

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

CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD  
TUESDAY, NOVEMBER 11, 2003  
FOLLOWING THE REGULAR CITY COUNCIL MTG

- 1. Call to Order**
- 2. Roll Call**
- 3. Consent Agenda**
  - A. Approve October 28, 2003 Meeting Minutes (Deputy Recorder Donna Martin)
  - B. Approve URA Resolution 2003-016, Ratify City of Sherwood Resolution 2003-079, Approving the Construction of the Sherwood Civic Building Sized to Meet Population Projections for 10 Years. (Civic Building Project Manager Jenni Lipscomb)
  - C. Approve URA Resolution 2003-017, Ratify City of Sherwood Resolution 2003-093, Authorization for the City Manager to Enter into an Agreement with Thomas Hacker Architects, Inc., for Services Required on the Sherwood Library/Civic Building from Schematic Design through Building Construction. (Building Project Manager Jenni Lipscomb)
  - D. Approve URA Resolution 2003-018, Ratify City of Sherwood Resolution 2003-092, Approving an Amendment to an Intergovernmental Agreement with the City to Reduce Interest Cost (District Finance Director Chris Robuck)
- 4. Other Business**
- 5. Adjourn**

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD  
SHERWOOD, OR 97140

TUESDAY, NOVEMBER 11, 2003

1. **Call to Order:** The meeting was called to order at 7:39 p.m.
2. **Roll Call:** Chair Cottle; Co-chair Mays; Mr. Durrell; Mr. Heironimus; Mr. Fox; Mr. Grant; and Mr. Weislogel.
3. **Consent Agenda**
  - A. Approve October 28, 2003 Meeting Minutes (Deputy City Recorder Donna Martin)
  - B. Approve URA Resolution 2003-016, Ratifying City of Sherwood Resolution 2003-079, approving the construction of the Sherwood Civic Building sized to meet population projections for 10 Years. (Civic Building Project Manager Jenni Lipscomb)
  - C. Approve URA Resolution 2003-017, Ratifying City of Sherwood Resolution 2003-093, authorizing the City Manager to enter into an agreement with Thomas Hacker Architects, Inc. for services required on the Civic Building from schematic design through building construction. (Civic Building Project Manager Jenni Lipscomb)
  - D. Approve URA Resolution 2003-018, Ratifying City of Sherwood Resolution 2003-092, approving and amendment to the Intergovernmental Agreement with the City to reduce interest cost (District Finance Director Chris Robuk)

Councilor Heironimus pulled item B as he was not in attendance at the October 28, 2003 meeting when Resolution 2003-079 was passed.

**ITEMS A,C, AND D WERE UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT.**

**ITEM B WAS PASSED WITH COUNCILOR HEIRONIMUS ABSTAINING.**

4. **Other Business:** There was no other business to be discussed at this time.
5. **Adjourn:** Chair Cottle adjourned the meeting at 7:40 p.m.

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

**CITY OF SHERWOOD POLICE FACILITY  
20495 SW BORCHERS ROAD  
SHERWOOD, OR 97140**

**TUESDAY, OCTOBER 28, 2003**

- 1. Call to Order:** The meeting was called to order at 8:06 p.m.
- 2. Roll Call:** Chair Cottle; Co-chair Mays; Mr. Durrell; Mr. Fox; Mr. Grant; Mr. Weislogel. Mr. Heironimus was absent.
- 3. Consent Agenda**
  - A.** Approve August 26, 2003 Meeting Minutes
  - B.** Approve September 23, 2003 Meeting Minutes
  - C.** Approve URA Resolution 2003-015, Intergovernmental Agreement, City of Sherwood and Urban Renewal District, Loan for Civic Center.

**UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT.**

- 4. Other Business:** There was no other business to be discussed at this time.
- 5. Adjourn:** Chair Cottle adjourned the meeting at 8:07 p.m.

