

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, September 3, 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 6:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Bill Butterfield, Matt Langer, Krisanna Clark and Robyn Folsom. Dave Grant and Linda Henderson arrived at 6:05 pm
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Services Director Kristen Switzer, Public Works Director Craig Sheldon, Public Works Utility Manager Richard Sattler, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

4. **TOPICS DISCUSSED:**

A. Grant Writing Alternatives for New Community Center

Community Services Director Kristen Switzer and Assistant City Manager Tom Pessemier provided the Board with a staff report, (see record, Exhibit A). Kristen recapped the staff report and explained the services a grant writer could provide and Tom explained the RFP process. Staff provided information on a potential steering committee. Discussion was held regarding the steering committee members and the potential for the Cultural Arts Commission members filling this role. Tom stated the Board could discuss the idea of a steering committee and membership at a future date. Robyn Folsom shared information regarding organizations that provide funding and explained how if one organization provides funds, another may do so. Discussion followed.

Staff stated they were seeking the Board's consensus on moving forward with seeking grant writers. The Board conceded for staff to move forward.

5. **ADJOURN:**

Chair Middleton adjourned the meeting at 6:24 pm.

Submitted by:


Sylvia Murphy, MMC, Agency Recorder


Bill Middleton, Chair