



Home of the Tualatin River National Wildlife Refuge

AGENDA

SHERWOOD SOLID WASTE COMMUNITY ENHANCEMENT PROGRAM ADVISORY COMMITTEE

June 18, 2024 6:30 pm

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

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

Sherwood Solid Waste Community Enhancement Program Advisory Committee

- 1. CALL TO ORDER – Co-Chair Tim Rosener**
- 2. ROLL CALL – David Bodway, Finance Director**
- 3. Topics**
 - A. Approval of June 6, 2023 Meeting Minutes**
 - B. Approval of June 4, 2024 Meeting Minutes**
 - C. Community Enhancement Program, Selection of Grants
(David Bodway, Finance Director)**
- 4. ADJOURN**

**Sherwood Solid Waste Community Enhancement Program
Advisory Committee Meeting
22560 SW Pine St., Sherwood, Or
June 6, 2023**

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1. **CALL TO ORDER:** The meeting to order at 6:00 pm.
2. **COMMITTEE PRESENT:** Chair Tim Rosener, members Keith Mays, Kim Young, Renee Brouse, Taylor Giles, Dan Standke and Doug Scott. Metro Councilor Gerritt Rosenthal arrived at 6:05 pm.
3. **STAFF PRESENT:** City Manager Keith D. Campbell, Finance Director David Bodway, Accounting Supervisor Leslie Dean, Community Services Director Kristen Switzer, IT Director Brad Crawford, Public Works Director Craig Sheldon, Community Development Director Eric Rutledge, Economic Development Manager Bruce Coleman, Interim City Attorney Josh Soper, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
4. **TOPICS:**

Chair Rosener addressed the January 3, 2023 meeting minutes and asked for a motion.

A. Approval of January 3, 2023 Meeting Minutes

MOTION: FROM KIM YOUNG TO APPROVE THE MEETING MINUTES. SECONDED BY RENEE BROUSE. MOTION PASSED 7:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (GERRITT ROSENTHAL WAS ABSENT at time of the vote.)

B. Community Enhancement Program, Selection of Grants

Finance Director David Bodway displayed a working screen and spreadsheet noting the grants requested (see record, Exhibit A) and said the city received nine applications, totaling a little over \$84,000. He noted this does not reflect the fund carry-over balance of around \$40,000. He reminded that the committee wanted to carry over 20% for future larger capital projects. Comments were received from committee members that they provided their feedback to staff on the funds they wanted to award, and this feedback was not reflected on the spreadsheet. David updated the spreadsheet with this information.

Committee member Rosenthal arrived at 6:05 pm.

Chair Rosener addressed the request for the Morback House windows and noted that the city owns the house. He said he spoke with City Manager Campbell regarding securing funds for maintenance needed at the house. Discussion followed regarding utilizing CEP funds or having the city address the maintenance issues. The committee decided to continue with the grant application request for this year.

The committee discussed the Main Street request and the three elements of their request. Jake a representative from Sherwood Main Street was present and explained their request. Discussion occurred regarding a “restart” of the Sherwood Main Street organization. The committee discussed their policy of funding “bootstrap” projects. Discussion occurred regarding the “party” event on Main Street’s application

and what that entailed, and Jake provided details. Comments were received regarding economic development and the Oregon Main Street America program. Economic Development Manager Bruce Coleman commented regarding the possible benefits of a revitalized, stronger organization within the Main Street program in Sherwood. Discussion occurred regarding the “Taste of Sherwood” or Taste of Oldtown” and that possibly gaining traction. Comments were received regarding wanting more details and Jake informed the committee that he sent an email to the committee with the details of the party budget (see record, Exhibit B), discussion followed. Mallory spoke on behalf of the Main Street application and said she was working on marketing and working on “Party on the Plaza” and explained what the event entailed and the intent. She commented regarding the use of the word “party” and said the event was more of a community event, versus a party. Discussion followed. Kim Young referenced the email Jake submitted and noted the budget was less and confirmed they could do the event for less. Jake confirmed that was correct. Discussion followed that the amount differenced was about \$3000.