November 11, 2003  
NEW BUSINESS

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Jenni Lipscomb

**SUBJECT: URA Resolution 2003-016, Ratify City of Sherwood Resolution 2003-079, APPROVING THE CONSTRUCTION OF THE SHERWOOD CIVIC BUILDING SIZED TO MEET POPULATION PROJECTIONS FOR 10 YEARS.**

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At the October 14, 2003 Council meeting, Council approved Resolution 2003-079, authorizing the City Manager to approve all expenditures association with the construction of the Sherwood Civic Building sized to meet population projections for 10 years and for which Council approved up to \$9.8 million in funding.

Due to an administrative oversight, an Urban Renewal Agency Board of Directors meeting wasn't held that same evening so this Resolution still needs to be ratified.

**RECOMMENDATION: MOTION TO APPROVE URA RESOLUTION 2003-016 TO RATIFY CITY RESOLUTION 2003-079, AUTHORIZING THE CITY MANAGER AKA URA DISTRICT ADMINISTRATOR TO APPROVE ALL EXPENDITURES ASSOCIATION WITH THE CONSTRUCTION OF THE SHERWOOD CIVIC BUILDING SIZED TO MEET POPULATION PROJECTIONS FOR 10 YEARS AND FOR WHICH COUNCIL APPROVED UP TO \$9.8 MILLION IN FUNDING.**

**1 Attachment**  
**City of Sherwood Resolution 2003-079**  
**URA Resolution 2003-016**



**Resolution 2003-079**

**A RESOLUTION APPROVING THE CONSTRUCTION OF THE SHERWOOD CIVIC BUILDING SIZED TO MEET POPULATION PROJECTIONS FOR 10 YEARS**

**WHEREAS**, the City is planning to construct a new library/civic building for the community; and

**WHEREAS**, Sherwood's Urban Renewal Planning Advisory Committee recommends to Council that the City construct a building that will meet population growth for a period of the next ten years; and

**WHEREAS**, the Library Board recommends the City construct a building that will meet population growth for a period of twenty years; and

**WHEREAS**, the assumptions both committees worked with were reliant on forecasts for population growth anticipated for the next 10 to 20 years and the costs involved on a 10 versus a 20-year building; and

**WHEREAS**, the recommendations from both committees and the data they worked from was presented to the Council.

**NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

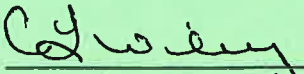
**Section 1.** The City Manager is hereby authorized to approve all expenditures associated with the construction of Sherwood Civic Building sized to meet population projections for 10 years. Budget for the project is not to exceed \$9,800,000.

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

**Duly passed by the City Council this 14<sup>th</sup> day of October 2003.**

  
Mark O. Cottle, Mayor

ATTEST:

  
C.L. Wiley, City Recorder



**URA Resolution 2003-016**

**A RESOLUTION RATIFYING CITY OF SHERWOOD RESOLUTION 2003-079,  
APPROVING THE CONSTRUCTION OF THE SHERWOOD CIVIC BUILDING SIZED  
TO MEET POPULATION PROJECTIONS FOR 10 YEARS**

**WHEREAS**, the City is planning to construct a new library/civic building for the community;  
and

**WHEREAS**, Sherwood's Urban Renewal Planning Advisory Committee recommends to  
Council that the City construct a building that will meet population growth for a period of the  
next ten years; and

**WHEREAS**, the Library Board recommends the City construct a building that will meet  
population growth for a period of twenty years; and

**WHEREAS**, the assumptions both committees worked with were reliant on forecasts for  
population growth anticipated for the next 10 to 20 years and the costs involved on a 10 versus a  
20-year building; and

**WHEREAS**, the recommendations from both committees and the data they worked from was  
presented to the Council.

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

**Section 1.** City of Sherwood Resolution 2003-079 is ratified which authorizes the City  
Manager, also acting as the District Administrator, to approve all expenditures associated with  
the construction of Sherwood Civic Building sized to meet population projections for 10 years.  
Budget for the project is not to exceed \$9,800,000.

