



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, November 16, 2010

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

**URA Board of Directors Meeting
(Following the City Council Meeting)**

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

Tuesday, November 16, 2010
Following the City Council Meeting

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

REGULAR URA MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT AGENDA

- A. Approval of October 5, 2010 Board Meeting Minutes**
- B. Approval of November 2, 2010 Board Meeting Minutes**

4. NEW BUSINESS

- A. URA Resolution 2010-012 of the Urban Renewal Agency of the City of Sherwood accepting the recommendation of the Cultural Arts Community Center Steering Committee** (Kristen Switzer, Community Services Director & Tom Nelson, Economic Development Manager)
- B. URA Resolution 2010-013 of the Urban Renewal Agency of the City of Sherwood authorizing funds to develop a Business Plan for the Cultural Arts Community Center** (Kristen Switzer, Community Services Director & Tom Nelson, Economic Development Manager)

5. STAFF REPORTS

6. ADJOURN

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
October 5, 2010
22560 SW Pine Street, Sherwood Oregon 97140**

REGULAR URA BOARD MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 8:12pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Heironimus, Linda Henderson, Dave Grant Lee Weislogel and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Chief Jeff Groth, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier, City Engineer Bob Galati and District Recorder Sylvia Murphy. City Attorney Pam Beery.

Chair Mays asked for a motion to adopt the Consent Agenda.

4. **CONSENT AGENDA:**

A. Approval of August 17, 2010 Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY LEE WEISLOGEL. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

A. URA Resolution 2010-011 authorizing the Urban Renewal Agency Administrator to award a contract to construct the street and infrastructure improvements for the Cannery project

Tom Nelson Economic Development Manager came forward and explained the resolution and recapped the staff report. Tom informed the Board this will pay for construction of all underground utilities, the streets, the sidewalks for the new Highland Street, part of Columbia Street and for the redevelopment of Pine Street past the plaza. Tom stated another part of this contract includes the replacing of the failing pavers on this side of the tracks and said they will be replaced with concrete.

Chair Mays asked for Board questions.

Mr. Heironimus asked with the mobilization of the streets downtown is there a plan to do Washington Street and Railroad Street to have savings here? Tom replied there was discussion and getting it through this time was not an option for this same project because we would need to go out to bid for the project. Tom stated there has been discussion with SURPAC and some of the people in the downtown area regarding a modified approach with reconstructing it. Tom stated he is ready to make a presentation to the URA Board at a future date to talk about the recommendation.

Mr. Heironimus asked if we would have a change order if SURPAC agreed.

Chair Mays replied it would be a separate project and the low bidder on this project would have an advantage because they would already be mobilized on the other.

Ms. Henderson asked when can the Board expect to see this same item on the Cannery Square Plaza. Tom Nelson replied in the spring and said this contract includes grading work for the plaza. Tom stated we wanted to get the grading done before the weather turns and we will see actual construction of streets next spring as well. This allows us to get the grading work done and to go out to bid in the spring for the plaza work.

Ms. Henderson asked if the construction staging will be on the cannery site, Tom replied yes. And she asked will the entrance and exit be on Willamette? Tom stated he did not recall but believes the access will be on Willamette as well as Pine.

Tom Pessemier Community Development Director stated typically the contractor will need to provide the City with a traffic control plan, this is a requirement. Tom Nelson stated we have already directed that they would stage on the back side of the site that already has some grading as there was a road there before.

Ms. Folsom asked if we have experience with this company and their product. Tom Nelson replied yes they did the concrete streets and Tom Pessemier added Kodiak Pacific used to be called Kodiak Bengé and they did the Downtown Streetscape Project, Phase 1.

Ms. Folsom asked who did the Pine Street construction, up on the hill. Tom Pessemier replied Kerr Construction.

Ms. Henderson asked in regards to the replacement pavers and asked what will they be replaced with and what color. Tom Pessemier replied concrete and the color will be similar as to what is there now, as you can't match it exactly. Brief discussion followed regarding the replacement material and crosswalks.

Mr. Grant asked if SURPAC was on board. Tom Nelson replied yes.

Ms. Henderson asked what the contingency is. Tom N. replied 10% and said it's in the resolution as \$232,000.

