



# **PUBLIC NOTICE**

## **Sherwood URA Board of Directors Work Session**

**Tuesday, January 7, 2025  
6:30 pm**

**Sherwood City Hall – Community Room  
22560 SW Pine Street  
Sherwood, OR 97140**



Home of the Tualatin River National Wildlife Refuge

### **6:15 PM CITY COUNCIL EXECUTIVE SESSION**

1. **ORS 192.660(2)(e), Real Property Transactions**  
(Craig Sheldon, City Manager & Sebastian Tapia, Interim City Attorney)

### **6:30 PM URA BOARD OF DIRECTORS WORK SESSION**

1. **Pedestrian Bridge Lighting** (Kristen Switzer, Assistant City Manager)

### **7:00 PM REGULAR CITY COUNCIL SESSION**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **NEW BUSINESS**

- A. **Swearing In of City Council Newly Elected Officials** (Judge Jack Morris)
- B. **Selection of Council President** (Tim Rosener, Mayor)

### **6. CONSENT AGENDA**

- A. **Approval of December 17, 2024, City Council Meeting Minutes** (Sylvia Murphy, City Recorder)
- B. **Resolution 2025-001, Amending the City of Sherwood Home Rule Charter as approved by the City Electors at the November 5, 2024 General Election** (Sebastian Tapia, Interim City Attorney)
- C. **Resolution 2025-002, Adopting the American with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan** (Rich Sattler, Interim Public Works Director)
- D. **Resolution 2025-003, Establishing a Biennium City Budget cycle beginning in fiscal years 2025-27** (David Bodway, Finance Director)
- E. **Resolution 2025-004, Appointing the Budget Officer for Fiscal Years 2025-27**  
(David Bodway, Finance Director)
- F. **Resolution 2025-005, Authorizing the City Manager to Apply for an ODOT Transportation Infrastructure Bank Loan for SW Ice Age Dr. in an Amount Not to Exceed \$5,000,000**  
(Eric Rutledge, Community Development Director)
- G. **Resolution 2025-006, Authorizing the City Manager to Apply for Two Business Oregon Special Public Works Fund Loans for SW Ice Age Dr. in an amount not to exceed \$15,000,000**  
(Eric Rutledge, Community Development Director)
- E. **Resolution 2025-007, Adopting Rules of Procedure for City Council**  
(Craig Sheldon, City Manager)

### **AGENDA**

#### **SHERWOOD CITY COUNCIL January 7, 2025**

**6:15 pm City Council Executive Session**  
(ORS 192.660(2)(e), Real Property Transactions)

**6:30 pm URA Board of Directors  
Work Session**

**7:00 pm City Council Regular Session**

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

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

## 7. CITIZEN COMMENTS

## 8. PRESENTATIONS

### A. Washington County Sheriff's Annual Update (Mayor Rosener & Sheriff Massey)

## 9. CITY MANAGER REPORT

## 10. COUNCIL ANNOUNCEMENTS

## 11. ADJOURN

**How to Provide Citizen Comments and Public Hearing Testimony:** Citizen comments and public hearing testimony may be provided in person, in writing, or by telephone. Written comments must be submitted at least 24 hours in advance of the scheduled meeting start time by e-mail to [Cityrecorder@Sherwoodoregon.gov](mailto: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](mailto: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](http://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](mailto: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](mailto:Cityrecorder@Sherwoodoregon.gov) at least 48 hours in advance of the scheduled meeting time. Assisted Listening Devices available on site.

# URA Board of Directors Meeting

Date: January 7, 2025

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

# Work Session

- Pedestrian bridge lighting theme options email and list from City Manager Craig Sheldon, Exhibit A

URA Board of Directors Meeting Date:

January 7, 2025

# ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**


## Sylvia Murphy

---

**From:** Craig Sheldon  
**Sent:** Monday, January 6, 2025 7:36 PM  
**To:** City Council  
**Subject:** Council Connect -January 6, 2025  
**Attachments:** Extended Agenda Forecast 01.06.25.pdf; Color Ideas for lighting scenes.docx

Good evening,

I hope you all had a great weekend.

### Next City Council Meeting

The next regular scheduled City Council meeting will be tomorrow, January 7, 2025. We will begin at 6:15pm with an Executive Session and then at 6:30pm we will discuss and review the themes/scenes for the pedestrian bridge lighting project.

