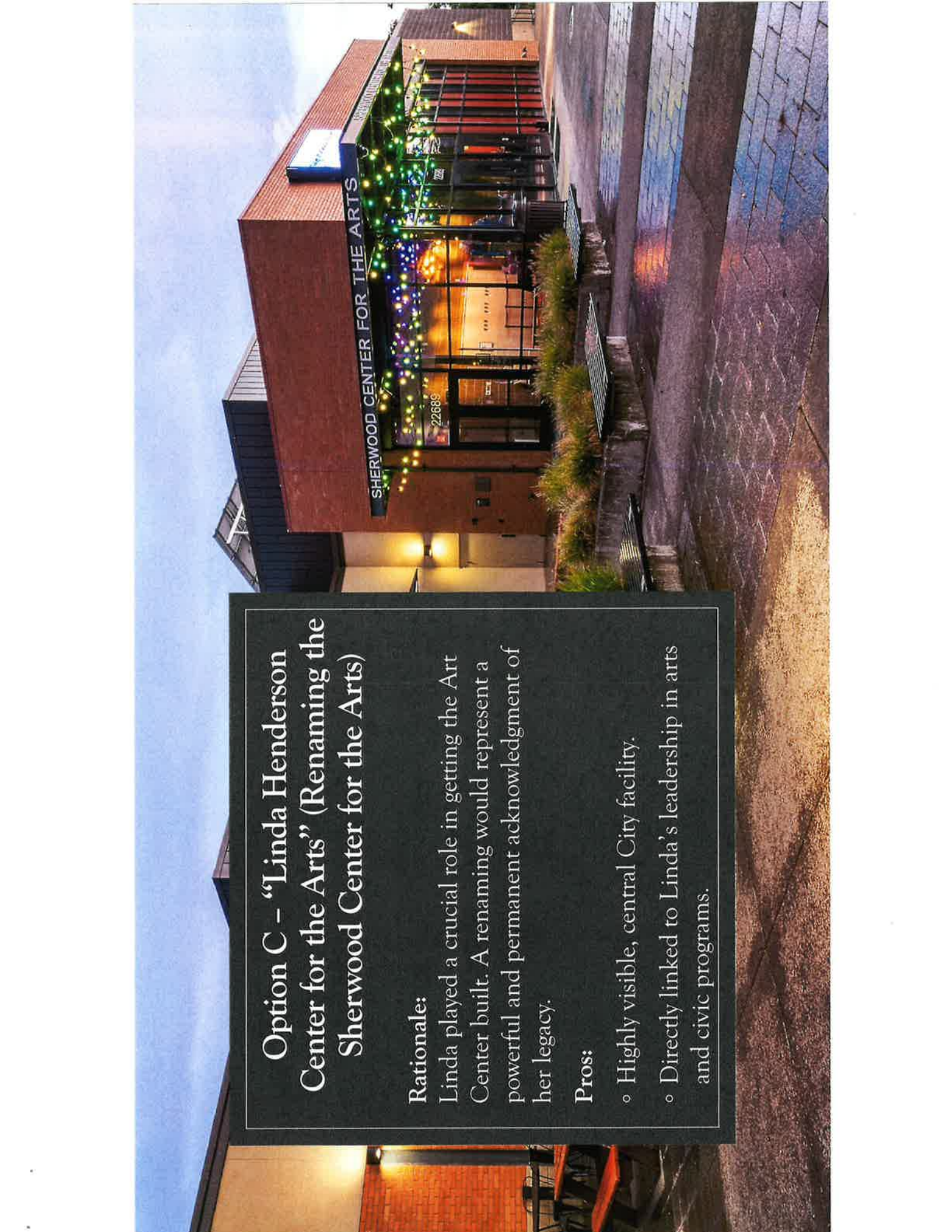
Option B - “Linda Henderson Memorial Garden” or “Linda Henderson Park Shelter” at Snyder Park

Rationale:

Linda was on the Parks Board before serving on the City Council and instrumental in the design of Snyder Park.

Pros:

- Accessible and visible to park visitors.
- If a garden, a living tribute incorporating natural beauty, trees, or seating.



Option C – “Linda Henderson Center for the Arts” (Renaming the Sherwood Center for the Arts)

Rationale:

Linda played a crucial role in getting the Art Center built. A renaming would represent a powerful and permanent acknowledgment of her legacy.

Pros:

- Highly visible, central City facility.
- Directly linked to Linda’s leadership in arts and civic programs.

Next Steps

1

Council Discussion: Review the options and provide direction to staff.

2

Staff Coordination: Provide cost estimate and design options consistent with Council direction.

