



**SHERWOOD CITY COUNCIL MEETING MINUTES**  
**22560 SW Pine St., Sherwood, Or**  
**June 4, 2024**

**WORK SESSION**

1. **CALL TO ORDER:** Council President Young called the meeting to order at 5:34 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke. Mayor Tim Rosener was absent.
3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, Records Technician Katie Corgan, Economic Development Manager Bruce Coleman, City Engineer Jason Waters, and City Recorder Sylvia Murphy.

3. **TOPICS:**

**A. Sherwood West Pump Station Update**

City Manager Pro Tem Craig Sheldon stated that this work session was to discuss putting in a pump station by the property on Roy Rogers and explained that Clean Water Services (CWS) had completed several renderings for Council's consideration. He stated that CWS needed to know if Council wanted to move forward or not by the end of the work session. CWS representatives Andy Braun, Joe Gall, Jeff Hart, and Chris Faulkner introduced themselves and Mr. Braun explained that CWS wished to support the growth of Sherwood West through infrastructure needs. Jeff Hart presented the "Chicken Creek Pump Station" PowerPoint presentation (see record Exhibit A) and explained that the purpose of this work session was to reach a consensus on next steps regarding the construction of a pump station on city property. He provided an overview of CWS and pump stations and reported that CWS currently had 44 pump stations within Washington County. He explained that CWS was responsible for the operation and maintenance of its pump stations. He outlined that a new pump station was needed to provide sewer service for the planned expansion of Sherwood city limits, the decommission of an aging trunk sewer through the Tualatin River National Wildlife Refuge, and the upgrading and optimization of the Sherwood Pump Station. He explained that the current pipeline and pump station did not have the capacity to handle the forecasted growth of the Sherwood West area over the next 20 years. He explained that the pipeline that traversed the Tualatin River National Wildlife Refuge was aging and was difficult to maintain. Mr. Hart explained that a new pump station would alleviate the outlined issues. The new pump station would capture the flow from the Brookman area and potentially the urban reserve area. He outlined that constructing a new pump station would expand Sherwood's path network and trail access, the pump station would be integrated to connect the natural environment and essential public infrastructure, and a public amenity would be enhanced while creating an educational opportunity for the community. He noted that restrooms and a parking area could be constructed alongside

the pump station to help add a public benefit. Mr. Hart provided an overview of the city's trail plan/network near the potential pump station site on pages 7-8 of the presentation. Councilor Scott asked if the existing Sherwood pump station would still be utilized if a new pump station was constructed and Mr. Hart replied that it would still be utilized. Councilor Scott asked if the existing pump station could be upgraded to handle a higher capacity and Mr. Hart explained that the existing pump station's capacity could be upgraded, but the waste would not be able to reach the existing pump station due to the limitations of the gravity pipeline. He provided an overview of the rendering of a potential site layout. He outlined that the pump station would be roughly 7,500 square feet in size and would include a parking lot, restroom facilities, a play area, and an open space. He provided an overview of the Dawson Creek Pump Station on page 10 of the presentation and explained that the new pump station could be similar in design. He outlined how a pump station worked and explained that there was an extensive odor control system in place and the station would abide by city noise ordinances. Mr. Hart provided an overview of the various pump station architectural styles on pages 12-13 of the presentation. Councilor Mays commented that this was potentially forcing the city's hand in deciding how this space would be utilized. He explained that Council had not had the opportunity to discuss what could be done with this property beyond leveraging its natural areas. He asked how much CWS would pay the city for the property and CWS staff replied that they estimated they would pay around \$824,000. Councilor Mays stated that he supported building out and ensuring that the city's waste was handled but he wanted to make certain that the site offered parking, bathrooms, other amenities, and "significant" money for the property if the city were to proceed. Councilor Scott commented that a park was one of several options for the space and stated that he would like to see a more fleshed out plan and that bathrooms and a parking lot were required. He asked that city staff and/or the Parks and Recreation Advisory Board provide input on the types of amenities that would be suitable for the site. Councilor Standke commented he liked that the external design of the pump station was so customizable. Councilor Scott asked that staff have final sign off on the design of the pump station. Councilor Giles commented that his biggest concerns were noise, odor, aesthetics, and ensuring that the trees were kept. He referred to the potential park and stated that the city was looking to provide different play opportunities throughout the city and commented that there was already a traditional park close to this site. He stated that he supported the project. Councilor Mays asked that a maintenance agreement be drafted to clearly define CWS' obligations. Councilor Scott commented that the property was highly visible and in a prime location. Council President Young stated that she agreed with other Councilor's comments regarding the necessary aesthetics of the new pump station and asked that city staff work with CWS to determine more details on the project.

