



CITY COUNCIL WORK SESSION 6:30 PM

REGULAR CITY COUNCIL MEETING

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CONSENT:**
 - A. Approval of January 7, 2012 City Council Minutes**
 - B. Approval of January 17, 2012 City Council Minutes**
 - C. Approval of January 21, 2012 City Council Minutes**
 - D. Resolution 2012-004 Reappointing Diana Stanley to Library Advisory Board**
 - E. Resolution 2012-005 of the City of Sherwood approving employment related decisions of the Pro Tem City Manager consistent with Section 33 of the Sherwood Charter**
- 5. PRESENTATIONS**
 - A. Eagle Scout Recognition**
- 6. CITIZEN COMMENTS**
- 7. CITY MANAGER REPORT**
- 8. COUNCIL ANNOUNCEMENTS**
- 9. ADJOURN TO URA BOARD WORK SESSION**

How to Find Out What's on the Council Schedule:

City Council meeting materials and agenda are posted to the City web page at www.sherwoodoregon.gov, by the Friday prior to a Council meeting. Council agendas are also posted at the Sherwood Library/City Hall, the YMCA, the Senior Center, and the City's bulletin board at Albertson's. Council meeting materials are available to the public at the Library.

To Schedule a Presentation before Council:

If you would like to appear before Council, please submit your name, phone number, the subject of your presentation and the date you wish to appear to the City Recorder Sylvia Murphy by calling 503-625-4246 or by e-mail to: murphys@sherwoodoregon.gov

AGENDA

SHERWOOD CITY COUNCIL February 7, 2012

6:30pm City Council Work Session

7:00pm Regular City Council Meeting

**7:30pm URA Board Joint Work
Session with SURPAC**

**Sherwood City Hall
22560 Pine Street
Sherwood, OR 97140**

Urban Renewal Board Meeting - *Work Session Only*

Date: *February 7, 2012*

List of Meeting Attendees: —

Request to Speak Forms: —

Documents submitted at meeting: ✓

Work Session

*A.) Staff Report regarding Paver Proposal submitted by
BOOTS and attached SURPAC Recommendation,
Exhibit A*

URA Meeting Date: February 7, 2012

Agenda Item: New Business

TO: Sherwood Urban Renewal Board
FROM: Tom Nelson, Economic Development Manager

SUBJECT: BOOTS Paver Project Proposal

Issue

Should the URA Board approve the proposal from BOOTS to sell space on granite pavers to be used in the development of the Sherwood Community Center project as a way to provide long-term funding for the organization?

Background

The architect and developers for the Sherwood Community Center have incorporated the reuse of granite pavers removed from downtown streets in the paseo that will be adjacent to the Sherwood Community Center. BOOTS representatives have contacted a local engraver to investigate the feasibility of recognition engraving in the pavers. They were given a sample of the work, and assured that the laser engraved pavers would be very durable.

BOOTS has submitted a proposal to SURPAC, and subsequently to the URA that would allow them to sell engraving space on approximately 600 granite pavers, that would allow them to have a long-term revenue source for carrying out their work as the organization designated by the City to implement the Oregon Main Street program.

Other Factors:

- The Sherwood Main Street program is important to the long-term success of Old Town Sherwood.
- The URA has spent over \$30 million to redevelop Old Town, and the Main Street Program implements strategies to preserve and promote Old Town which will protect and offer a return on the URA investment.
- BOOTS has been designated as the implementing organization of the Oregon Main Street Program, recently being designated as a *Transforming Main Street Program*.
- BOOTS represents all organizations and activities in Old Town, yet its funding is not solid.
- At SURPAC's meeting on January 12, 2012, a supporting recommendation (attached) was passed which recommends the URA approve the program.

Feb 7, 2012 URA Board
Date Gov. Body
Work Session A
Agenda Item Exhibit #

Financial Analysis

This project will not cost the City/URA anything, and will actually save the City money in the future, assuming the City wants to continue to support the Sherwood Main Street Program.

Recommendation

Staff recommends that the URA Board adopt the resolution to approve the BOOTS Paver Program.



SURPAC RECOMMENDATION 2012-001

A RECOMMENDATION FOR THE BOOTS (BOOSTERS OF OLD TOWN SHERWOOD) PAVER PROGRAM

WHEREAS, Oregon Main Street has been established to assist cities and towns in developing a public/private effort to revitalize urban neighborhood and traditional central business district areas, and

WHEREAS, BOOTS (Boosters of Old Town Sherwood) has been designated as the organization to implement the Oregon Main Street program, and

WHEREAS, like most Main Street Programs across the nation, the URA as a public entity has historically supported BOOTS financially in this effort, and

WHEREAS, BOOTS seeks a source of long-term financial support to enable it to promote and preserve Old Town.