Conclusion



Linda Henderson's dedication to Sherwood—through her advocacy for parks, arts, and community service—deserves a meaningful and lasting tribute.



By naming or dedicating a public space in her honor, the City can celebrate her life and inspire future generations to serve with the same spirit and heart.



Approved Minutes



SHERWOOD CITY COUNCIL MEETING MINUTES
22560 SW Pine St., Sherwood, Or
October 21, 2025

WORK SESSION

1. **CALL TO ORDER:** Mayor Rosener called the meeting to order at 5:37 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, Doug Scott (remote) and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Community Development Director Eric Rutledge, Finance Director David Bodway, Economic Development Manager Erik Adair, IT Director Brad Crawford, Human Resources Director Lydia McEvoy, City Engineer Jason Waters, Public Works Director Rich Sattler, Project Manager Joy Chang, Deputy City Recorder Colleen Resch, and City Recorder Sylvia Murphy.

OTHERS PRESENT: Nick Gross with Kittleson & Associates, Chief Operations Officer Brady Strutz with Sherwood School District, and Land Use Attorney Carrie Richter with Bateman Seidel.

4. TOPICS:

1. Elementary School Crossing Assessment Study

Mayor Rosener thanked the project team and stated this was the second work session on this topic. Project Manager Joy Chang introduced Nick Gross with Kittelson & Associates and Brady Strutz with the Sherwood School District. She provided a presentation on Sherwood Elementary School crossings, that included Archer Glen, Hawks View, and the Ridges (see record, Exhibit A). Mr. Gross provided a summary of the proposed conceptual treatments for each school and the outcomes and recommendations. He commented on the Archer Glen midblock crossing and said the recommendation included installing a pedestrian refuge island with rectangular rapid flashing beacons (RRFBs). He commented on Hawks View midblock crossing in front of the school and said the recommendation included replacing beacons with RRFBs, upgrading the pedestrian refuge island, installing curb extensions, and upgrading curb ramps. The recommendation for the southern driveway included installing a raised crosswalk across the driveway and upgrading sidewalks and curb ramps. The recommendation for the northern driveway included a raised crosswalk and installing a refuge island with RRFBs. He stated the recommendation for the midblock crossing at the School District building included removing the outdated half-signal, upgrading the pedestrian refuge island, and upgrading sidewalks and curb ramps. He commented on the Ridges crossing at Edy Road and Copper Terrace and said the recommendation was to continue coordinating and planning for the widening of Edy Road.

Mayor Rosener asked for Council questions and comments.

Councilor Standke referred to the light in front of the School District Office at Hawks View that was recommended for removal and asked for an explanation. Mr. Gross said the primary driver was the proximity to where they were recommending a new and improved crossing and all guidance suggested not placing two enhanced crossings within 300 feet of each other. He stated this was a discussion for one or the other. He noted the signal was outdated and did not meet ADA compliance requirements. Councilor Giles asked if there was data regarding which type of crossing was safer. Mr. Gross said the RRFBs targets motorist yielding to someone crossing and said research showed the installation resulted in 70-80% of motorist yielding. He compared RRFBs to the existing half signal and said it rests in a red phase and that should be 100% compliance. Councilor Scott asked why remove a signal that has close to 100% compliance and replace it with a signal that has 70% compliance. Mr. Gross explained that the discussion was about what the existing half signal was serving versus what moving and consolidating the crossing to the location of the north driveway and connection to the trail and closer to the current school. Discussion followed. Councilor Brouse asked Mr. Strutz if the School District had an opinion. He said the priority was student safety particularly at the crossing in front of Hawks View. Mayor Rosener directed the project team to analyze the scenario and the cost of putting in a stop signal, instead of the proposed RRFBs. He suggested updating the code with specific standards, so as future development occurred, and future schools were built this conversation wouldn't be needed. Ms. Chang summarized the Council direction to keep the existing light at the midblock crossing at the School District building, add another hybrid signal at the midblock crossing at Hawks View, and not add RRFBs at the north school driveway. She said they would do some analysis regarding the costs and consider the proposal for the other two schools. She suggested generating a policy through the Transportation System Plan (TSP) update to formalize the type of signals required.

Mayor Rosener addressed the next item on the agenda.