Chair Rosener asked if the committee had questions on any other grant applications. Kim Young asked regarding the request from the Historical Society and asked if it would be funded and the city would find the matching funds elsewhere. Chair Rosener replied yes. He said it would be a city project. Discussion followed. Questions were received regarding the Historical Society’s request, and it was confirmed by the committee that the city would take over, manage, and fund the project and logistical information from the applicant could be shared with the City Manager. Chair Rosener asked member Rosenthal if he had comments or anything to share. Mr. Rosenthal stated he was not in a position to determine if requests would beautify the city or not, and asked regarding the sign replacement project from the American Legion application and the request being a small amount and if it was an “enhancement” for the city or an enhancement for the American Legion. Committee members responded it was an enhancement for both.

With no other comments, Chair Rosener asked for a motion.

MOTION: FROM KIM YOUNG TO APPROVE THE CEP GRANT APPLICATIONS AS PRESENTED, COLUMN M, TOTAL AMOUNT OF \$80,994.60. SECONDED BY RENEE BROUSE. MOTION PASSED 8:0 ALL PRESENT COMMITTEE MEMBERS VOTED IN FAVOR.

Mr. Rosenthal asked if there were any funds for projects from the last go around that were not happening or had not been spent? Chair Rosener reminded that the committee previously discussed and approved setting aside 20% for larger projects and there was about \$60,000 in those funds. It was clarified that Mr. Rosenthal was asking if there were projects that were funded that were completed or are at least in process? Leslie Dean, Accounting Supervisor stated they are all in process or completed.

Record Note: See emails (record Exhibit C) from staff provided to the Committee in preparation of the meeting.

ADJOURN: The meeting adjourned at 6:30 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Chair

**Sherwood Solid Waste Community Enhancement Program
Advisory Committee Meeting
22560 SW Pine St., Sherwood, Or
June 4, 2024**

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1. **CALL TO ORDER:** The meeting was called to order at 6:05 pm.

2. **COMMITTEE PRESENT:** Vice Chair Kim Young, Committee members Keith Mays, Renee Brouse, Taylor Giles, Dan Standke and Doug Scott. Chair Tim Rosener and Metro Councilor Gerritt Rosenthal were absent.

STAFF PRESENT: Finance Director David Bodway, City Manager Pro Tem Craig Sheldon, Assistant City Manager Kristen Switzer, IT Director Brad Crawford, Economic Development Manager Bruce Coleman, HR Director Lydia McEvoy, Utility Manager Rich Sattler, Interim City Attorney Sebastian Tapia, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.

3. **TOPICS:**

A. Approval of June 6, 2023 Meeting Minutes

The committee inadvertently did not address item 3.A, approval of June 6, 2023 Meeting Minutes. Minutes to be brought back at a future meeting for consideration of approval.

B. Community Enhancement Program, Selection of Grants

Finance Director David Bodway displayed a working screen and spreadsheet listing the grants requested, financials, and scoring provided by the committee members (see record, Exhibit A). Member Doug Scott asked regarding the available grant funds and stated he did not recall having that much available funds leftover from last year. Mr. Bodway explained and other comments were received explaining the available funds. Finance Director Bodway recapped the city's requests for grant funds and stated the projects have been budgeted for in FY2024-25, if the committee were not to award the grant funds through this program. He explained that all projects were budgeted in the general fund except for one, the \$40,000 project that was budgeted in the Street Fund.

Chair Young addressed the American Legion Post 56 requests and scoring that was not previously received from some committee members. Member Mays stated he is very supportive of their projects and is also very interested in having conversations with the legion regarding a new relationship concerning the legion parking lot. He recapped the history of the legion parking lot and stated about 20 years ago the city signed a 20 year agreement with the legion for the city to build the legion parking lot, with the agreement that the city could use the parking lot for parking Monday through Friday, with a general understanding to revisit the agreement when it expired. He said legion leadership choose not to renew the agreement. He said he believes there's an opportunity to revisit this with the legion as there's a significant benefit to Old Town during weekdays allowing staff to utilize the legion parking lot freeing up parking for the public. Discussion followed on how the funding could be done either through the city's general fund or CEP grant funds. Member Mays added that conversations he has had with legion

members indicated that they were very happy with the funding they received from the city last year through the CEP program. Member Giles commented that parking is needed in Oldtown and would support Mays' approach but doesn't want to muddy the water. Member Brouse stated she liked Mays' approach and would consider funding the Auto Sprinkler System & New Flower Bed project as it would benefit the entire community and not consider funding the other legion requests and revisiting the parking situation. Discussion followed. Member Scott commented he had similar thoughts to Brouse' and supported the sprinkler and flower box project. He stated the legion is a private club and he has never been inside, and their requests don't benefit a large number of the community.