### Future City Council Agendas

Attached you will find an updated Agenda Forecast.

### City Board/Commission Meetings

- Parks and Recreation Advisory Board Meeting – Monday, January 6, 2025 at 7:00pm  
[Agenda](#)

### Update on Bridge Lighting

At the work session tomorrow night, we will be discussing the scenes/themes for the pedestrian bridge. We have up to 20 scenes included in the contract. **I have attached a list of scenes/themes that came out of the Cultural Arts Commission brainstorming session this past fall.** As we discussed last month, we are recommending having the artist that we have already engaged for the wall art, assist us with the design. She has experience in this area and is well qualified. I feel there is some real value in having an artist involved. While a lighting designer can certainly create an effective and functional lighting design for a bridge, combining their expertise with an artist to choose the color shades and design the lighting scenes will likely result in a more dynamic, creative, and visually striking design. I know how important the lighting component is to most of you for this project, so I want to make sure we come up with something you are all pleased with.

### Goal Setting Session

I am looking forward to the Goal Setting scheduled for this Saturday, January 11<sup>th</sup> at 9am. We will be done no later than 2pm. Jeff Tyne from SGR should have reached out to you to have conversations in preparation for Saturday.

### Sherwood Chamber Annual Awards Lunch

We have secured a table for 8 people at the Sherwood Chamber Annual Awards Lunch on January 30<sup>th</sup> from 11am – 1pm at the Sherwood Center for the Arts. If you are interested in attending, please let Tina know.

#### Annual Boots & Bling

The City has purchased a table at the Annual Boots & Bling Gala on May 2, 2025. Please let Tina know if you would like a seat at the event.

#### City Council Goals and Deliverables

##### **Pillar 2 – Infrastructure**

**Goal: Undertake Important Facility and Infrastructure Master Plans**

**Deliverable:** Implementation of ADA Transition Plan

**Update:** At the 1/7/25 City Council meeting, Council is expected to approve Resolution 2025-002, Adopting the American with Disabilities Act (ADA), Title II Self-Evaluation and Transition Plan. The evaluation and transition plan makes recommendations to our administrative processes, provides for the removal of physical barriers to our right of ways and city facilities, and provides a transition schedule.

Enjoy your week.

Craig Sheldon  
City Manager  
City of Sherwood  
15527 SW Willamette St,  
Sherwood Oregon  
503-925-2310  
[sheldonc@sherwoodoregon.gov](mailto:sheldonc@sherwoodoregon.gov)

Color ideas for pedestrian bridge scenes from Cultural Arts Commission:

1. Bowmen colors (SHS—crimson, black, white)
2. Red, white, and blue (usable on Memorial Day, 4<sup>th</sup> of July, Veterans Day, etc)
3. Sunset colors (reminiscent of a beautiful sunset, as would be seen from Sunset Dr.)
4. Greens (inspirations: Robin Hood Fest, Sherwood Forest, St. Patrick's Day, city logo)
5. Halloween/Dia de los Muertos design (orange, black, magenta)
6. A wildlife-friendly option (very dim—correlating to certain times of the year, like bird migration)
7. Christmas colors (red/green/white)
8. New Year celebrations (including Lunar New Year)—gold, silver, red
9. Color design that reflects or honors the Kalapuya culture
10. Rainbow scene (ROYGBIV)
11. Easter scene (pale pastels)
12. Hanukkah (blue/white)
13. Cancer awareness (pinks/lavenders)
14. Heart health/Valentine's Day (reds/pinks)
15. Summer season (default)
16. Spring season (default)
17. Fall season (default)
18. Winter season (default)



# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, January 7, 2025**

**City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon 97140**

**URA BOARD WORK SESSION**

- 1. CALL TO ORDER:** Chair Tim Rosener called the meeting to order at 6:35 pm.
- 2. BOARD PRESENT:** Chair Tim Rosener, Vice Chair Kim Young, Board Members Keith Mays, Dan Standke, Renee Brouse, Taylor Giles, and Doug Scott.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Craig Sheldon, Assistant City Manager Kristen Switzer, Interim City Attorney Sebastian Tapia, Community Development Director Eric Rutledge, Interim Public Works Director Rich Sattler, IT Director Brad Crawford, Economic Development Manager Erik Adair, City Engineer Jason Waters, Arts Center Manager Chanda Hall, Records Technician Katie Corgan, and City Recorder Sylvia Murphy.
- 4. TOPICS**