2. Transient Lodging Tax (TLT) Discussion

Economic Development Manager Erik Adair, Community Development Director Eric Rutledge, and Finance Director David Bodway provided a presentation on Transient Lodging Tax (TLT) (see record, Exhibit B). Mr. Adair said Sherwood instituted a TLT in 2019, which was a visitor tax that reinvested in state and local tourism economy. The total TLT rate in Sherwood was 13.5% and made up 1.5% TLT for state, 9% TLT for Washington County, and 3% TLT for Sherwood. He said the 9% county TLT was split into several allocations and 2.39% out of the 9% was returned to the cities where the lodging occurred. He stated Washington County collected Sherwood's TLT through an IGA. He commented on the state rules of how TLT were spent and said 70% must be used for tourism and no more than 30% could be used to fund general city services. He stated Sherwood TLT allocated 30% to the general fund, 33.3% to the arts fund, and 66.6% to economic development. He provided TLT comparisons throughout Oregon and said the official statewide average per city was 7.7%. He said Sherwood had one hotel and a couple dozen short term rentals which provided \$86,000 per year from the 3% TLT. He stated the County TLT shared revenues provided another \$75,000 per year. He provided TLT revenue scenarios with the current baseline of 3% compared to raising the percentage from 4-7%. He provided information concerning what raising the TLT would do to the nightly rates at the Hampton Inn Sherwood and noted if the city raised the TLT to 6% it would add an additional \$5.10 per night. Discussion followed regarding the interest in raising the TLT in the future. Mayor Rosener requested more information on total TLT rates per city and continued discussions of where the TLT funds were being spent in Sherwood and neighboring cities.

Mayor Rosener addressed the next item on the agenda.

3. Update on Charter Amendment

City Attorney Ryan Adams and Land Use Attorney Carrie Richter provided a presentation on possible Charter amendments and draft ballot language (see record, Exhibit C). Ms. Richter explained Home Rule which provided that cities got to determine their political organization and the procedures under which they operate. She said they have put together a packet of potential Charter amendments that rely on the procedural Home Rule authority to protect the land use citizen involvement procedures as they currently exist in the code. She stated they were very deliberate in the language, making it clear that we were not proclaiming new procedures, we were enshrining the procedure that the city already has as a means to protect them from state preemption taking them away. Mr. Adams said these proposed amendments were trying to preserve the ability of City Council and citizens to have the most input possible in what happened in Sherwood. Mayor Rosener explained that in the last legislative session the legislature passed laws that challenged the public process and would revert several land use decisions to staff decisions without any public input other than 100 foot notice. Mr. Adams stated it is the purview of Council to set policy, and it is the role of staff to execute that policy and that is what we were trying to preserve. Mr. Adams read the proposed Charter amendment – Public Participation on page 3 (see record, Exhibit C):

As a city that is of the people, by the people, and for the people, Sherwood is committed to hearing from the people. Sherwood is entrusted to ensure citizen involvement in land use decisions, as mandated by Statewide Land Use Goal 1. The City Council shall establish, by ordinance, procedures to ensure transparency and meaningful public participation in all phases of the land use process, including notice, hearings, and appeals. These procedures are inherent to Sherwood's political form and are rooted in Sherwood's home rule authority. These procedures shall not be preempted by state laws that limit public engagement and include: No Type III or higher land use application, as specified by adopted city ordinance, shall be decided without at least one duly noticed neighborhood meeting and one public hearing before the City Council or its delegated decision-making body. A public hearing shall also be held before deciding any appeal, allowing public testimony and the submission of new evidence; and Mailed notice in advance of neighborhood meetings and public hearings must be sent to all property owners and occupants within 1,000 feet of the subject property for all Type II or higher applications, using the classifications and timelines prescribed by ordinance. Additional notice methods, such as published or electronic notices may also be required.

Mr. Adams said this enshrined in the Charter most of what the city already does, and the delicate part of the language is if there were going to be a conflict with state law we want the Charter language to be clear about what the city's procedures were because we do not want state law to preempt the city's Home Rule authority. Councilor Giles asked if this could be done since the bill had already been passed. Ms. Richter commented on SB 974 that it purports to constrain the notice area and said it failed to make the second change to the statute that said local government procedures don't apply. She said she suspected this was a typographical mistake and the state would probably fix it, but right now we were using the city's code for noticing requirements. She commented on another legal reason that we were not too late and explained and provided an example that the city had a "cone" in which it can regulate and if the state comes and regulates in that cone the city can take that cone space back because it is part of their procedures and their political form. Mayor Rosener asked if the city should enshrine Goal 1 in our Charter because the state could change Goal 1. Ms. Richter said we could add a comma after Goal 1 and put the title of Goal 1, which was *Citizen Involvement*. Councilor Scott suggested adding language to state Goal 1 as it was written as of the date of passing this amendment. Mr. Adams said they will have a conversation regarding the concern.

