



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, May 17, 2011

**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, May 17, 2011
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

- A. Approval of April 19, 2011 URA Board of Directors Meeting Minutes**
- B. Approval of May 4, 2011 URA Board of Directors Meeting Minutes**
- C. URA Resolution 2011-008 amending URA Resolutions and reassigning legislative numbers**

4. NEW BUSINESS

- A. URA Resolution 2011-009 Authorizing the Urban Renewal Agency Administrator to award a contract to construct the Plaza Improvements for the Cannery Square Project (Tom Nelson, Economic Development Manager)**
- B. URA Resolution 2011-010 Providing for the creation of a new fund, Capital Projects Fund (Craig Gibons, Finance Director)**
- C. URA Resolution 2011-011 Transferring budget expenditure appropriations between categories for budget year 2010-11 (Craig Gibons, Finance Director)**

5. STAFF REPORTS

6. ADJOURN

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

April 19, 2011

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 7:34pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield and Matt Langer. David Luman was absent
3. **STAFF PRESENT:** City Manager Jim Patterson, Police Captain Jim Reed, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy.

Chair Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA

- A. Approval of February 15, 2011 URA Board of Directors Meeting Minutes
- B. URA Resolution 2011-001 Authorizing the URA Administrator to negotiate and amend lease agreements for URA owned property
- C. URA Resolution 2011-002 Reappointing Bob Silverforb to Sherwood Urban Renewal Plan Advisory Committee (SURPAC)
- D. URA Resolution 2011-003 Reappointing Ken Marlow to Sherwood Urban Renewal Plan Advisory Committee (SURPAC)
- E. URA Resolution 2011-004 Appointing Tim Heine to Sherwood Urban Renewal Plan Advisory Committee (SURPAC)

**MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA,
SECONDED BY ROBYN FOLSOM, ALL PRESENT BOARD MEMBERS VOTED IN FAVOR.
DAVID LUMAN WAS ABSENT**

Chair Mays address the next agenda item.

5. STAFF REPORTS:

City Manager Jim Patterson stated he sent an email to the City Council regarding a May 4th meeting and said we will be consolidating the regularly scheduled URA Board meeting from May 3rd and holding a joint session with SURPAC on May 4th as the only item on the agenda

was a work session. Mr. Patterson said the work session is related to the Community Arts Center and PARC coming to make a presentation on the business plan and he believes also making recommendations on how we can move forward. Mr. Patterson said we will have this meeting on May 4th prior to the Budget Committee meeting, starting at 5:15pm and should finish by 6pm. Mr. Patterson stated this is so that the Board doesn't have to show up for multiple meeting including the Budget Committee meetings, which is scheduled for April 27th.

Chair Mays stated he meant to mention this at the City Council meeting earlier this evening: he wanted to thank the 3rd grade class at St. Frances School for inviting him and Councilor Langer to visit with the class yesterday and said they are a very bright class and had lots of questions.

- 6. ADJOURNED:** Chair Mays adjourned the URA Board meeting at 7:36pm.

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chairman

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

May 4, 2011

22560 SW Pine Street, Sherwood Oregon 97140

JOINT WORK SESSION WITH SURPAC

1. **CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 5:20pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Bill Butterfield, Matt Langer, David Luman and Robyn Folsom. Linda Henderson was absent.
3. **SURPAC MEMBERS PRESENT:** Charlie Harbick, Tim Heine and Scott Johnson.
4. **STAFF PRESENT:** City Manager Jim Patterson, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Economic Development Manager Tom Nelson and District Recorder Sylvia Murphy.
5. **OTHERS PRESENT:** Bob Irvine with PARC, Stan Foster with PARC, Murray Jenkins with Ankrom Moisan Architects, Jeff Sacket with Capstone Partners, Doug Pederson with Cultural Arts Community Center Steering Committee, Lee Weislogel with BOOTS, Brain Stecher Parks Board Liaison to Cultural Arts Community Center Steering Committee and Ray Pitz with Sherwood Gazette.
6. **TOPIC DISCUSSED:**
 - A. Sherwood Cultural Arts Community Center Feasibility Study, PARC representatives presented a power point presentation (see record, Exhibit A). Discussion followed.
7. **ADJOURNED:** Chair Mays adjourned the URA Board meeting at 7:08pm.

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chairman



URA RESOLUTION 2011-008

A RESOLUTION AMENDING URA RESOLUTIONS AND REASSIGNING LEGISLATIVE NUMBERS

WHEREAS, the URA Board of Directors adopted the following URA Resolutions on April 19, 2011; and

WHEREAS, after further review of URA records it was discovered that legislative numbers were duplicated; and

WHEREAS, the URA Board of Directors wishes to amend the adopted resolutions and correct the record,

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

Section 1.

