

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
September 20, 2011
22560 SW Pine Street, Sherwood Oregon 97140**

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 6:32 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark. Dave Grant was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Community Services Director Kristen Switzer and Agency Recorder Sylvia Murphy. City attorney Paul Elsner.
4. **OTHERS IN ATTENDANCE:** Murray Jenkins and Scott Waggoner with Ankrom Moisan, Jeff Sacket with Capstone Partners.
5. **TOPIC:**
 - A. **Sherwood Community Center.** Community Development Manager Tom Nelson explained the CMGC process and Murray Jenkins reviewed and recapped facility layout plans (see record, Exhibit A). Board discussion followed regarding retail space and RFP process and suggested features such as a ticket kiosk.
6. **ADJOURN:** Chair Mays adjourned the work session at 7:00pm and stated the URA Board would reconvene for a regular URA meeting after the City Council meeting.

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:50 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark. Dave Grant was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Police Captain Mark Daniel, Community Development Director Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Community Services Director Kristen Switzer and Agency Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

4. CONSENT AGENDA:

A. Approval of August 16, 2011 URA Board of Directors Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2011-015 of the Sherwood Urban Renewal Agency approving a minor amendment to the Sherwood Urban Renewal Plan, dated August 29, 2000, to allow for the acquisition of additional property

Tom Nelson Economic Development Manager came forward and explained the resolution and stated the URA Board previously met in Executive Session and discussed the property acquisition.

With no comments or discussion from the Board, Chair Mays asked for a motion.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2011-015, SECONDED BY MATT LANGER. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

B. URA Resolution 2011-016 of the Urban Renewal Agency of the City of Sherwood for purchase of real property

Tom Nelson explained the resolution, said the property location is on Main Street and informed the Board of staff concerns of the houses' foundation. Tom stated an inspection was completed by a certified engineer and the engineer confirmed the foundation of the house was not an issue. Mr. Nelson stated the property is needed to build a storm water facility. Tom informed the Board after negotiations between the realtors a price of \$240,000 was decided and said the asking price was \$250,000. Tom informed the Board the intent is to partition the property after it's been purchased and use the property for the storm water facility and sell the house. Tom stated he believes the house can be sold for roughly the purchase price, maybe a bit less.

Tom stated \$350,000 was earmarked for the storm water facility.

Linda Henderson asked if we have made an offer for \$240,000, Tom confirmed and said it has been accepted and said we offered less but we were fortunate to get the property.

With no other questions from the Board, Chair Mays asked for a motion.

MOTION: FROM KRISANNA CLARK TO ADOPT URA RESOLUTION 2011-016, SECONDED BY MATT LANGER. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

Chair Mays addressed the next agenda item.

C. URA Resolution 2011-017 Adopting a facility layout for the Sherwood Community Center

Tom Nelson explained the resolution and stated the Board met in Work Session this evening and the layout. Tom stated the Board met in June of this year and approved specific features of the facility and staff wanted to bring forward for the Boards consideration of adoption the facility layout.

Chair Mays thanked Tom for this work on the project and commented regarding the retail lease space being undefined and allows for flexibility.

Chair Mays asked for Board questions or comments.

Ms. Folsom thanked staff for their work on the project and stated she appreciated all the participating partners, engineers and design staff.

With no other Board comments received, Chair Mays asked for a motion.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2011-017, SECONDED BY LINDA HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (DAVE GRANT WAS ABSENT).

6. STAFF REPORTS:

City Manager Jim Patterson thanked staff for their work on the property acquisition and said if this acquisition had not been done, our options would have been very limited. Mr. Patterson thanked the Board for their understanding of the importance of this acquisition.

Chair Mays commented regarding the area being needed.

- 7. ADJOURN:** Chair Mays adjourned the URA Board meeting at 9:00 pm and convened to a City Council Executive Session (see City Council records).


Sylvia Murphy, CMC, Agency Recorder


Keith S. Mays, Chairman