Mr. Adams referred to page 4 of the presentation which provided draft ballot measure text and an explanatory statement for the proposed Public Participation Charter amendment and said Charter amendments must include a caption, question, and summary for the ballot according to state law (see record, Exhibit C). He stated the laws were strict in how they were written and allowed 10 words for a caption, 20 words for a question, and 175 words for a summary. He said if approved by Council the language would be sent to Washington County Elections Office.

Mr. Adams read the second proposed Charter amendment – Annexations on page 5 of the presentation (see record, Exhibit C):

Determining the city's jurisdictional boundaries is declared to be a matter inherent to its political form. The city shall have the exclusive authority to initiate, approve, or deny annexation requests subject to the procedures and standards adopted by ordinance of the City Council. These procedures shall not be pre-empted by state laws that modify or eliminate this authority.

He said the reason this was important to use the language *political form* was because the city's Home Rule is still rooted in that political form and that was a matter of local concern. He noted that putting clear and unambiguous language helped preserve that right. He said there was not a lot of case law, and this was an untested area. Council President Young referred to the current Charter language that said annexations must be by a vote of the people. Mayor Rosener suggested leaving the vote of the people language in the Charter and adding the new language because the state law could be challenged in the future and thrown out and then the Charter would still be valid with voter approved annexations. Mr. Adams said they would have a conversation regarding the concern.

Mr. Adams referred to page 6 of the presentation which provided draft ballot measure text and an explanatory statement for the proposed Annexation Charter amendment (see record, Exhibit C). Councilor Giles referred to the language "inherent to its political form" and said this may be confusing to voters. Mr. Adams said yes, we could explain this better.

Mr. Adams discussed the election process in Oregon and said there were authorized elections and an election in January was possible if the City Council deems it an emergency. He said he had drafted a resolution finding that this was an emergency and explaining that it was the abrogation and erosion of Home Rule to the city. He said the timeline was short and suggested the Council hold a special meeting next week. The Council agreed to meet Tuesday, October 28 at 6 pm. Mayor Rosener thanked staff for their efforts.

Mayor Rosener suggested recessing the work session due to time and holding the regular session and reconvening the work session. Mayor Rosener recessed the work session at 7:00 pm.

REGULAR SESSION

- 1. CALL TO ORDER:** Mayor Rosener called the meeting to order at 7:07 pm.
- 2. COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Renee Brouse, Keith Mays, Taylor Giles, and Dan Standke. Councilor Scott was absent.

- 3. STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, City Attorney Ryan Adams, Finance Director David Bodway, Community Development Director Eric Rutledge, Economic Development Manager Erik Adair, IT Director Brad Crawford, Public Works Director Rich Sattler, Human Resources Director Lydia McEvoy, Police Captain Jon Carlson, and City Recorder Sylvia Murphy.

4. APPROVAL OF AGENDA:

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

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

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

5. CONSENT AGENDA:

- A. Approval of October 7, 2025 City Council Meeting Minutes**
- B. Resolution 2025-071, Appointing Joshua Gaylord to the Sherwood Parks and Recreation Advisory Board**
- C. Resolution 2025-072, Authorizing the City Manager to Execute a Construction Contract Amendment for the Sunset-Timbrel Crosswalk Safety Project**

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

Mayor Rosener addressed the next agenda item.

6. CITIZEN COMMENTS:

No comments were received. Mayor Rosener addressed the next agenda item.

7. CITY MANAGER REPORT:

City Manager Craig Sheldon asked Assistant City Manager Kristen Switzer to talk about the Veterans Appreciation event. Ms. Switzer said on November 11, Veteran's Day, at 11 am there would be brunch at the Sherwood Center for the Arts. She said there would be musical entertainment and comments from the Mayor. RSVPs were appreciated.

Council President Young referred to the Sunset-Timbrel Crosswalk Safety Project and asked for a timeline. Public Works Director Rich Sattler said there was a February 2026 completion date.

8. COUNCIL ANNOUNCEMENTS:

Councilor Standke reported that the School Board met last week and passed policy updates, both required and optional, without changes from the first reading. Sherwood High School Bowmen Theatre would perform

“Hadestown” on November 8, 9, and 11 through 15. He reported that he attended the Library Advisory Board meeting last week and they discussed the levy. He stated that he attended the protests over the weekend.

Councilor Mays reported that the Cultural Arts Commission did not meet yesterday, and their meeting was moved to next Monday. He reported that the Water Coalition Board met last week and decided their quarterly meetings would now be remote. He reported that he attended the WCCCA 911 CEO Board meeting, and they were expecting a large number of hirings.

