



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, May 17, 2022

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

URA Board of Directors Meeting
(Following the 7pm Regular City Council Meeting)

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

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

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URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of April 5, 2022 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
- B. URA Resolution 2022-003 Authorizing the Agency Manager to acquire real property**
(Keith D. Campbell, Agency Manager)

4. ADJOURN TO EXECUTIVE SESSION

5. EXECUTIVE SESSION

- A. ORS 192.660(2)(e), Real Property Transactions**
(Keith D. Campbell, Agency Manager and Josh Soper, Agency Attorney)

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, April 5, 2022
5:30 PM**

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon 97140**

This meeting will be live streamed at
<https://www.youtube.com/user/CityofSherwood>

URA BOARD REGULAR SESSION

- 1. CALL TO ORDER:** Chair Mays called the session to order at 5:30 pm.
- 2. BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Renee Brouse and Doug Scott. Board Member Sean Garland participated remotely. Incoming Board Member Taylor Giles. Board Member Kim Young was absent.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith Campbell, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Finance Director David Bodway, City Engineer Bob Galati, Accounting Supervisor Leslie Dean, Community Development Director Kristen Switzer, Records Technician Katie Corgan, and Agency Recorder Sylvia Murphy.
- 4. CONSENT AGENDA**
 - A. Approval of August 17, 2021 URA Board Meeting Minutes**
 - B. URA Resolution 2022-001, Authorizing the Agency Manager to sign a Professional Services Contract with Kittelson & Associates for the Ice Age Drive Alignment Analysis - 30% Level Design**

MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY DOUG SCOTT. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KIM YOUNG WAS ABSENT).

5. NEW BUSINESS

- A. URA Resolution 2022-002, Authorizing the Agency Manager to sign a professional services contract with Lango Hansen Landscape Architects for design and construction review services for the Sherwood Festival Plaza**

Community Services Director Kristen Switzer explained that the proposed resolution would authorize staff to move forward with the next step in the festival plaza project. She explained that the next step would be the creation of the construction documents as well as bid and construction assistance with the project to ensure the project was executed properly. She reported that Lango Hansen had also done the preliminary master plan, which would result in some time-savings by continuing to use their service. She stated that the City had gone through the RFP process and Lango Hansen was the only qualified bidder who submitted a bid. Chair Mays asked if Ms. Switzer liked the rates? Ms. Switzer replied that she did. Chair Mays asked if Lango Hansen

was the same firm that did Cannery Square? Ms. Switzer replied that was correct. Chair Mays asked for discussion by the board or a motion.

MOTION: FROM RENEE BROUSE TO APPROVE URA RESOLUTION 2022-002, AUTHORIZING THE AGENCY MANAGER TO SIGN A PROFESSIONAL SERVICES CONTRACT WITH LANGO HANSEN LANDSCAPE ARCHITECTS FOR DESIGN AND CONSTRUCTION REVIEW SERVICES FOR THE SHERWOOD FESTIVAL PLAZA. SECONDED BY TIM ROSENER. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KIM YOUNG WAS ABSENT).

6. ADJOURN

Chair Mays adjourned the meeting at 5:33 pm.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Keith Mays, Chair

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Keith D. Campbell, Agency Manager

Through: Josh Soper, Agency Attorney

SUBJECT: URA Resolution 2022-003, Authorizing the Agency Manager to Acquire Real Property

Issue:

Shall the Sherwood Urban Renewal Agency Board of Directors authorize the Agency Manager to acquire real property?

Background:

This resolution would authorize the Agency Manager to acquire real property within certain parameters. There is a need for this delegation of authority because, in the current market, it is necessary for the URA to be able to respond to opportunities in a timely manner without the delay of requesting a meeting and seeking URA Board approval. In order to accomplish this goal, this Resolution would give the Agency Manager the authority and flexibility to negotiate, make offers, and acquire property that furthers the URA's goals and priorities.

Financial Impacts:

The Agency Manager would be authorized to purchase one or more parcels of real property, provided, however, that the purchase price for any individual property may not exceed two million dollars (\$2,000,000).

Recommendation:

Staff respectfully recommends URA Board approval of URA Resolution 2022-003, Authorizing the Agency Manager to Acquire Real Property.



URA RESOLUTION 2022-003

AUTHORIZING THE AGENCY MANAGER TO ACQUIRE REAL PROPERTY

WHEREAS, the Sherwood Urban Renewal Agency (URA) has a need to acquire real property for various purposes; and

WHEREAS, in order to successfully acquire such property, it is necessary for the URA to be able to respond to opportunities in a timely manner; and

WHEREAS, the URA Board has therefore determined that it is necessary and appropriate to delegate authority to the Agency Manager in connection with such property acquisition, within certain parameters specified herein.

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

Section 1. The Agency Manager is hereby authorized to purchase real property which the Agency Manager determines it is in the best interest of the URA to acquire. This authorization includes the authority to make offers, negotiate purchase terms, execute related documents, make payment, and perform all other actions necessary to complete the acquisition of such real property for the URA. Under the authority granted by this Resolution, the Agency Manager may purchase one or more parcels of real property, provided, however, that the purchase price for any individual property may not exceed two million dollars (\$2,000,000).

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

Duly passed by the Urban Renewal Agency Board this 17th of May 2022.

Keith Mays, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder