



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, June 4, 2013**

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

**5:00-6:00pm URA Board Work Session**

**URA Board of Directors Regular Meeting**

*(Following the City Council Meeting)*

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING AGENDA**

**Tuesday, June 4, 2013**

**Regular Board meeting  
(following the City Council meeting)**

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

**URA BOARD WORK SESSION, 5-6pm**

**A. Community Center Design Development**

**REGULAR URA BOARD MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT**

**A. Approval of April 2, 2013 URA Board Meeting Minutes**

**B. Approval of May 7, 2013 URA Board Meeting Minutes**

**4. NEW BUSINESS**

**A. URA Resolution 2013-005 transferring Budget Expenditure Appropriations between categories for Budget Year 2012-13 (Julie Blums, Accounting Supervisor)**

**5. PUBLIC HEARINGS**

**A. URA Resolution 2013-006 Adopting the 2013-14 Budget of the City Of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted Budget (Craig Gibons, Finance Director)**

**6. STAFF REPORTS**

**7. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, April 2, 2013  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD REGULAR MEETING**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Police Chief Jeff Groth, Public Works Director Craig Sheldon, City Engineer Bob Galati, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

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

4. **CONSENT AGENDA:**
  - A. **Approval of January 29, 2013 URA Board Meeting Minutes**
  - B. **Approval of February 19, 2013 URA Board Meeting Minutes**
  - C. **Approval of March 19, 2013 URA Board Meeting Minutes**

**MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

5. **NEW BUSINESS:**
  - A. **URA Resolution 2013-003 Repealing URA Resolutions 2011-013 and 2012-006**

Tom Pessemier explained the history of the two previously adopted resolutions and recapped the discussion held at the February 19, 2013, URA Board work session. Tom stated the Board discussed the Community Center and the formation of a Project Management Team. Tom stated the URA Board discussed and concluded that the team would consist of staff and URA Board members, specifically, himself, Kristen Switzer, Bill Butterfield and Linda Henderson. Tom said the URA Board also discussed a Design Management Team and said not everyone was on the same page with how to move forward with this, with a design/build project or a design/bid/build project. Tom said when the group met later, they were not sure how many opportunities were going to exist in the building to change things and how they would address those changes when they arose. Tom stated it depended on what they viewed as opportunities in the new building and which path they felt most comfortable pursuing.

Tom explained that the team decided to look at a design/bid/build process and concluded that certain things needed to happen from the architect. He said staff met with Akrom Moisan, who had

previously worked on the project, to give them ideas on what they needed to do in order to get a scope that would be comfortable for the project management team. Tom stated Ankrom Moisan came back and met with the full project management team and discussed what they would do to make that happen. Tom stated the other thing the URA Board discussed on February 19<sup>th</sup> was funding restrictions and said we have some fairly serious restrictions in regards to this project. He explained discussing construction costs for the building at \$4 million, and said this would put us at \$370,000 left in maximum indebtedness to do all the other projects, which is probably well inside of our contingency. He said there will be other things that will move around as our committed dollars change on downtown streets and other things, but this is the budget we are working with today and the budget we have identified and what we have planned moving forward.

Tom stated, after these discussions, they realized there was adopted URA legislation that was not going to be consistent moving forward with the new building and this is why staff is proposing to repeal these resolutions and bring a resolution forward to get a designer onboard to begin designing.

City Engineer Bob Galati asked if the Board had any questions and said the first resolution repeals two previously adopted URA resolutions that basically set budgetary constraints along with design criteria on an initial resolution that established the project. Bob stated because of what has occurred since then, costs overrun, failed trusses, and the fact that the building now has to come down, these two URA resolutions establishing budget constraints no longer apply and actually create restrictions moving forward.

Chair Middleton asked for Board questions.

Ms. Folsom clarified that these two pieces of legislation were very structured and did not have the budget flexibility that we now need to work on this project and said she appreciates staff pointing this out. Ms. Folsom commented regarding Bill Butterfield's contributions to the project team with his experience and his research, and bringing forward information that has benefited the team. She stated she appreciated the diversity on the team, having good conversations and said the team is doing the best they can to make the most of the funds and still live within the intent of what was agreed to two years ago.

