

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Wednesday, June 29, 2022
(Following the 5:30 pm Special City Council Meeting)**

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 meeting to order at 5:45 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Renee Brouse and Kim Young. Board Members Sean Garland and Taylor Giles participated remotely. Board Member Doug Scott was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith D. Campbell, IT Director Brad Crawford, Public Works Director Craig Sheldon, Interim City Attorney Alan Rappleyea, Police Chief Ty Hanlon, Finance Director David Bodway, Community Services Director Kristen Switzer, Public Works Utility Manager Rich Sattler, HR Manager Rebecca Tabra, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
 - A. Approval of May 17, 2022 URA Board Meeting Minutes
 - B. URA Resolution 2022-004 Authorizing an Intergovernmental Agreement with the City of Sherwood for the Sherwood Broadband Project
 - C. URA Resolution 2022-005 Transferring budget expenditure appropriations between categories for Fiscal Year 2021-22

MOTION: FROM KIM YOUNG TO APPROVE THE CONSENT AGENDA. SECONDED BY RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT WAS ABSENT).

Chair Mays addressed the next agenda item and the Agency Recorder read the public hearing statement for both public hearing items.

5. **PUBLIC HEARINGS**
 - A. URA Resolution 2022-006 Adopting the FY2022-23 budget of the City of Sherwood Original 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

Finance Director David Bodway stated that this resolution pertained to the original URA and recapped that the URA Budget Committee had received the budget message, reviewed the proposed budget, and heard public comment on the proposed budget on June 1st. He reported that the URA Budget Committee had approved the proposed budget at their June 13th meeting and explained that the approved Fiscal Year 2022-23 budget consisted of personnel services, allocated overhead, and allocated materials and service expenses needed to continue to administer the URA in preparation for its closure in the upcoming fiscal year. He reported that debt service payments accounted for 94% of the proposed expenditures and stated that the final step in the process was to hold a final public hearing on the proposed resolution and to then adopt the Fiscal Year 2022-23 budget. Mr. Bodway asked for discussion or questions from the Board. Chair Mays opened the public hearing portion of the meeting and asked for public comment on the proposed resolution. Hearing none, Chair Mays closed the public hearing and asked for discussion or questions from the Board. With no further comments or discussion, the following motion was stated.

MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2022-006 ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD ORIGINAL 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. SECONDED BY RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT WAS ABSENT).

Chair Mays addressed the next agenda item.

B. URA Resolution 2022-007 Adopting the FY2022-23 budget of the City of Sherwood 2021 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

Finance Director Bodway stated that this resolution pertained to the newer URA and recapped that the URA Budget Committee had received the budget message, reviewed the proposed budget, and heard public comment on the proposed budget on June 1st. He reported that the URA Budget Committee had approved the proposed budget at their June 13th meeting and explained that the Fiscal Year 2022-23 Operations Fund budget consisted of personnel services, allocated overhead, and allocated materials and service expenses needed to continue to administer the URA. He reported that debt service payments accounted for 92% of the proposed expenditures and reported that the approved Fiscal Year 2022-23 Capital Projects Fund budget primarily included appropriations for the design and construction of the festival plaza, portions of Sherwood Broadband, a pedestrian bridge across Highway 99W, Ice Age Drive design, and a new Public Works facility. He explained that funding for the projects would come from tax increment revenue and loans. He stated that the final step in the process was to hold a final public hearing on the proposed resolution and to then adopt the Fiscal Year 2022-23 budget. Mr. Bodway asked for discussion or questions from the Board. Chair Mays opened the public hearing portion of the meeting and asked for public comment on the proposed resolution. Hearing none, Chair Mays closed the public hearing and asked for discussion or questions from the Board. Vice Chair Rosener explained that the city would not be raising property taxes to complete these projects and explained how URA projects were able to be funded through incremental tax revenue. With no further comments or discussion, the following motion was stated.

MOTION: FROM KIM YOUNG TO APPROVE URA RESOLUTION 2022-007 ADOPTING THE FY2022-23 BUDGET OF THE CITY OF SHERWOOD 2021 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. SECONDED BY RENEE BROUSE. MOTION PASSED 6:0. ALL PRESENT MEMBERS VOTED IN FAVOR (DOUG SCOTT WAS ABSENT).

6. ADJOURN

Chair Mays adjourned the meeting at 5:52 pm.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Keith Mays, Chair