With no other Board questions, Chair Mays asked for a motion.

MOTION: FROM MR. WEISLOGEL TO APPROVE URA RESOLUTION 2010-011, SECONDED BY MR. HEIRONIMUS. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

6. STAFF REPORTS: None.

With no other business to address Chair Mays adjourned the URA Board meeting.

7. ADJOURNED: Chair Mays adjourned at 7:52pm.

Submitted by:

Approved:

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chairman

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
November 2, 2010
22560 SW Pine Street, Sherwood Oregon 97140**

WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board Work Session to order at 7:10pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Heironimus, Dave Grant, Linda Henderson, Lee Weislogel and Robyn Folsom.
3. **STAFF PRESENT:** City Manager Jim Patterson, Community Services Director Kristen Switzer, Police Captain Mark Daniel, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Murray Jenkins with Ankrom Moisan, Jeff Sacket with Capstone Partners, Parks Board members Thad Overturf and Brian Stecher, Councilor-elect Bill Butterfield, Councilor-elect Matt Langer and Ray Pitz with the Sherwood Gazette.
5. **TOPICS:**
 - A. **Machine Works Building/Community Arts Center:** Kristen Switzer, Community Services Director presented information to the Board and provided documents (see record, Exhibit A). Kristen, Murray Jenkins and Jeff Sacket explained the documents. Discussion followed. The Board directed staff to bring forward legislation at the next Board meeting adopting the recommended 70/30 Option Plan and legislation to move forward with a Business Plan.
6. **ADJOURNED:** Chair Mays adjourned at 7:50pm.

Submitted by:

Approved:

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chairman

URA Board Meeting Date: November 16, 2010

Agenda Item: New Business

To: Sherwood Urban Renewal Agency Board of Directors

From: Kristen Switzer, Community Services Director & Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2010-012, a Recommendation approving the 70/30 Plan for the Community Cultural Arts Center

Issue

Should the URA Board of Directors approve the 70/30 plan as recommended by the Cultural Arts Community Center Steering Committee?

Background

At the May 18, 2010 URA meeting the Cultural Arts Community Center Steering Committee requested the URA Board approve \$10,000 for architectural services and \$3,000 for cost estimating to further study three options for the Cultural Arts Community Center. The options to be considered include; 70% community space and 30% retail (70/30), 90% community space and 10% retail (90/10), and Theater only (100% theater). The URA Board approved the request.

At the July 20, 2010 URA work session meeting, chair of the Cultural Arts Community Center Steering Committee, Doug Pedersen, presented three drawings showing how the space could be used in each plan. Doug also reported that the committee was awaiting cost estimates for each plan and would be forwarding a recommendation to the URA Board no later than October as to which plan they would recommend.

At the July 29, 2010 Cultural Arts Community Center Steering Committee meeting Ankrom Moisan Architects and Capstone Partners presented construction cost estimates for all three options. During the August 19, 2010 meeting the Cultural Arts Community Center Steering Committee voted to recommend the 70/30 plan to the URA Board of Directors.

During the November 2, 2010 URA work session the Board of Directors reviewed the 70/30 recommendation as well as cost estimates for all three plans (attached). At the conclusion of the work session the URA Board of Directors asked staff to bring forward the recommendation from the Steering Committee at the November 16, 2010 meeting.

Recommendation

Staff recommends that the URA Board of Directors accept the recommendation from the Cultural Arts Community Center Steering Committee approving the 70/30 plan for the Cultural Arts Community Center.



SHERWOOD CANNERY SQUARE

MACHINE WORKS BUILDING | COMMUNITY ARTS CENTER T.I.



July 29, 2010
ANKROM MOISAN 6
ARCHITECTURE | INTERIORS | URBAN DESIGN | SUSTAINABILITY | GRAPHIC DESIGN

July 29, 2010

Mr. Doug Peterson
Chair, Cultural Arts Community Center Steering Committee
c/o Kristen Switzer
City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140

RE: Machine Works Community / Cultural Arts Center T.I. Programming Package

Dear Doug:

Per our agreement with the City of Sherwood for this work, enclosed please find the package of information our team has completed under the direction of the Cultural Arts Community Center Steering Committee. It has been a very productive process with the Steering Committee and has resulted in the development of three potential programming options for the Community / Cultural Arts Center (C/CAC). Each option contemplates what uses are possible in varying sized facilities. The three options studied were:

- Theater Option: Contemplates the full use of the Machine Works structure for C/CAC use.
- 90/10 Option: Contemplates retaining a small retail space on the Northeast corner of the Machine Works building
- 70/30 Option: Contemplates retain retail space(s) along most of the Pine street frontage.