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

**Duly passed by the Urban Renewal Agency this 11<sup>th</sup> day of November 2003**

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Mark O. Cottle, Board Chair

ATTEST:

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C.L. Wiley, District Administrator

November 11, 2003  
NEW BUSINESS

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Jenni Lipscomb

**SUBJECT: URA Resolution 2003-017, Ratify City of Sherwood Resolution 2003-093, AUTHORIZATION FOR THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THOMAS HACKER ARCHITECTS, INC. FOR SERVICES REQUIRED ON THE SHERWOOD LIBRARY/CIVIC BUILDING FROM SCHEMATIC DESIGN THROUGH BUILDING CONSTRUCTION**

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In June URA approved a contract with Thomas Hacker Architects, Inc. (THA) for the pre-design phase for the construction of the Sherwood Civic Building. THA developed a building program and cost estimate for 4 building options based on City Hall and Library requirements.

At the October 14, 2003 Council meeting, Council approved funding for the Sherwood Civic Building. The Civic Building includes library and city hall functions which will bring an average of 500 people a day to downtown when complete and will be a catalyst for Old Town urban renewal. Council approved up to \$9.8 million in funding for the Sherwood Civic Building.

With Council approval of the building program the pre-design phase of the project is complete and schematic design is ready to begin. Staff has been very satisfied with work provided by THA and would like to continue using them to complete the Civic Building Project.

As is typical with contracts with architects, this contract is for services for; schematic design, design development, contract documents creation, bid and contract administration. However, attached is a detailed scope of work for the schematic design phase of the project only. Prior to beginning each phase following schematic design THA will prepare a scope of work for City staff approval.

**RECOMMENDATION: MOTION TO APPROVE URA RESOLUTION 2003-017 TO RATIFY CITY RESOLUTION 2003-093, AUTHORIZING THE CITY MANAGER AKA URA DISTRICT ADMINISTRATOR TO EXECUTE A CONTRACT WITH THOMAS HACKER ARCHITECTS INC., FOR SERVICES REQUIRED ON THE SHERWOOD CIVIC BUILDING FORM SCHEMATIC DESIGN THROUGH CONSTRUCTION.**

**1 Attachment  
Resolution 2003-017**

Staff Report  
URA Resolution 2003-017  
November 11, 2003

**URA Resolution 2003-017**

**A RESOLUTION RATIFYING CITY RESOLUTION 2003-093, AUTHORIZING THE CITY MANAGER, ALSO SERVING AS THE URBAN RENEWAL DISTRICT ADMINISTRATOR, TO ENTER INTO AN AGREEMENT WITH THOMAS HACKER ARCHITECTS INC., FOR SERVICES REQUIRED ON THE SHERWOOD CIVIC BUILDING FROM SCHEMATIC DESIGN THROUGH BUILDING CONSTRUCTION**

**WHEREAS**, the City of Sherwood authorized by Resolution number 2003-079, the construction of a new library/civic building; and

**WHEREAS**, the next step in the process is to authorize the architect, Thomas Hackers Architects, Inc., to begin the schematic design for the building construction; and

**WHEREAS**, the City approved Resolution 2003-093 Authorizing the City Manager to Enter into an Agreement with Thomas Hacker Architects, Inc. for Services Required on the Sherwood Civic Building from Schematic Design through Building Construction;

**NOW, THEREFORE, THE URBAN RENWAL AGENCY RESOLVES AS FOLLOWS:**

**Section 1.** The Urban Renewal Agency hereby ratifies City of Sherwood, Resolution 2003-093.

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

**Duly passed by the Urban Renewal Agency this 11<sup>th</sup> day of November 2003.**

\_\_\_\_\_  
Mark O. Cottle, Board Chair

ATTEST:

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C.L. Wiley, District Recorder



Council Meeting Date: 11-11-03

Agenda Item: New Business

TO: Sherwood City Council  
FROM: Chris Robuck, Finance Director  
SUBJECT: **URA RESOLUTION 2003-018**

**EARLIER THIS EVENING COUNCIL PASSED RESOLUTION 2003-092 SAME SUBJECT. THIS URA RESOLUTION RATIFIES THAT ACTION.**

ISSUE: Should the City convert the 2003 Civic Building loan from taxable to tax exempt?