#### **4. ADJOURN:**

Council President Young adjourned the work session at 6:03 pm and convened a Community Enhancement Program (CEP) meeting. See CEP meeting records. The City Council's regular meeting started after the CEP meeting.

### **REGULAR SESSION**

- 1. CALL TO ORDER:** Council President Young called the meeting to order at 7:11 pm.
- 2. COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke. Mayor Tim Rosener was absent.
- 3. STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.

#### 4. APPROVAL OF AGENDA:

**MOTION: FROM COUNCILOR GILES TO AMEND THE AGENDA, MOVING PRESENTATIONS BEFORE CITIZEN COMMENT. SECONDED BY COUNCILOR MAYS. MOTION PASSED 6:0; ALL PRESENT MEMBERS VOTED IN FAVOR (MAYOR ROSENER WAS ABSENT).**

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

Council President Young addressed the next agenda item.

#### 5. CONSENT AGENDA:

- A. Approval of May 21, 2024, City Council Meeting Minutes**
- B. Resolution 2024-033, Reappointing Diane Foster to the Sherwood Police Advisory Board**
- C. Resolution 2024-034, Reappointing Mike Schultz to the Sherwood Police Advisory Board**
- D. Resolution 2024-035, Reappointing Richard Amicci to the Sherwood Police Advisory Board**
- E. Resolution 2024-036, Reappointing Jason Wuertz to the Sherwood Traffic Safety Committee**
- F. Resolution 2024-037, Reappointing Tony Bevel to the Sherwood Traffic Safety Committee**

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

Council President Young addressed the next agenda item.

#### 6. PRESENTATIONS:

##### **A. Recognition of 2024 Robin Hood Festival Association Maid Marian Court**

Jessica Mulkey came forward and introduced the court members and provided a brief bio for each member. The Council presented Maid Marian Raleigh Petty and Court members Sophie Fletcher, Madeline Lapp, Samantha Russell, Hazel Helmick, Cora Lotsberg, Eloise McKinney, and Aylin Thompson with certificates.

Council President Young addressed the next agenda item.

#### 7. CITIZEN COMMENT:

Sherwood resident Jim Claus came forward and spoke on exhausting administrative remedies and reaching finality. He spoke on the city's record destruction policies and stated that there were issues with the Urban Renewal District. He spoke on the spending of public money in the Urban Renewal District and Old Town. He stated that citizens would need to turn to federal agencies to prosecute "waste, fraud, and abuse of public money." He spoke on sign regulations. He stated that the city did not hold public meetings because citizens were not given the opportunity to provide feedback. He spoke on waste, fraud, abuse of public money, restraint of trade, restrictions to the 14<sup>th</sup> Amendment, the Tucker Act, and Title 42 USC 1983.

Sherwood resident Susan Claus came forward and stated that it was a mistake to "clear the meetings and

to discourage citizens involvement.” She stated that this did not mean that the citizens did not care, it meant that people did not want to show up and be “harassed.” She referred to the Urban Renewal District, \$166 million and spoke on home rule charter and citizen oversight. She stated that Council was not open to citizen input, which troubled her, and she spoke on the wildlife refuge. She referred to the Highway 99W pedestrian bridge and stated that the bridge only served to extend the skate park. She stated that the cost of the construction of the pedestrian bridge was taking away the city’s ability to pay for other projects. She referred to city boards and committees and stated that they only served to make recommendations to Council, but Council could change any part of their recommendations. She referred to the previous Urban Renewal District and Sherwood Center for the Arts and spoke on the need for citizens to have more input into Council decisions.

Sherwood resident Mike Lowry came forward and stated that he agreed with Jim and Susan Claus and expressed his displeasure with Council. He explained that he felt unsafe as a pedestrian in town due to the speeding of drivers. He stated that Council “did not take the time” and asked that Council be more aware of the issue. He stated that he was “ashamed of the City of Sherwood.”

Council President Young addressed the next agenda item.

## **8. CITY MANAGER REPORT:**

City Manager Pro Tem Craig Sheldon reported that the three design concepts for the Murdock Park Master Plan would be published on the city’s website and the city was seeking public feedback on the designs. He reported that Crusin’ Sherwood would be held on June 15<sup>th</sup>.

Council President Young addressed the next agenda item.

## **9. COUNCIL ANNOUNCEMENTS:**

Councilor Mays gave his kudos to City Manager Pro Tem Sheldon and city staff and spoke on the budget process.