Chair Middleton asked for additional questions from the Board, with none heard the following motion was received.

**MOTION: FROM LINDA HENDERSON TO ADOPTED URA RESOLUTION 2013-003, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Chair Middleton addressed the next agenda item.

**B. URA Resolution 2013-004 Authorizing the Urban Renewal Agency Administrator to award a Professional Services contract to Ankrom Moisan Architects for the design services of the Sherwood Community Center**

Bob Galati came forward and stated the resolution before the Board includes two attachments and the full contract and said this is basically showing how the design services portion of the contract will proceed. He said we needed to move forward to allow Ankrom Moisan to do their portion of the design.

Bob informed the Board the contract is being done by a Direct Appointment process and said, under state law for contracting, if you have a project that meets certain criteria, and said, that is well defined here, then you can take the contract for continued services or similar services and directly appoint it to that contractor. Bob stated in this case, architectural consulting, because Ankrom Moisan did the initial design, a significant amount of it, we can direct appoint this contract to them to complete the remainder of the process.

Bob stated under this process, a few items need to be spelled out and explained the following conditions: Condition 1) Work provided under the contract is consistent with the architectural services and the amount of the services being provided is in excess of \$250,000.00. Bob stated the contract amount Ankrom Moisan is providing us in this design phase is in the neighborhood of \$400,000.00 therefore it meets the first condition. Bob stated they are still providing the same services as before.

Bob addressed Condition 2 and said originally Akrom Moisan was selected under a Request for Proposal (RFP), a formal selection process, and was awarded the contract based on their submittal. Bob stated records indicate this process took place, therefore meeting the second criteria.

Bob stated the third condition is a staff report presented to the URA Board which constitutes written findings that we are entering into a separate contract and is based on continuing the design utilizing the original elements. Bob stated this process provides the most efficient use of the public monies and protects the competitive nature of the contract procurement as required by the state statutes. He said we still fit within this and are getting the best deal we can. Bob stated staff's recommendation is for the URA Board to authorize the City Manager as the Agency Administrator to enter into a contract with Ankrom Moisan via direct appointment for a total not to exceed contract amount of \$416,274.00. Tom Pessemier added staff worked closely with legal counsel to ensure all requirements were met.

Chair Middleton asked for Board comments.

Matt Langer stated this is for the additional design work to get us from this point forward and asked how much we have spent on design work to this point.

Tom responded \$520,000.00, which includes all preliminary design and meetings held with the steering committee.

City Manager Gall wanted confirmation that legal review occurred as it was not noted in the staff report.

Tom stated that legal counsel provided a thorough review.

With no other comments, the following motion was received.

**MOTION: FROM BILL BUTTERFIELD TO ADOPT URA RESOLUTION 2013-004, SECONDED BY LINDA HENDERSON, MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.**

Chair Middleton addressed the next agenda item.

**6. STAFF REPORTS:**

Assistant City Manager Tom Pessemier reported the demolition of the Machine Works building has started with the signing of the contract with Konell Construction and said they are taking three days to remove the roof in sections as it contains asbestos. Tom stated they are using special equipment to do this. He stated it would probably be Tuesday of next week before we see anything come down. Tom confirmed with City Engineer Bob Galati that Konell planned on doing a controlled demolition as they plan on utilizing a lot of the materials inside of the building and separating out the different types of materials to allow for recycling. Tom asked about grinding of the concrete and Bob replied he wasn't sure and said he is trying to contact the contractor regarding this, as well as the request the City received from a local artist who wants to use some of the demolition materials as a basis to establish community art.

Linda Henderson asked if Columbia Street would be closed and asked about the parking lot. Tom replied Columbia is currently closed and said the contractor hasn't asked to move the fencing back. He said he guesses we may end up moving the fencing back which will leave us one row of parking on the side. He said if the contractor is going to do something that will cause dust or noise, then we may have to consider closing the whole thing. Tom stated he would prefer they water it down.

Bob added, in his conversation with the contractor, at this time they don't feel they have to close even Pine Street to do the demolition and said the contractor was happy with the amount of space he has.