Councilor Brouse reported that she attended the Water Consortium Board meeting, and they discussed the upcoming programs and budget. She reported that the Youth Advisory Board met and conducted a goal setting session. She reported that she attended the Senior Advisory Board meeting, and they conducted a SWAT analysis. She said Chamber networking would be held on November 18 at the Springs. She said the annual Chamber lunch would be on December 9 at Al's Garden Center. She announced the Sherwood Wine Festival, hosted by the Sherwood Rotary Club, would be held on November 8 at the Red Berry Barn from 1-7 pm.

Councilor Giles reported that he attended ribbon cuttings for Chick fil A and the Tualatin Sherwood Road and Roy Rogers Road improvement event. He reported that he attended the Planning Commission meeting, and they discussed a proposed multifamily development across from Cannery Square. He commented on the public comments which included parking concerns. He commented on the beautiful trees down Sunset Blvd and urged the city to review the tree code. Mayor Rosener clarified that the proposed multifamily development was on a private lot across from the Arts Center and Cannery Square. He said the hearing would continue until next Tuesday at 7 pm.

Council President Young reported that she attended ribbon cuttings for the Tualatin Sherwood Road and Roy Rogers Road, Chick fil A, and the Goldfish Swim School.

Mayor Rosener reported that he attended the Washington County Coordinating meeting and Tri Met provided a presentation on a \$300 million dollar budget deficit and they discussed service cuts. He stated that he met with the new Tigard Mayor. He encouraged residents to come see Pirates of Pinehurst. He stated that he attended the Sherwood Education Foundation Board meeting and announced the annual fundraiser next year would be a sip and sing event.

9. ADJOURN TO CONTINUED WORK SESSION

Mayor Rosener adjourned the meeting at 7:27 pm and reconvened the work session.

WORK SESSION (Continued)

Mayor Rosener called to order the continued work session at 7:30 pm

4. Discussion Memorial Dedication Options

Assistant City Manager Kristen Switzer discussed naming of memorial options for Linda Henderson and said she served on the City Council for 12 years and devoted many years to public service helping shape Sherwood's parks, arts, and civic programs. Ms. Switzer stated following Linda's passing in 2025, Council and community members expressed interest identifying a lasting public tribute that reflected her values, character, and legacy of service. She said the purpose of the work session was to provide a structured

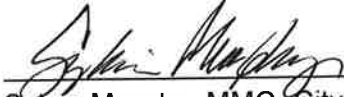
approach for naming or dedicating a public space in Linda Henderson's memory. She stated that options included major city facilities, parks or park features, and public art installations or landscape memorial spaces. She provided three options in a presentation (see record, Exhibit D) to consider and said option A was to rename the Stella Olsen stage to "Linda Henderson Community Stage", option B was to rename the Snyder Park shelter or provide a garden similar to a butterfly garden, and option C was to rename the Sherwood Center for the Arts to "Linda Henderson Center for the Arts". She provided the rationale for option A and stated Linda Henderson was a founding member of the Sherwood Foundation for the Arts and a driving force behind community performances at Stella Olsen Park. She provided the rationale for option B and said Linda Henderson was on the Parks Board before serving on the City Council and was instrumental in the design of Snyder Park. She provided rationale for option C and stated Linda Henderson played a crucial role in getting the Sherwood Center for the Arts built. Councilor Standke asked what had been done in the past in terms of dedication and memorials and if so, what the process was. Mayor Rosener said the city had not made a dedication for an elected official in the past. Mayor Rosener spoke of her service, which spanned many areas, particularly the arts and parks. Discussion followed. Councilor Mays suggested that Ms. Switzer and Council President Young have conversations with interested parties and hold an additional work session with mockups of potential signage for both the Stella Olsen stage and the Center for the Arts. Councilor Standke suggested developing a mechanism for honoring other notable community citizens in the future.

Mayor Rosener adjourned the work session and convened an executive session at 8:00 pm.

EXECUTIVE SESSION

1. **CALL TO ORDER:** Mayor Rosener called the Executive Session to order at 8:05 pm.
2. **COUNCIL PRESENT:** Mayor Tim Rosener, Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott and Dan Standke.
3. **STAFF PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Human Resources Director Lydia McEvoy, Finance Director David Bodway, Police Chief Ty Hanlon, and City Attorney Ryan Adams.
4. **TOPIC:**
 - A. **ORS 192.660(2)(d) Labor Negotiator Consultations**
5. **ADJOURN**

Attest:


Sylvia Murphy, MMC, City Recorder


Tim Rosener, Mayor