Councilor Scott reported that the Parks and Recreation Advisory Board had several vacancies and encouraged residents to apply. He reported that he attended the most recent Parks and Recreation Advisory Board.

Councilor Standke reported that the Planning Commission did not meet last week and reported that there was a vacancy on the Commission. He thanked city staff for their work on the budget.

Councilor Brouse reported she would attend the upcoming Water Consortium meeting. She reported that Cruisin’ Sherwood was seeking volunteers to help with the event.

Councilor Giles reported on his attendance at the most recent Sherwood School District meeting where the new Superintendent was announced. He encouraged citizens to reach out to Council to provide feedback.

Council President Young reported on her attendance at the Region 1 Commission on Transportation meeting where they heard an update on summer projects. She gave her kudos to city staff for their work on the budget process.

## **10. ADJOURN:**

Council President Young adjourned the regular session at 7:43 pm and convened a work session.

## **WORK SESSION**

1. **CALL TO ORDER:** Council President Young called the meeting to order at 7:45 pm.
2. **COUNCIL PRESENT:** Council President Kim Young, Councilors Keith Mays, Taylor Giles, Renee Brouse, Doug Scott, and Dan Standke. Mayor Tim Rosener was absent.
3. **STAFF PRESENT:** City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Public Works Utility Manager Rich Sattler, Police Chief Ty Hanlon, IT Director Brad Crawford, Finance Director David Bodway, HR Director Lydia McEvoy, and City Recorder Sylvia Murphy.
4. **TOPICS:**

### **A. Employee Manual Review**

City Manager Pro Tem Craig Sheldon recapped that the goal was to implement the new employee handbook by July 1<sup>st</sup> to coincide with the new AFSCME contract. HR Director Lydia McEvoy presented the "City of Sherwood Proposed Employee Handbook 2024" PowerPoint presentation (see record, Exhibit B.1) and referred to the "Employee Handbook 2024" (see record, Exhibit B.2), "Use of City Email and Electronic Equipment and Services Policy" (see record, Exhibit B.3), and extracted pages from the 2024 Employee Handbook (see record, B.4) handouts. She explained that the documents in front of Council had been edited since they were previously sent to Council via email (see record, Exhibit C and Exhibit D). Ms. McEvoy outlined that the 2024 employee handbook contained a combination of the approved 2012 City of Sherwood handbook, the 2018 draft employee handbook, the 2020 draft employee handbook, existing stand-alone policies, and the 2024 CIS recommended and approved employee handbook. She recapped that the 2024 handbook was a complete overhaul of the 2012 employee manual and provided an overview of the key changes to the manual on page 3 of Exhibit B.1. She addressed the "Proposed Policies/Sections Added" slide of Exhibit B.1 and explained that the non-highlighted items were sections of the draft handbook that were included in the CIS recommended handbook and/or sections that had not been edited beyond updating verbiage. She explained that the green highlighted sections mirrored AFSCME policy and was new to the handbook but was included in the collective bargaining agreement. She addressed the Telecommuting Policy and reported that this was new to the handbook and was not a CIS policy. She stated that this policy had been overseen by previous HR leadership and the City Attorney and the policy had been discussed with the city's senior leadership team. She outlined that the policy clarified that working from home was "not a right" and was a discretionary policy that was subject to certain rules and frameworks. Councilor Mays asked if staff had reviewed other local municipalities' policies and Ms. McEvoy replied that she had, and discussion occurred. Councilor Mays asked if Council should adopt the telecommuting policy separately. Councilor Scott asked if the policy should be adopted on a temporary basis instead and HR Director McEvoy explained that the policy stated that it could be revoked at any time. Councilor Giles referred to the "Ad-hoc" section of the telecommuting policy and asked for clarification. Ms. McEvoy explained that it meant that an employee who had a city-issued laptop could work from home in the event of an unforeseen circumstance that kept them from coming into the office and provided the example of someone experiencing car trouble. Councilor Scott asked if there were any positions within the city that would be eligible for 100% remote work and Ms. McEvoy replied that senior leadership had determined that no position should be eligible for 100% remote work. Councilor Giles commented that leadership should be open to 100% remote work eligibility for difficult-to-fill