With no other comments or questions, Chair Middleton adjourned the meeting.

**7. ADJOURN:**

Chair Middleton adjourned the meeting at 8:40 pm.

Submitted by:

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Sylvia Murphy, CMC, Agency Recorder

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Bill Middleton, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, May 7, 2013  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD WORK SESSION**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 9:50 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Robyn Folsom, Bill Butterfield and Matt Langer. Dave Grant and Krisanna Clark were absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Craig Gibbons, Police Chief Jeff Groth and Agency Recorder Sylvia Murphy.

**4. TOPICS DISCUSSED:**

- A. Sherwood Community Center:** Tom Pessemier shared renderings of proposed floor plans prepared by Ankrom Moisan (see record, Exhibit A). He explained banquet seating and theater seating and setup. Tom explained the drawings and how things were moved around, ie restrooms, office space, retail space. He said a big change was changing the co-location facility into a classroom and adding a second classroom to the second story. The Board discussed lobby, functionality and seating and made comparisons to Sherwood High School PAC. The Board discussed the courtyard size and functionality. Tom explained Exterior Elevations, mechanics, construction types and materials. Tom explained next steps of completing the design and staff bringing detailed design information to the Board at their June 4<sup>th</sup> meeting. He said the architects will probably be at this meeting and should have information on cost estimates. Tom stated staff will seek the Boards direction to proceed with design phase and construction drawings.

The Board discussed construction timeline and construction type and cost estimates. Tom stated staff wasn't sure if this would be a modification or new application and expected more public hearings with a full land use process.

- B. Sherwood Main Street (SMS) Support:** Tom Pessemier briefly explained the history of Sherwood Main Street and informed the Board that after discussion with SMS representative Lee Weislogel, SMS would not be requesting funding and will look to reorganize. He stated SMS has moved their office to the Morback House, will be paying rent and will focus on obtaining grants, opportunities to partner with the City and will continue to working on the paver project.

Tom explained the 20% financial commitment to SMS, \$9000 for funding of staff. He informed the Board no decisions were made after speaking with Lee and the \$9000 fitting into their vision to continue with the transforming level. Tom stated SMS will coordinate the Pics in the Plaza this summer.

**5. ADJOURN:**

Chair Middleton adjourned the meeting at 10:15 pm.

Submitted by:

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Sylvia Murphy, CMC, Agency Recorder

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Bill Middleton, Chair



**TO:** Sherwood Urban Renewal Agency Board of Directors

**FROM:** Julie Blums, Accounting Supervisor  
**Through:** Craig Gibons, Finance Director and Joseph Gall, City Manager

**SUBJECT: URA Resolution 2013-005 - transferring Budget Expenditure Appropriations between categories for Budget Year 2012-13**

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**ISSUE:** A budget transfer resolution for the URA Funds.

**BACKGROUND:** In November 2012 the URA board refinanced two capital project loans with a bond sale. That transaction resulted in a change in the debt service payment schedule and this Resolution creates the expenditure authorization for that payment.

In addition Administrative Overhead and legal expenses have been higher than anticipated on the Community Center project. This has required a transfer from capital outlay to materials and services.

This resolution does not increase expenditure authorization in the URA Funds, it only transfers authorization to spend from one category to another.

**RECOMMENDATIONS:** Staff respectfully recommends adoption of URA Resolution 2013-005, adopting a resolution transferring budget expenditure appropriations between categories for budget year 2012-13.



**URA RESOLUTION 2013-005**

**TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR BUDGET YEAR 2012-13**

**WHEREAS**, Pursuant to ORS 294.450, Oregon Municipalities can transfer appropriation between existing categories within the same fund during the budget year; and

**WHEREAS**, the Sherwood Urban Renewal Agency has need to adjust certain categories because of unforeseen expenditures related to debt service on two loans that were refinanced in November 2012 and overhead on the Community Center building; and