For each option a construction cost estimate and development proforma has been created. In the coming months the C/CAC plans to continue to get feedback from stakeholders and develop operating budget estimates. Ultimately the information contained in this package, along with the operating budgets from the Steering Committee, will be the basis for a recommendation by the Steering Committee to the URA Board.

In reviewing the information contained in this package, we think it is important to keep the following in mind:

1. The purpose of this work is to provide a scope and construction cost estimate for Community Center Tenant Improvement (T.I.) work. The scope memo, drawings, and construction cost estimates assume the renovation of the building shell has been completed as outlined in the previously prepared Machine Works Shell Package dated 12.8.2009.
2. The development proforma compiles information from the shell rehabilitation and the T.I. scope
3. Construction cost estimates were completed by Architectural Cost Consultants and are based on their experience in the market and published cost data. The estimates are based on the preliminary documents contained in this package. Due to the preliminary nature of the documents they contain a design and estimating contingency which we believe is appropriate at this stage of design.
4. The construction cost estimates cover only direct construction costs. They exclude Furniture, Fixtures, and Equipment (FF&E), except as noted.

6720 SW Macadam, Suite 100, Portland, Oregon 97219 | 117 South Main St., Suite 400, Seattle, Washington 98104
Phone: 503.245.7100 | Fax: 503.245.7710 | Phone: 206.576.1600 | Fax: 206.447.5514

5. The construction cost estimate includes many systems including substantial theatrical lighting, audio/video, and stage systems. These systems are included so that the development team, the steering committee, and the URA board understand costs associated with each item. It is possible, and expected, that systems would be reduced / eliminated in order to get to an acceptable project budget.

The information contained in this package is intended to be a first step in developing a Community / Cultural Arts Center for the City of Sherwood. Hopefully it provides the City the information needed to make an informed decision about the potential programming of the C/CAC.

We hope that the steering committee has enjoyed this process as much as we have and continue to look forward to working with you on the next steps. Whichever direction is taken, this work can be built on as the program and scope evolve.

Sincerely,

J. Murray Jenkins, AIA, LEED AP
Principal



Sherwood Machine Works Building

Sources & Uses Summary

PRELIMINARY

July 29, 2010

| Uses of Funds | 70/30 Option (See Note 1) | 90/10 Option | Theater Option |
|-------------------------------------|------------------------------|--------------------|--------------------|
| Offsite Improvements | \$0 | \$0 | \$0 |
| Demolition | 65,494 | 65,494 | 65,494 |
| Sitework | 145,777 | 145,777 | 145,777 |
| Shell | 1,505,908 | 1,505,908 | 1,505,908 |
| Tenant Improvements (TIs): | 0 | 0 | 0 |
| Built with Shell - Community Center | 22,000 | 22,000 | 22,000 |
| Built with Shell - Retail | 22,000 | 22,000 | 22,000 |
| Demising Walls - Retail | 16,000 | 16,000 | 0 |
| Community Center | 1,184,782 | 1,508,320 | 1,788,445 |
| Telecom Co-location Room | 0 | 0 | 0 |
| Allowance - Retail | 96,250 | 39,200 | 0 |
| Subtotals - Construction Costs | 3,058,211 | 3,324,699 | 3,549,624 |
| Soft Costs | 824,910 | 824,910 | 824,910 |
| Additional Contingency | 461,575 | 461,575 | 461,575 |
| City Staff Costs | 171,000 | 171,000 | 171,000 |
| Total Uses of Funds | \$4,515,696 | \$4,782,184 | \$5,007,109 |

- Notes:** 1) The "70/30" Option is actually approx. 78% Community Center space & 22% retail space.
2) Refer to prior cost estimates for additional detail & qualifications.

Sources of Funds

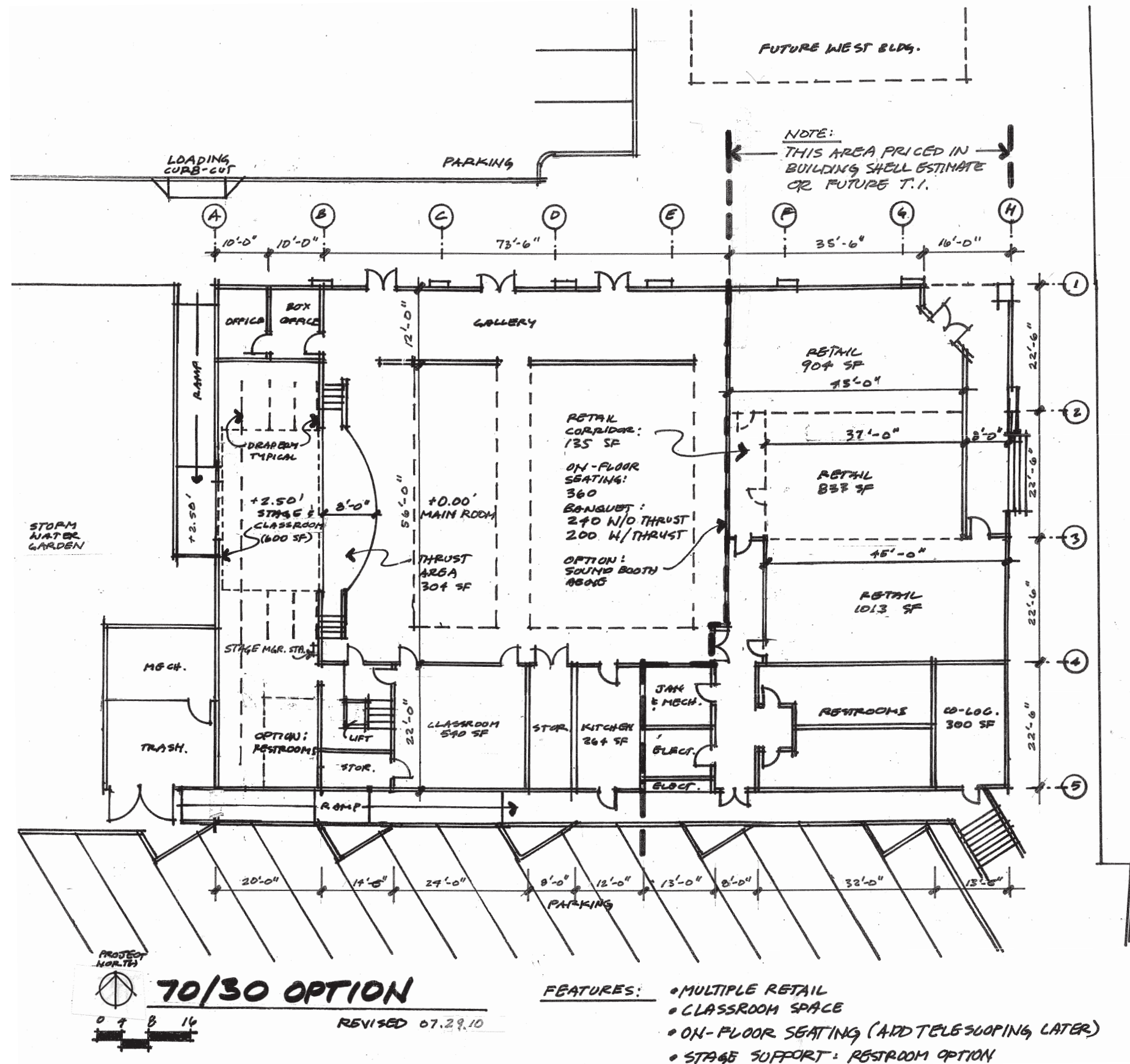
| | | | |
|--------------------------------|--------------------|--------------------|--------------------|
| URA Funds | \$3,540,000 | \$3,540,000 | \$3,540,000 |
| Sale Proceeds - Robin Hood Lot | 250,000 | 250,000 | 250,000 |
| Other - ?? | TBD | TBD | TBD |
| Total Sources of Funds | \$3,790,000 | \$3,790,000 | \$3,790,000 |

Funding Shortfall **(\$725,696)** **(\$992,184)** **(\$1,217,109)**

Partial Annual Operating Budget

| | | | |
|--------------------------------------|----------------|-------------------|-------------------|
| Approx. Operating Exp. (excl. taxes) | (\$42,000) | (\$42,000) | (\$42,000) |
| Potential Lease Revenue | 41,250 | 16,800 | 0 |
| Net Operating Income / (Loss) | (\$750) | (\$25,200) | (\$42,000) |

Note: Operating expenses do not include any staff expenses or professional management.



| | | |
|--|--|---|
| Sherwood Community Arts Center Sherwood, OR Ankrom Moisan Portland, OR PRELIMINARY BUDGET ESTIMATES | Architectural Cost Consultants, LLC James A. Jerde, AIA - Stanley J. Pszczolkowski, AIA 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone (503) 718-0075 Fax (503) 718-0077 | Estimate Date: 29-Jul-10 Document Date: 23-Jul-10 Print Date: 29-Jul-10 Print Time: 1:41 PM Constr. Start: Winter, 2010 |
|--|--|---|

| | |
|----------------|---------------------|
| SUMMARY | OPTION 70-30 |
|----------------|---------------------|

| DIRECT CONSTRUCTION COSTS | % | \$/sf | Cost | Comments |
|---------------------------------------|----------|-----------------|--------------------|-----------------|
| Area | | 8,100 sf | | |
| 02 EXISTING CONDITIONS | | \$0.00 | \$0 | |
| 03 CONCRETE | | 0.00 | 0 | |
| 04 MASONRY | | 0.00 | 0 | |
| 05 METALS | | 2.27 | 18,355 | |
| 06 WOOD, PLASTICS & COMPOSITES | | 4.87 | 39,435 | |
| 07 THERMAL & MOISTURE PROTECTION | | 0.40 | 3,240 | |
| 08 OPENINGS | | 3.11 | 25,200 | |
| 09 FINISHES | | 21.19 | 171,662 | |
| 10 SPECIALTIES | | 0.41 | 3,345 | |
| 11 EQUIPMENT | | 18.19 | 147,370 | |
| 12 FURNISHINGS | | 2.18 | 17,630 | |
| 13 SPECIAL CONSTRUCTION | | 0.00 | 0 | |
| 14 CONVEYING EQUIPMENT | | 1.48 | 12,000 | |
| 21 FIRE SUPPRESSION | | 1.50 | 12,150 | |
| 22 PLUMBING | | 1.50 | 12,150 | |
| 23 HVAC | | 12.00 | 97,200 | |
| 26 ELECTRICAL | | 38.52 | 312,000 | |
| 27 COMMUNICATIONS | | 1.00 | 8,100 | |
| 28 ELECTRONIC SAFETY & SECURITY | | 1.50 | 12,150 | |
| SUB-TOTAL | | \$110.12 | \$891,987 | |
| Estimating Contingency | 15.00% | 16.52 | 133,798 | |
| Index To Construction Start | 0.00% | 0.00 | 0 | |
| General Conditions / Insurance / Bond | 10.00% | 12.66 | 102,579 | |
| General Contractor OH & Profit | 5.00% | 6.97 | 56,418 | |
| TOTAL DIRECT CONSTRUCTION COST | | \$146.27 | \$1,184,782 | |



URA RESOLUTION 2010-012

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD ACCEPTING THE RECOMMENDATION OF THE CULTURAL ARTS COMMUNITY CENTER STEERING COMMITTEE

WHEREAS, the Urban Renewal Agency of the City of Sherwood, as the duly designated Urban Renewal Agency for the City of Sherwood, Oregon, is undertaking to carry out The Sherwood Urban Renewal Plan which was approved by the City Council by Ordinance No. 2000-1098; and

WHEREAS, the Agency has requested that the Cultural Arts Community Center Steering Committee make recommendations in regards to developing the Machine Works building, also known as the future Cultural Arts Community Center; and

WHEREAS, on May 18, 2010 the Agency approved funds to have three plans prepared for cost estimating purposes to assist the Cultural Arts Community Center Steering Committee in making a recommendation for the Center; and

WHEREAS, the options to be considered include 70% community space and 30% retail (70/30), 90% community space and 10% retail (90/10), and Theater only (100% theater); and.