positions. HR Director McEvoy explained that senior leadership had determined that it would be too difficult for the city to navigate HR rules and payroll taxes for employees working outside of Oregon at this time. She reported that she was seeking Council feedback regarding if the employee handbook's policies could be updated individually as needed. She provided an overview of the "Key Recommended Modifications" on slides 6-7 of Exhibit B.1 and stated that these were not new policies but were policies that had been updated and provided an overview of the modifications. Ms. McEvoy referred to the changes under "Workers Compensation" and explained that she recommended that the same policy be used within the handbook, the SPOA contract, and the AFSCME contract. She provided an overview of the Workers Compensation Policy and Council signaled their agreement with the proposed policy. Councilor Mays commented that updating the city's employee handbook was long overdue and asked if changes to the handbook had to be tracked similar to legislation. Interim City Attorney Sebastian Tapia replied that ordinarily, yes, changes would need to be tracked but this was an entirely new handbook. Ms. McEvoy added that there was a version control page within the handbook to track future changes. She asked for Council feedback on if Council wished to review future policy changes. Councilor Scott stated he would like to review any policies that had a "significant financial impact" and commented that the other policies were administrative in nature, and he did not have enough context to weigh-in on such policies. Councilor Mays asked what the best practices were for employee manuals. HR Director McEvoy replied that Council would need to adopt the 2024 employee handbook, but Council could decide that going forward, only policies with certain elements would need to be reviewed and adopted by Council. Councilor Giles recommended that staff be able to update the administrative policies as needed, but have Council review the updated policies every year or two and discussion occurred. Ms. McEvoy stated that she preferred that Council give the city the ability to "own" the handbook as it was mainly an internal document and come to Council if there was something that was of a substantive financial impact. Council President Young commented that she agreed. Councilor Mays asked regarding best practices for tracking changes and record retentions for employee manuals. The City Recorder stated that if an employee manual was adopted via legislation, it had a permanent retention. She explained that in such a case, every time there was an update, those updates would need to be adopted and the document would need to be amended via legislation. HR Director McEvoy asked Interim City Attorney Tapia if it could be determined that only certain elements of the handbook needed to come before Council in order to change them. Mr. Tapia replied that the new handbook must be approved by Council, but some operational items that were not included in the handbook could be updated. He clarified that any changes to policies within the adopted handbook would have to be approved by Council. Ms. McEvoy asked if Council approved of updates to the handbook being placed on the agenda under consent. Council stated they approved of handbook updates that did not have a substantial financial impact to the city be placed on the consent agenda. Councilor Scott asked that the resolution adopting the new handbook include language that stated that the new handbook superseded any previous policy or manual. Ms. McEvoy referred to the stipulation that the City Manager did not need Council approval to sign contracts under \$150,000 and suggested that a similar financial threshold be used for updating the employee handbook. She continued that any employee handbook update with a higher financial impact than \$150,000 would not be placed on the consent agenda and Council signaled their agreement. Councilor Giles asked regarding potential significant future policies and reviewing the handbook on an annual basis and HR Director McEvoy replied that if there was a policy that was significant, she would not wait for the yearly Council review of the handbook to introduce it. Discussion occurred and Interim City Attorney Tapia clarified that the employee handbook was intended to give managers discretion on certain matters, and a small change would be within that discretion. If an entire policy was expanded or restricted, that would come to Council for discussion and approval. Ms. McEvoy recapped that if there was a minor change to a policy, the change would be placed on the consent agenda. If there was a change that altered the intent of a policy that changed the way the city managed its employees, then a work session would be needed. Council President Young referred to COLA (cost-of-living adjustment) language in the handbook that referenced the Budget Committee and stated that that language was incorrect, and the City Council was the approving body. HR Director McEvoy replied that

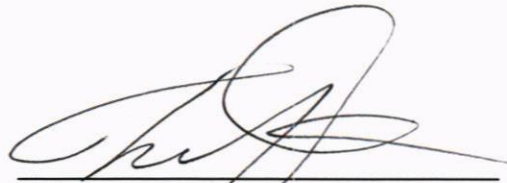
she would update the language. Council President Young referred to paragraph two of the PERS section of the handbook and stated that she recommended changing the wording from “will” to “may” for the workback program. Ms. McEvoy replied that changing the language from “will” to “may” could open the city up to discrimination litigation. Council President Young recapped next steps and City Manager Pro Tem Sheldon reported the handbook would be on the June 18<sup>th</sup> City Council meeting agenda for implementation on July 1<sup>st</sup>. He commented that the city’s safety manual also needed to be reviewed and updated.

**5. ADJOURN:**

Council President Young adjourned the work session at 8:31 pm.

Attest:

  
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Sylvia Murphy, MMC, City Recorder

  
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Tim Rosener, Mayor