



Home of the Tualatin River National Wildlife Refuge

City of Sherwood
SURPAC Meeting
(Sherwood Urban Renewal Plan Advisory Committee)
Civic Building – Community Room
22560 SW Pine Street. Sherwood, OR 97140
Date: August 9, 2012 – 6:30pm

A G E N D A

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|---|-----------------------------|
| 1. Call Meeting to Order | Chair Harbick |
| 2. Approval of Minutes
(6/14/12) | Chair Harbick |
| 3. Projects Updates | Tom Pessemier/Bob Galati |
| a. Plaza | |
| b. Community Center | |
| 4. Downtown Streetscapes Presentation | Bob Galati and Project Team |
| 5. URA Financial Reports | Craig Gibons |
| 6. Cannery Street Renaming | Chair Harbick |
| 7. Future Project Prioritization Refinement | Tom Pessemier/Craig Gibons |
| 8. Next Meeting Date | Chair Harbick |

Adjourn

Next meeting:

SURPAC will be meeting, Thursday, September 13, 2012 at 6:30pm in the Community Room at the City of Sherwood Civic Building.



SURPAC MEETING MINUTES

MEETING TITLE	<u>SURPAC Meeting Notes</u>
DATE & TIME	<u>June 14, 2012 6:30PM</u>
LOCATION	<u>Sherwood Civic Building – Community Room</u>
FACILITATOR	<u>Charles Harbick – SURPAC Chairman</u>
NOTES TAKEN BY	<u>Tom Pessemier</u>

ATTENDEES

Name of Board Members

Charles Harbick - Chair
Scott Johnson - Vice Chair
Tim Heine
Bob Silverforb
Amanda Bates
Dennis Durrell

City Staff

Tom Pessemier
Bob Galati
Craig Gibons

Council Liaison

Matt Langer

MEETING NOTES

Approved: _____

- 1. Call Meeting to Order** The meeting was called to order at 6:30 pm by Chair Harbick
- 2. Approval of Minutes** – Bob Silverforb moved and Amanda Bates seconded the motion to approve meeting minutes from 5/10/11. The motion carried 5-0 with one abstention from Dennis Durrell whom was not at that meeting.
- 3. Projects Update:**
 - a. Plaza:** Mr. Pessemier reported that the Cannery Square Plaza celebration was well attended. He also noted there were some continuing issues with the water feature that needed to be worked on.
 - b. Community Center:** Mr. Pessemier noted that the bids for the project came in recently higher than anticipated and that staff would be looking at the information to make decisions moving forward and would advise the URA Board.
 - c. Downtown Streets:** Mr. Galati noted that the design was proceeding and that additional meetings with effected business owners would happen as the design became more complete. The schedule had been looked at in more detail and Construction is expected to be completed before Cruisin' next year.

4. **Budget Update:** Mr. Gibons gave an update on the Budget that was recently passed by the Budget Committee. He noted that everything was going as planned and the Capital projects identified were on schedule to be constructed as discussed in the past.
5. **URA Financial Reports:** Mr. Gibons gave an update on the updated financial reports and noted the changes from the prior reports which were minor.
6. **Future Project Prioritization:** A request was made by Charlie Harbick to add a couple of projects to the prioritization list that were not on the list passed out to SURPAC. Those projects were the remaining Alley's and the Branding/Wayfinding project. With the addition of those projects to the list Staff presented a description of each project and SURPAC members gave a rating of A, B or C for each project. Staff tallied the results with one point assigned for A; two points for B; and three points for C. The lower the score of the project the higher the importance. The results are as follows:

Future Project Initial Ranking		
Rank	Project	Score
1	Cedar Creek Trail	5
1	Façade Grants	5
3	Sidewalk Improvements	6
4	Property Acquisition	8
5	Branding/Wayfinding*	9
6	Alley's	10
7	Oregon Street Improvements	11
7	Lincoln Street Improvements	11
7	Main Streets Program	11
7	Traffic re-routing Study	11
11	Parking Study	13
11	Parking Lots	13

* Amanda Bates left early and did not score this project

We discussed how these rankings were initial and further refinement would be necessary.

7. **Future Meetings Date:** Mr. Pessemier noted the Joint URA/SURPAC Meeting scheduled for June 19th at 5:30pm and the next regularly scheduled meeting July 12th, 2012 at 6:30pm.
8. **Adjourn** – The meeting was adjourned around 8:30 p.m.



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FACILITATOR	<u>Charles Harbick – SURPAC Chairman</u>
NOTES TAKEN BY	<u>Craig Gibons</u>

ATTENDEES

Name of Board Members

Charles Harbick - Chair
Scott Johnson - Vice Chair
Tim Heine
Bob Silverforb
Amanda Bates (absent)
Dennis Durrell

City Staff

Tom Pessemier
Bob Galati
Craig Gibons

Council Liaison

Matt Langer

MEETING NOTES

Approved: _____

- 1. Call Meeting to Order** The meeting was called to order at 6:30 pm by Chair Harbick
- 2. Approval of Minutes** – Minutes were amended to change the name of Cruisin' Sherwood and a motion was made and seconded. Minutes for the July SURPAC meeting were approved.
- 3. Projects Update:**
 - a. Plaza:** The last of the valves have been replaced and the fountain is up and running, with minor adjustments still needed. Staff reported that there were \$30,000 in excess costs involved in redesign of the fountain and the members discussed the liability for those costs if there is a design flaw involved.
 - b. Community Center:** Community Center. This project is on hold as budget and staffing transition issues are resolved.
- 4. Downtown Streets:** Bob Galati, City Engineer, presented an update on this project.

Bob led a discussion of options for upgrading the alleys involved in the project – the alleys between Railroad Street and First Street and running from Pine to Main. Options are asphalt or concrete and the issues are durability, life cycle costs, and appearance. Staff clarified that the project includes the full length

of each alley. Committee members discussed options. Committee would prefer concrete over asphalt, if it can be done within budget.

The project design will be at 50% by September and Engineering will update budget then and consult with PW on design issues. Bidding is planned for January with construction in March, April, and May.

There was some discussion about adding an additional block of Railroad street to the project (from Main to Park). Engineering will review the costs of that option and report back to the committee.

5. **Budget Update:** Craig Gibons, Finance Director, presented updated finance reports.
6. **URA Financial Reports:** Mr. Gibons gave an update on the updated financial reports and noted the changes from the prior reports which were minor.
7. **Cannery Street Renaming:** The committee discussed alternatives for renaming Cannery street. Three suggested names will be forwarded to the City Council:
8. **Adjourn –** The meeting was adjourned around 8:30 p.m.