**A. Pedestrian Bridge Lighting**

Assistant City Manager Kristen Switzer stated that this work session was to discuss the different lighting themes or scenes for the pedestrian bridge that the Board previously spoke on at their last meeting. She recapped that there were up to 20 themes that could be programmed into the lighting software. She explained that the Cultural Arts Commission had created a list of 18 possible lighting themes and referred to an email from City Manager Craig Sheldon and displayed the list of potential lighting themes (see record, Exhibit A). Ms. Switzer displayed a brief YouTube video of the chosen bridge artist's work on other bridges. Ms. Switzer noted that the artist had lighting expertise and experience working on bridges. She asked for feedback and direction on the different themes and explained that not every theme needed to be decided at this meeting. She clarified that the themes noted as "default" were the themes that would be displayed for the primary part of each season. Board Member Scott referred to the cancer awareness theme and commented that there were many different types of cancer that had different colors associated with them. Board Member Brouse asked regarding a theme to honor first responders/public safety. Board Member Scott commented that he liked having the default theme options. Board Member Giles commented that he had received comments regarding concerns about possible light pollution from the bridge and stated he liked having the wildlife-friendly option. He asked if there were other holidays that Sherwood held festivals for that were not represented and discussion occurred. Board Member Giles asked how residents would be able to find out what the colors represented and suggested a webpage. Discussion regarding updating the city's Facebook page and/or having a webpage dedicated to explaining the different lighting themes occurred. Chair Rosener commented that the city could monetize the lighting of the bridge for special occasions. Vice Chair Young stated that she was in favor of adding a first responders theme. Board Member Mays stated that he also wanted a warm-white theme as an option. Assistant City Manager Switzer commented that the Board could determine a theme and then the artist would be responsible for interpreting that theme and explained that each of the themes would need

to be approved by ODOT. Board Member Mays asked if the city would also have control of the lights that shown down on the columns and Ms. Switzer replied that was correct and the artist was factoring the column lights into their designs. Board Member Giles expressed his concern that the official first responders flag/theme would be difficult to translate onto the bridge via lighting and Arts Center Manager Hall replied that they would speak with the artist to determine if the theme was interpretable against the white. Discussion regarding possible ODOT color restrictions occurred and the Board determined that they would submit their ideal lighting list to ODOT and adjust from there if necessary. Ms. Switzer recapped next steps and explained that the artist would design the themes and submit them to ODOT. After ODOT reviewed the themes, the artist would revise their designs if needed. Chair Rosener asked if the artist had ever worked with ODOT before and Ms. Hall replied that the artist had not worked with ODOT before, but they had worked with WSDOT in Washington. She commented that they had received good advice from other cities, such as Woodburn and Hillsboro about working with ODOT. Discussion regarding other possible indigenous peoples to honor in the lighting themes occurred and Board Member Brouse commented that staff could speak with the Confederated Tribes of Grand Ronde. Chair Rosener explained that the city would be able to program more than 20 themes, but the contract with the bridge manufacturer and construction company outlined that the city would have 20 preprogrammed lighting themes. Board Member Mays commented that he was excited to see the default themes on the bridge. City Manager Sheldon explained that the decisions regarding the themes needed to be decided quickly in order to keep the project on track for timelines. He explained that the list of lighting themes needed to be submitted to ODOT by March 3<sup>rd</sup>, and once the themes were approved, designing the themes would take an additional three months. Board Member Scott asked when the first section of the bridge span would be put in place and Mr. Sheldon replied that the first span would hopefully be placed the first weekend in March. He commented that there had been a few delays with PGE's nearby high voltage lines which resulted in a few weeks of delays for the project. Board Member Scott asked if the city was required to pay for that part of the project and City Engineer Jason Waters replied that the city was paying for some relocation of poles, but it had come in well under budget. Chair Rosener stated that in the future with big projects, he would like to determine a budget upfront and plan for joint work sessions with the appropriate boards or commissions throughout the process to keep everyone on the same page. Board Member Standke asked about the process for deciding when to change the bridge lighting colors and discussion occurred, and the Board spoke on how the most likely person to decide the timing would be the City Manager.

## 5. ADJOURN

Chair Tim Rosener adjourned the meeting at 6:54 pm.

Attest:

  
Sylvia Murphy, MMC, Agency Recorder

  
Tim Rosener, Chair