WHEREAS, the Committee has studied all three options and has received construction cost estimates on each plan; and

WHEREAS, the Committee recommends approving the 70/30 plan for the Cultural Arts Community Center; and

WHEREAS, the Committee recognizes that the floor plan may change based on the budget, or as a result of recommendations from the business plan however the intent is to keep as close to 70% community space and 30% retail space as reasonably possible.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS OF THE CITY OF SHERWOOD:

Section 1. The Agency accepts the recommendation from the Cultural Arts Community Center Steering Committee approving the 70/30 plan for the Cultural Arts Community Center.

Section 2. This Resolution shall be effective from and after its adoption by the Agency Board.

Duly passed by the Urban Renewal Agency District Board this 16th day of November, 2010.

Keith S. Mays, Board Chairman

Attest:

Sylvia Murphy, CMC, District Recorder

URA Board Meeting Date: November 16, 2010

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Kristen Switzer, Community Services Director & Tom Nelson, Economic Development Manager

SUBJECT: URA RESOLUTION 2010-013, A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD AUTHORIZING FUNDS TO DEVELOP A BUSINESS PLAN FOR THE CULTURAL ARTS COMMUNITY CENTER.

ISSUE:

Should the URA Board of Directors approve an amount not to exceed \$35,000 for the development of a business plan for the Cultural Arts Community Center?

BACKGROUND:

The Cultural Arts Community Steering Committee has been tasked with making recommendations to the Urban Renewal Agency on developing the Machine Works building, also known as the future Cultural Arts Community Center.

When the Steering Committee was originally established in 2007 it was in response to City Council Goals that were adopted for 2007, which stated the desire to build a Cultural Arts Community Center. The original goals clearly defined the need for a business plan to determine how the building will be operated.

The Steering Committee recognizes that the development of a business plan for the Cultural Arts Community Center is vital to the success of the Center and would like to request funds to develop a business plan.

FINANCIAL IMPACT:

The Steering Committee would like to request an amount not to exceed \$35,000 to assist in the development of a business plan for the Cultural Arts Community Center.

RECOMMENDATION:

APPROVE RESOLUTION 2010-013, A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD AUTHORIZING FUNDS TO DEVELOP A BUSINESS PLAN FOR THE CULTURAL ARTS COMMUNITY CENTER.



URA RESOLUTION 2010-013

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF SHERWOOD AUTHORIZING FUNDS TO DEVELOP A BUSINESS PLAN FOR THE CULTURAL ARTS COMMUNITY CENTER

WHEREAS, the Cultural Arts Community Steering Committee has been charged with making recommendations to the Urban Renewal Agency on developing the Machine Works building, also known as the future Cultural Arts Community Center; and

WHEREAS, the Steering Committee has recommended the 70/30 plan to the URA Board of Directors; and

WHEREAS, the Steering Committee recognizes that developing a business plan for the Cultural Arts Community Center is vital to the success of the Center; and

WHEREAS, the Steering Committee is requesting funds in an amount not to exceed \$35,000 to assist in the development of a business plan for the Cultural Arts Community Center.

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN RENEWAL AGENCY BOARD OF DIRECTORS OF THE CITY OF SHERWOOD:

Section 1. The Agency authorizes the District Manager to allocate an amount not to exceed \$35,000 to develop a business plan for the Cultural Arts Community Center.

Section 2. This Resolution shall be effective from and after its adoption by the Agency Board of Directors.

Duly passed by the Urban Renewal Agency District Board this 16th day of November, 2010.

Keith S. Mays, Board Chairman

Attest:

Sylvia Murphy, CMC, District Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
November 16, 2010
22560 SW Pine Street, Sherwood Oregon 97140**

REGULAR URA BOARD MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 9:27pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Heironimus, Linda Henderson, Lee Weislogel and Robyn Folsom. Dave Grant present via conference call.
3. **STAFF PRESENT:** Community Development Director Tom Pessemier, Police Chief Jeff Groth, Finance Director Craig Gibons, Community Services Director Kristen Switzer, Economic Development Manager Tom Nelson and District Recorder Sylvia Murphy.

