



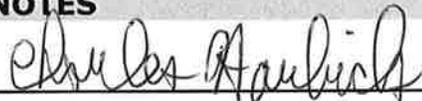
SURPAC MEETING MINUTES

MEETING TITLE	SURPAC Meeting Notes
DATE & TIME	May 12, 2011 6:30PM
LOCATION	Sherwood Civic Building – Community Room
FACILITATOR	Charlie Harbick – SURPAC Vice-Chairman
NOTES TAKEN BY	Tom Nelson

ATTENDEES

	Name of Board or Group	City Staff
	Tim Heine	Tom Nelson
	Charles Harbick	
	Vacant	
Absent	Bob Silverforb	
Absent	Mark Cottle	
Absent	Ken Marlow	
	Scott Johnson	
	Others In Attendance	Council Liaison
	Lee Weislogel - BOOTS	Matt Langer - Absent
	John Foxwell, Ash Creek Assoc.	

MEETING NOTES

Approved: 

1. The meeting was called to order at 6:36 pm by Vice-Chair Harbick
2. Mr. Nelson introduced new SURPAC member Tim Heine.
3. **Approval of Minutes** – Due to the lack of a quorum, this item was postponed to the next meeting.
4. **New Business**
 - a. **Election of Chair and Vice Chair:**
Due to the lack of a quorum, this item was postponed to the next meeting.
 - b. **Cannery updates:**
 - i. **Streets/Infrastructure:** Mr. Nelson reported that the Streets/Infrastructure portion of the project was over 60% completed, and that with the completion of SW Columbia and SW Highland, the project should be completed by the end of June/2011.
 - ii. **Paver Replacement:** Mr. Nelson reported that with the completion of the paver replacement at SW 1st and SW Pine this week, one intersection remained to be

completed on the paver replacement portion of the project, and that it would probably be completed in the next week.

iii. Plaza Update: Mr. Nelson reported that the bids for the plaza were opened last week, and that the low bid went to JP Contractors, Inc., that their low bid was \$57,000 less than the engineer's estimate; that the bid should be accepted by the URA Board at its next meeting, and that construction should be underway in June/2011 with completion by November 23, 2011 in time for the official tree lighting the following week.

iv. Product Manufacturing move: Mr. Nelson reported that he expected a letter within the next week from Product Manufacturing outlining plans to being to move into a new location in Canby in September/2011 with completion of the move by November/2011. He further reported that the company had exhausted all attempts of finding a suitable location in Sherwood, and reluctantly, was forced to choose the Canby location.

c. Cultural Arts Community Center: The committee members discussed the recent join meeting with the URA Board concerning the CACC Business Plan presented by PARC Resources. The consensus was surprise at the projected amount of funds necessary to run the center. Mr. Nelson told the committee that he would send them the complete report when it is received, and asked that they respond with questions and comments once they had a chance to study it. Various points were made about which group had the capacity to operate the center. Mr. Johnson stated that the Chamber board had discussed operation, but that the Chamber did not have the capacity to program the building. Mr. Nelson advised Mr. Johnson and Mr. Heine, who are both on the Chamber Board to stay involved in the conversation, and that a consortium of interested stakeholders had been mentioned as a possibility to provide oversight for operations.

d. URA Budget Update: Mr. Nelson reported that the budget committee had approved the URA Budget the night before, and asked the committee if they had any questions. Mr. Harbick noted the reduction in some expenses in the Operations Fund, and Mr. Nelson commented that a new Capital Outlay Fund had been created, and that some of the expenses had been moved to that fund. Mr. Nelson also noted that engineering and professional services budgets had been decreased since those expenses are directly related to project budgets.

e. Report on Maximum Indebtedness: Mr. Nelson reported that Tashman-Johnson, and Associates had been retained to provide several services to the URA; one of which was the Annual Report that was shared in a prior meeting, and next was a report on Maximum Indebtedness that should be completed soon. Mr. Nelson said he would share it as soon as it was available. Mr. Tashman will also be providing the URA Board and SURPAC recommendations on additional projects, and a potential increase to Maximum Indebtedness allowed by indexing. Mr. Harbick asked if sufficient funds remain to complete the downtown streets project, and Mr. Nelson responded that he believed there was.

5. Adjourn – The meeting was adjourned at 7:40 p.m.