**WHEREAS**, said changes will not alter the total appropriations in the altered funds;

**NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:**

**Section 1.** Appropriations for the 2012-13 fiscal year are increased/(decreased) in the following amounts:

<b>Urban Renewal Operations Fund</b>	<b>Current</b>	<b>Amount of Change</b>	<b>Revised</b>
Personal Services	\$96,986	\$ (20,000)	\$76,986
Materials and Services	175,561	(30,000)	145,561
Debt Service	6,822,482	370,000	7,192,482
Transfers Out	100,000	(40,000)	60,000
Contingency	<u>2,036,804</u>	<u>(280,000)</u>	<u>1,756,804</u>
Total	\$9,231,833	\$ -	\$9,231,833
<b>Urban Renewal Capital Fund</b>			
Materials and Services	\$56,703	\$53,000	\$109,703
Capital Outlay	<u>4,958,449</u>	<u>(53,000)</u>	<u>4,905,449</u>
Total	\$5,015,152	\$ -	\$5,015,152

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the Urban Renewal Agency Board of Directors this 4th day of June 2013.**

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Bill Middleton, Board Chair

Attest:

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Sylvia Murphy, CMC, Agency Recorder

**TO:** Sherwood Urban Renewal Agency Board of Directors

**FROM:** Craig Gibbons, Finance Director  
**Through:** Joseph Gall, City Manager

**SUBJECT:** URA Resolution 2013- 006, Adopting the 2013-14 City of Sherwood Urban Renewal Agency Budget

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**ISSUE:** Adoption of the 2013-14 URA Budget

**BACKGROUND:** On April 29, 2013, the Budget Committee received the budget message, heard public comment, and approved the budget. On June 4, 2013, the Board held a public hearing on the approved 2013-14 budget. The final step of the budget process is the adoption of the 2013-14 budget. The budget is available for review at the City Hall reception desk and in the library. A copy of the budget can also be found on the City's website under the Finance Department section.

**RECOMMENDATIONS:** Staff respectfully recommends adoption of URA Resolution 2013-006, adopting the 2013-14 City of Sherwood Urban Renewal Agency budget.



**URA RESOLUTION 2013-006**

**ADOPTING THE 2013-14 BUDGET OF THE CITY OF SHERWOOD URBAN RENEWAL AGENCY, MAKING APPROPRIATIONS, IMPOSING AND CATEGORIZING TAXES, AND AUTHORIZING THE AGENCY MANAGER TO TAKE SUCH ACTION NECESSARY TO CARRY OUT THE ADOPTED BUDGET**

**WHEREAS**, the Urban Renewal Agency Budget Committee has reviewed and acted on the proposed Urban Renewal Agency budget; and

**WHEREAS**, the Budget Committee has approved and recommended a balanced budget to the Urban Renewal Agency Board of Directors on April 29, 2013; and

**WHEREAS**, in accordance with State law, the Urban Renewal Agency Board of Directors held a public hearing on the budget as approved by the Budget Committee; and

**WHEREAS**, the Urban Renewal Agency Board of Directors desires to adopt the approved budget and carry out the programs identified in the budget;

**NOW THEREFORE THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

**Section 1: Adoption of the 2013-14 Budget.** The Urban Renewal Agency Board of Directors of the City of Sherwood, Oregon hereby adopts the budget for the City of Sherwood Urban Renewal Agency for fiscal year 2013-14 in the sum of \$14,436,560, now on file at City Hall.

**Section 2: Making Appropriations.** The amounts for the fiscal year beginning July 1, 2013 and for the purposes shown below are hereby appropriated as follows:

	URA Operations Fund	URA Capital Fund
Personal Services	79,480	167,218
Materials and Services	182,624	105,796
Capital Outlay	0	5,699,224
Debt Service	1,846,439	0
Transfers Out	3,371,126	1,209,953
Contingency	2,036,804	149,585
<b>Total</b>	<b>7,254,369</b>	<b>7,182,191</b>

**Section 3: Imposing and Categorizing Taxes:** Be it resolved that the Urban Renewal Agency Board of Directors of the City of Sherwood hereby resolves to certify to the county assessor a request for the Urban Renewal District Old Town Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

Duly adopted by the Urban Renewal Agency Board of Directors this 4<sup>th</sup> day of June 2013.

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Bill Middleton, Board Chair

Attest:

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Sylvia Murphy, CMC, Agency Recorder