Chair Mays asked for a motion to adopt the Consent Agenda.

4. **CONSENT AGENDA:**

- A. **Approval of October 5, 2010 Board Meeting Minutes**
- B. **Approval of November 2, 2010 Board Meeting Minutes**

MOTION: FROM MR. HEIRONIMUS TO APPROVE THE CONSENT AGENDA, SECONDED BY MS. HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. **NEW BUSINESS:**

- A. **URA Resolution 2010-012 of the Urban Renewal Agency of the City of Sherwood accepting the recommendation of the Cultural Arts Community Center Steering Committee**

Kristen Switzer Community Services Director came forward and recapped the staff report and explained the resolution.

Ms. Henderson asked why the plan is being referenced as 70/30 when it's not actually 70/30. Kristen replied it has always been labeled 70/30 and did not change it as it could possibly cause confusion. Ms. Henderson stated it's actually 78/22 and said she was concerned with losing 8%. She said she was ok with 70/30 as long as it's understood that it's a rough number. Kristen replied we are trying to stay as close to the 70/30 plan as possible, recognizing that the feedback received from the business plan and construction costs could adjust this number.

Mr. Heironimus asked in regards to information on page 9, Sources and Uses Summary and said Telecom Co-locations has zero on all three options and asked if we are still going to do

this room and if it's such a great deal why wouldn't the private market do it. Tom Nelson replied the space is designated as retail or rental space and we could rent the space. Discussion occurred regarding co-locations and not previously building them into other City facilities. Tom stated the City has received a request for co-location space.

Mayor Mays stated if the business plan doesn't support it, there will be changes.

Ms. Folsom asked regarding opportunities for grants with capital funding and if this would qualify. Kristen replied she didn't know and would expect the operating-business plan to identify those opportunities.

Chair Mays pointed out Ms. Folsom was looking at the next agenda item and asked for other Board question.

Mr. Grant stated he was comfortable with the resolution.

With no other questions, Chair Mays asked for a motion.

MOTION: FROM MS. HENDERSON TO APPROVE URA RESOLUTION 2010-012, SECONDED BY MR. HEIRONIMUS. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

Prior to receiving the vote Chair Mays stated he believes this is a good balance and believes it's a good plan and appreciates all the work done by the steering committee and supports the next resolution for the business plan and looks forward to the information in the plan.

Chair Mays addressed the next agenda item.

B. URA Resolution 2010-013 of the Urban Renewal Agency of the City of Sherwood authorizing funds to develop a Business Plan for the Cultural Arts Community Center

Kristen Switzer Community Services Director came forward and recapped the staff report and explained the resolution and said the estimate is on the high side.

Chair Mays asked when does staff expects to get the information back. Kristen replied an RFP process will have to occur and said in a previous estimate she received it appeared to be a 3-4 month process once the City issues the notice to proceed, so it could be spring at the earliest.

Ms. Folsom asked if this involves public and stakeholders meetings. Kristen replied yes and said she would like to discuss this with the steering committee at their meeting tomorrow night, if the resolution is approved, to look at the proposed scope and make recommendations.

Mr. Grant stated he was comfortable with the resolution.

Ms. Henderson asked Tom Nelson where the funding was coming from and if it's been budgeted or allocated. Mr. Nelson replied, it's not budgeted and could come from fund balance.

Ms. Henderson asked what is the contingency of the URA. Mr. Nelson replied about \$1 million and said we will be using some of this for other construction depending on how other construction projects come in.

Ms. Henderson commented in regards to the quality of public meetings and said she hopes the plan has the consultant going out to groups such as the school district and or the booster club to see what their needs are for public meeting space.

With no other questions from the Board, Chair Mays asked for a motion.

MOTION: FROM MR. WEISLOGEL TO APPROVE URA RESOLUTION 2010-013, SECONDED BY MS. HENDERSON. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.

6. STAFF REPORTS: None.

With no other business to address Chair Mays adjourned the URA Board meeting.

7. ADJOURNED: Chair Mays adjourned at 9:40pm.

Submitted by:

Approved:


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chairman