

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, December 15, 2015  
22560 SW Pine Street, Sherwood, Oregon 97140**

**REGULAR SESSION**

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 5:09 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Kuiper, Dan King, and Renee Brouse. Sally Robinson arrived at 5:14 pm. Linda Henderson and Jennifer Harris were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

Chair Clark addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

- A. **Approval of July 7, 2015 URA Board Meeting Minutes**
- B. **Approval of December 1, 2015 URA Board Meeting Minutes**

**MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA, SECONDED BY DAN KING, MOTION PASSED 4:0, ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (HENDERSON AND HARRIS WERE ABSENT) (SALLY ROBINSON HAD NOT ARRIVED YET).**

Chair Clark addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2015-006 A Resolution of the Urban Renewal Agency of the City of Sherwood, directing the Agency Manager to sign the termination of amended and restated purchase and sale agreement and related agreements**

Assistant City Manager Tom Pessemier stated the cannery properties were purchased many years ago and we developed a plan to try and develop the properties, and went out for a Request for Proposal and Capstone Partners was selected. He said most of this process occurred in 2008 and shortly after the agreements were signed, there were changes in the economy, and changes were made to the agreements, the last changes occurring in 2012. He said there are three primary agreements that formed the relationship and the hope was Capstone would do the private portion and the City would do the public portion of the project. He said we included all the public pieces and there were private pieces, specifically related to the sale of property and development and the other properties, and these did not get done over time. He said a primary part we put into the Restated and Amended Agreement was a requirement that they were actively marketing and seeking financing for the purchase of those properties. He said we have seen that there has not been much of a marketing effort and staff has had

conversations with Capstone, and we both believe the best thing for the properties at this point is to terminate those agreements so we can work on figuring out what we want to do and meet the plan requirements that are in place.

Tom said staff has been able to work cooperatively with Capstone and they had other thoughts and ideas they thought might work relative to marketing, but after we spoke with other brokers, it did not seem to fit in old town or what we were trying to accomplish. Tom referred to exhibit A to the URA Resolution, a termination agreement to all three agreements. He said staff requested \$10,000 from Capstone to cover some of our out of pocket costs relative to a provision in the agreement and they agreed.

Chair Clark asked for questions from the Board, with none received she asked for a motion.

*Record Note: Board Member Robinson arrived at 5:14 pm.*

**MOTION: FROM DAN KING TO ADOPT URA RESOLUTION 2015-006, SECONDED BY JENNIFER KUIPER. MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (LINDA HENDERSON AND JENNIFER HARRIS WERE ABSENT).**

## 6. STAFF REPORT:

Tom reported on Sherwood Main Street and stated the Urban Renewal Agency has supported the Main Street Program in the past and at one time had a ½ time position we paid for. He said they have been making it on their own for the last few years and from his perspective and Board Member Dan King who has been attending their board meetings, they seem to be headed in a good direction. He said staff has seen efforts in their meeting participation and memberships. He said we looked at how we can help them from an organizational and financial perspective. He said staff members Maggie Chappen at the Arts Center and Adrienne the Library Manager have been working to helping support Sherwood Main Street. He said there is in-kind City support that has been helpful to them. He said they have been talking about their fixed operating costs for a year, about \$1400 and they have about \$1000 worth of printing and marketing costs. He said within the last two years, its been their board members that contributed cash and this has been their only income and have been operating on \$2000-\$3000 per year.

He said when staff put together the budget for last year we were hoping to get a RARE participant and sought a grant for this, but did not get it. He said we budgeted \$22,000 for that participant to work for a full year and we committed to Main Street, as part of that as they helped our application, to have about 25% of that person's time, this being about \$5000 worth of value to give to them in personnel time.

He said we have been talking about giving them about 50% of this to cover their fixed operating costs for a year as well as marketing, this being just for 2016. He said we want Main Street to move forward and find their own funding sources to meet the desired goal of 1/3 from fundraising, 1/3 from membership, 1/3 from public support. He said we are thinking that if we support them for one year of covering their fixed operating costs, then they can go find ways to earn funds. He said it is 12.5% of what we budgeted for the URA for the RARE participant.

City Manager Gall said his only concern is there is not an expectation that this is an annual support. He said they have done very well and the members are very committed to old town and doing good things.

Tom added it also helps the urban renewal agency to build businesses. He clarified the funding was actually \$2400, \$1400 for fixed costs and \$1000 for advertising and promotion.

The Board members indicated support of the financial support for Sherwood Main Street and Tom indicated staff would move forward.

With no other business, Chair Clark adjourned.

**7. ADJOURN:**

Chair Clark adjourned at 5:20 pm.

Submitted by:

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Sylvia Murphy, MMC, Agency Recorder

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Krisanna Clark, Chair