URA Resolution 2011-001 A resolution authorizing the URA Administrator to negotiate and amend lease agreements for URA owned property, **is amended to read URA Resolution 2011-005.**

URA Resolution 2011-002 A resolution reappointing Bob Silverforb to Sherwood Urban Renewal Plan Advisory Committee (SURPAC), **is amended to read URA Resolution 2011-006.**

URA Resolution 2011-003 A resolution reappointing Ken Marlow to Sherwood Urban Renewal Plan Advisory Committee (SURPAC), **is amended to read URA Resolution 2011-007.**

Section 2. This resolution shall be effective from and after its adoption from the URA Board.

Duly passed by the URA Board of Directors this 17th day of May 2011.

Keith S. Mays, Chairman

Attest:

Sylvia Murphy, CMC, District Recorder

URA Meeting Date: May 17, 2011

Agenda Item: New Business

To: Sherwood Urban Renewal Agency Board of Directors

From: Tom Nelson, Economic Development Manager

SUBJECT: URA Resolution 2011-009 Authorization of Agency Administrator to award a contract for the Cannery Square Plaza Project

Issue

Should the URA authorize the Agency Administrator to award a construction contract to the lowest bidder for the Cannery Square Plaza Project?

Background

The Urban Renewal Agency solicited bids based upon competitive quotes meeting the requirements of the Urban Renewal Agency and State Contracting Rules for the construction a Plaza which had previously been approved in a PUD on March 2, 2010. In February of this year, five firms met prequalification requirements and were solicited for bids. The bids were opened on May 5, 2011, and JP Contractors, Inc. submitted the lowest bid amount of \$1,693,500.

Recommendation: Adoption of the attached resolution to authorize the Agency Administrator to contract with JP Contractors, Inc. for the construction of the Cannery Square Plaza Project.



URA RESOLUTION 2011-009

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONTRACT TO CONSTRUCT THE PLAZA IMPROVEMENTS FOR THE CANNERY SQUARE PROJECT

WHEREAS, the Urban Renewal Agency solicited bids based upon competitive quotes meeting the requirements of the Urban Renewal Agency and State Contracting Rules; and

WHEREAS, the Urban Renewal Agency received five bids that were opened on May 5, 2011; and

WHEREAS, the Urban Renewal Agency reviewed the bids and selected the lowest Responsive Bid submitted by JP Contractors, Inc. in an amount of \$1,693,500; and

WHEREAS, staff recommends establishing a contingency amount of 10% to cover unforeseen construction issues and differing site conditions.

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

Section 1: The contract for construction of the Cannery Square Plaza Project is awarded to JP Contractors, Inc. The Agency Administrator is hereby authorized to execute a contract with JP Contractors, Inc. for a maximum of \$1,693,500 to complete this project.

Section 2: Subject to the limitations of the Urban Renewal Agency and State Contracting Rules and other applicable laws, the Agency Administrator is authorized to enter into change orders with JP Contractors, Inc. for an amount not to exceed the contingency amount equal to \$169,350 (10% of bid).

Section 3: This Resolution shall be in effect upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 17th day of May 2011.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder

URA Board Meeting Date: May 17, 2011

Agenda Item: New Business

TO: Sherwood Urban Renewal Board of Directors

FROM: Craig L. Gibons, Finance Director

Subject: URA Resolution 2011-010 providing for the creation of a new fund, the Capital Projects Fund

ISSUE: In order to distinguish operating expenditures from capital expenditures, staff recommends the creation of a Capital Projects Fund for the Agency. This fund would be used to track the entire expenditures associated with the Agency's capital projects. As discussed in the Budget Committee meetings this spring, this is the format in which the Agency's proposed budget was created.



URA RESOLUTION 2011-010

**A RESOLUTION PROVIDING FOR THE CREATION OF A NEW FUND, THE
CAPITAL PROJECTS FUND**

WHEREAS, the Agency has a need to create a new accounting Fund to track revenues and expenditures devoted to Capital Project Design and Construction,

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

Section 1: To create a Capital Projects Fund for the purpose of receiving revenues and tracking expenses for capital projects.

Section 2: To clarify that the existing Agency Fund will remain the Agency's General Fund.