BACKGROUND: Financing for the new civic building has evolved with the project. The initial concept, in January 2003, had one of three floors as rental space. Interest earned on construction loans for commercial rental space is subject to income tax; interest on construction loans for municipal use is tax exempt. The Oregon Economic and Community Development Department, the least-cost source for financing, does not make taxable loans. In May 2003 the City borrowed \$2,435,000 from Bank of America, one-third of the preliminary construction cost estimate.

The current plan for the civic building includes a nominal amount of rental space. The Bank of America can convert the existing loan from taxable to tax exempt, passing their tax savings on to the City by reducing the interest rate.

FINDINGS: The interest rate on the existing loan is 4.65%. The new rate is estimated to be 3.55%. The actual rate will be determined the week prior to closing; the closing date will be December 1, 2003. The refinancing will save about \$150,000 in interest over the remaining 9.5 years of the loan. Fees for the refinance should be between \$2,000 and \$3,000.

RECOMMENDATION: **MOTION TO APPROVE URA RESOLUTION 2003-018.**

**1 Attachment**  
**URA Resolution 2003-018**

**URA Resolution 2003-018**

**A RESOLUTION RATIFYING CITY OF SHERWOOD RESOLUTION 2003-092,  
APPROVING AN AMENDMENT TO AN INTERGOVERNMENTAL  
AGREEMENT WITH THE CITY TO REDUCE INTEREST COST**

**WHEREAS**, the Urban Renewal Agency of the City of Sherwood (the "Agency") entered into an Intergovernmental Agreement to Make Loan Payments that is dated as of May 21, 2003 with the City of Sherwood (the "Intergovernmental Agreement"); and,

**WHEREAS**, the Intergovernmental Agreement obligates the Agency to make the payments due under a Financing Agreement that the City entered into with Bank of America, National Association as of May 21, 2003 to finance the city hall and library (the "Financing Agreement"); and,

**WHEREAS**, the Financing Agreement pays interest that is subject to federal income taxation; and,

**WHEREAS**, the expected uses of the city hall and library have changed, and it is now possible to finance those facilities with obligations that pay interest that is exempt from federal income taxation;

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

**Section 1.** The Urban Renewal Agency hereby ratifies City of Sherwood Resolution 2003-092, which authorizes the City Manager, also serving as the Urban Renewal Agency District Administrator, and the City Finance Director, also serving as the Urban Renewal District Finance Director, to amend the Intergovernmental Agreement to provide that the Agency will make the payments due on the amended Financing Agreement, and, to take any other actions that are required to carry out the resolution.

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

**Duly passed by Urban Renewal Agency this 11<sup>th</sup> day of November 2003..**

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Mark O. Cottle, Board Chair

Attest:

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C.L. Wiley, District Recorder

# Approved Meeting Minutes

**URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
REGULAR MEETING MINUTES**

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20495 SW BORCHERS ROAD  
SHERWOOD, OR 97140

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2. **Roll Call:** Chair Cottle; Co-chair Mays; Mr. Durrell; Mr. Heironimus; Mr. Fox; Mr. Grant; and Mr. Weislogel.
3. **Consent Agenda**
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**ITEMS A,C, AND D WERE UNANIMOUSLY APPROVED BY ALL MEMBERS PRESENT.**

**ITEM B WAS PASSED WITH COUNCILOR HEIRONIMUS ABSTAINING.**

4. **Other Business:** There was no other business to be discussed at this time.
5. **Adjourn:** Chair Cottle adjourned the meeting at 7:40 p.m.