The committee addressed Gift Box Donation requests and after discussion, the committee supported the funding request.

The committee addressed Sherwood Holiday Festival of Lights. Member Scott commented that the holiday lights should be done through the city. He stated the city should select the vendor, the types of lighting and should maintain the lights as an asset. He stated he would be in favor of the holiday lights as part of the city's budget as it will be a multiyear project. Discussion followed. City Manager Pro Tem Sheldon spoke of the \$20,000 request and explained that some of the current city light poles needed electricity at an approx. cost of \$17,000. Discussion followed. Member Mays suggested not funding this request and utilizing general fund money to add electricity to the lights poles and then funding the lighting through the city. Discussion followed. Comments were received regarding the benefits of the city overseeing the lighting of the downtown area and having it be a city project with possible involvement of the Sherwood Cultural Arts Commission. Discussion followed regarding starting with the needed electricity and moving forward from there as a city project with the involvement of city boards and committee and feedback from the community as far as what types of lighting they would like to see.

The Committee addressed Old Town Flower Baskets and Senior Center Patio Set Replacement and agreed to fund the projects. Discussion followed. Chair Young asked regarding how long the committee was allowed to maintain unused funds. Finance Director Bodway replied that the funds could be retained for three years.

The Committee addressed Robin Hood Festival Assoc. Community Outreach Support request for \$12,000 and indicated support for funding.

The Committee addressed the Sherwood Wine Festival request for \$6000 and discussion followed. Members Mays and Brouse indicated they were Rotarians and were abstaining from voting as a precaution. The remaining committee members indicated support for the project.

The Committee addressed party in the Plaza and discussion followed. The Committee indicated support of the project.

The Committee addressed Hawks View and SMS Field and Backstop request from Sherwood Junior Baseball Organization (SJBO) and discussion followed. The applicant explained the request and explained the project in relation to what the Sherwood School District (SSD) is responsible for and areas the SSD was not willing to be responsible for. The applicant informed the committee that the SSD was only taking responsibility for mowing the grass at the ballfields and all other responsibilities were borne by the users. Discussion followed. The applicant informed the committee that the baseball organization has approx. 600 kids that would benefit from this project. Discussion followed regarding concerns, frustrations and the project benefiting the community. The applicant noted that the equipment purchased would be

owned and managed by the baseball organization. Discussion followed. The Committee agreed to support the grant application.

The Committee addressed the request for Replacement of Wireless Mics from Voices for the Performing Arts (VPA). Discussion followed regarding the various organizations that had submitted similar requests and the possibility of the city purchasing microphones for the Sherwood Arts Center for patron use. Comments were received that the various performing organizations use various facilities other than the Arts Center. Staff provided information regarding the equipment at the Arts Center and indicated the Center could use the equipment at the center and rent it out. Discussion followed. Comments were received regarding the Request from STAR Society for Audio Equipment and this being a different organization and the committees' previous conversations of funding start-up organizations. Discussion followed and the Committee agreed to fund the Star Society request with \$9689.60 the same amount as the VPA's request.

The committee addressed the city's requests of \$40,000 for Repainting in Old Town, repainting of the blue light poles. Discussion followed regarding the other requests from the city. The committee addressed the Morback House Window Replacement request of \$30,000 and suggested funding the project through the city's budget. Discussion followed regarding the remaining requests from the city and the American Legion and continuing the CEP meeting to another work session to continue discussion. Comments were received regarding reaching out to the American Legion to discuss their request and the possibility of an agreement regarding their parking lot. Comments were received regarding funding for the legion's sprinkler system & flower bed project, but waiting on the remaining projects until conversations were had regarding parking. Comments were received to continue discussion of the Morback House Window Replacement. The committee discussed the Repainting of Old Town lights and adjusting their suggested funding from \$40,000 to \$20,000 and wanted to continue discussing the project.

Chair Young asked staff to highlight on the spreadsheet the grants the committee will continue to discuss at a future work session, and to allow time to have a conversation with the legion prior to the next CEP meeting.

ADJOURN: The meeting adjourned at 7:06 pm.

Submitted by:

Sylvia Murphy, MMC, City Recorder

Tim Rosener, Chair