Section 3: To make this change effective on July 1, 2011

Duly passed by the Agency's Board of Directors this 17th day of May 2011.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder

URA Board Meeting Date: May 17, 2011

Agenda Item: New business

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Craig Gibons, Finance Director

SUBJECT: **URA RESOLUTION 2011-011 A RESOLUTION TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR BUDGET YEAR 2010-11**

ISSUE: A budget transfer resolution for the URA Fund.

BACKGROUND: Personal Services in the URA Fund were under-budgeted by \$20,000 this year. The primary causes of this gap were the unanticipated participation of the Planning, Engineering, and Community Services staff to work on the various Cannery projects.

This resolution does not increase expenditure authorization in the URA Fund.

RECOMMENDATIONS: Staff recommends approving URA Resolution 2011-011, adopting a resolution transferring budget expenditure appropriations between categories for budget year 2010-11.



URA RESOLUTION 2011-011

TRANSFERRING BUDGET EXPENDITURE APPROPRIATIONS BETWEEN CATEGORIES FOR BUDGET YEAR 2010-11

WHEREAS, Pursuant to ORS 294.450, Oregon Municipalities can transfer appropriation between existing categories within the same fund during the budget year; and

WHEREAS, the City of Sherwood has need to adjust certain categories because of unforeseen expenditures including planning and engineering staff time related to the Cannery projects; and

WHEREAS, said changes will not alter the total appropriations in the altered fund.

NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:

Section 1. Appropriations for the 2010-11 fiscal year are increased/(decreased) in the following amounts:

Fund 91 Urban Renewal Fund			
	Current	Amount of Change	Revised
Personal Services	\$144,722	\$ 20,000	\$164,722
Materials and Services	\$528,498	\$(20,000)	\$508,498

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

Duly passed by the Urban Renewal Board this 17th day of May 2011.

Keith S. Mays, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder

Approved Minutes

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

May 17, 2011

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 8:14pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and David Luman.
3. **STAFF & LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Police Captain Mark Daniel, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy. City attorney Chris Crean.

Chair Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA

- A. **Approval of April 19, 2011 URA Board of Directors Meeting Minutes**
- B. **Approval of May 4, 2011 URA Board of Directors Meeting Minutes**
- C. **URA Resolution 2011-008 amending URA Resolutions and reassigning legislative numbers**

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

Chair Mays addressed the next agenda item.

5. NEW BUSINESS:

- A. **URA Resolution 2011-009 Authorizing the Urban Renewal Agency Administrator to award a contract to construct the Plaza Improvements for the Cannery Square Project**

Economic Development Manager Tom Nelson came forward and explained the resolution. Mr. Nelson informed the board that the contract would be awarded to JP Contractors Incorporated.

Chair Mays asked for questions.

Mr. Butterfield recused himself from participating as his company is doing some work on the Plaza.

Ms. Henderson asked questions about the specifics of the bid. Mr. Nelson answered that the bid was for all of the construction of the plaza including audio video equipment and confirmed that the project was at or under budget.

Mr. Langer asked if this included the grass and the art work. Tom Nelson confirmed that the bid was for the grass, but that the artwork will be done at a later time.

Chair Mays asked what the completion date was. Tom replied that the anticipate completion date was prior to November 23, 2011. He explained the construction staging will happen through Columbia Street and Highland Drive.

With no other comments or discussion the following motion was received.

MOTION: FROM MS. HENDERSON TO ADOPT URA RESOLUTION 2011-009, SECONDED BY MR. LANGER. ALL BOARD MEMBERS VOTED IN FAVOR, MR. BUTTERFIELD DID NOT PARTICIPATE.

Chair Mays addressed the next agenda item.

B. URA Resolution 2011-010 Providing for the creation of a new fund, Capital Projects Fund

Finance Director Craig Gibons explained the resolution. No questions or comments were received. The following motion was made.

MOTION: FROM MS. FOLSOM TO ADOPT URA RESOLUTION 2011-010, SECONDED BY MR. BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

C. URA Resolution 2011-011 Transferring budget expenditure appropriations between categories for budget year 2010-11

Finance Director Craig Gibons explained the resolution.

Ms. Henderson confirmed this was only an adjustment. Mr. Gibons confirmed.

With no other questions or comments, the following motion was received.

MOTION: FROM MR. BUTTERFIELD TO ADOPT URA RESOLUTION 2011-011, SECONDED BY MR. LUMAN. ALL BOARD MEMBERS VOTED IN FAVOR.

6. STAFF REPORTS: None

7. ADJOURNED: Chair Mays adjourned the URA Board meeting at 8:21pm.



Sylvia Murphy, CMC, District Recorder



Keith S. Mays, Chairman