WHEREAS, granite pavers removed from the downtown streets are scheduled to be reused in the development of the paseo adjacent to the Sherwood Community Center, and

WHEREAS, BOOTS has proposed that they take this opportunity to sell recognition space on the pavers to citizens wishing to support BOOTS and the development of the Sherwood Community Center, as well as future events and activities in Old Town, and

WHEREAS, BOOTS has identified this potential program and advocates for all organizations seeking to promote and generate activity in Old Town, and

NOW, THEREFORE, SURPAC RECOMMENDS TO THE URA AS FOLLOWS:

- Section 1.** That the URA approves the proposed BOOTS Paver Program.
- a. The first net \$22,500 raised will go to BOOTS for its 2012/2013 Funding cycle.
 - b. Due in part to the tax deductible nature of donations for this project, excess proceeds will be held by the URA to fund projects and programs initiated by Sherwood non-profits, including BOOTS, that will support and promote Old Town activities and events.

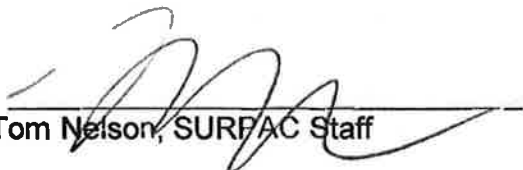
- c. SURPAC, in its advisory capacity to the URA Board will review and recommend future proposals using excess funds.

Duly passed by the SURPAC this 12th day of January, 2012.



Charles Harbick, Chair

Attest:



Tom Nelson, SURPAC Staff

Approved Minutes

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
February 7, 2012
22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD JOINT WORK SESSION WITH SURPAC

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:30 pm.
2. **URA BOARD AND SURPAC MEMBERS PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Matt Langer, Bill Butterfield and Krisanna Clark. SURPAC Chair Charlie Harbick.
3. **STAFF PRESENT:** City Manager Pro Tem Tom Pessemier, Economic Development Manager Tom Nelson, Finance Director Craig Gibons, Human Resource Manager Anna Lee and Agency Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Lee Weislogel and Angie Ford with BOOTS, Jeff Sacket with Capstone Partners, Nancy Bruton with the Sherwood Chamber of Commerce and Sally Ho with the Oregonian.
5. **TOPIC:**

- A. **Paver Project.** Community Development Manager Tom Nelson explained the plan for the paver project and provided the Board with a copy of a staff report and SURPAC recommendation he planned on providing to the Board for consideration (see record, Exhibit A). Tom explained there are 600-800 pavers available for engraving for installation in the paseo, possibly more. Discussion occurred regarding Boots coordinating and administrating the program. Discussion occurred regarding the cost of engraving half a paver, \$29 and an entire paver being \$34 and the additional cost for logo's and art work. Discussion occurred regarding the price of a paver being \$125 for half a paver with an additional \$50 for logo or art and \$200 for a whole paver with additional cost of \$100 for logo or art.

Chair Mays commented and discussion occurred regarding the expense of the program and what other jurisdictions had similar programs, the successes and failures of such programs.

Discussion occurred regarding who would receive the proceeds of the program and what those funds would be used for. Comments were received from Board member Folsom that she would like proceeds of the program to go toward the Community Center.

Discussion occurred regarding the timing of the program, and if guidelines for engraving content had been established, comments were received regarding the formation of a review committee. Discussion occurred regarding design of paver, selling the paver in quarter and

half size, font type and size, content with logo's and art, cost, establishing a pledge program and receiving a certain amount of pledges to seek interest before proceeding.

Discussion occurred regarding who could purchase pavers; private individuals, companies, religious organizations. Staff commented regarding seeking legal counsel on the program and if restrictions would be allowed for certain organizations.

Board concerns were raised regarding administration of the program and who would benefit from the proceeds; BOOTS and or the Community Center. Comments were received that the Community Center should receive some benefit.

Discussion occurred regarding support of BOOTS and the Main Street Program and BOOTS wanting to do a promotion for the Community Center and the Main Street Program.

Board member Butterfield stated he supports a paver project with proceed going to the Community Center.

Discussion occurred regarding hiring a subcontractor to manage the project and SURPAC's prior discussion of proceeds going to Boots and the URA.

SURPAC Chair Charlie Harbick stated SURPAC supported an idea brought to them by BOOTS and this is why SURPAC was focused on BOOTS' proposal of the program.

Discussion occurred regarding the Main Street Program and the BOOTS Coordinator position held by Angie Ford.

Chair Mays suggested modifying the program or rejecting it as proposed and commented regarding valid concerns brought forward from both sides, including concerns regarding paver uniformity and getting more support of the program. Chair Mays stated he cannot support the program if the Community Center does not receive funds.

Discussion occurred regarding Main Street Program funding and Angie Ford discussed grant opportunities and working with the Cultural Arts Commission.

Discussion occurred regarding distribution of funds, accessibility to families and getting youth involved.

Discussion occurred regarding the role of BOOTS in relation to the Community Center.

Board Member Henderson stated she supports funds going towards the Community Center and sharing proceeds with BOOTS and stated BOOTS is already receiving funding.

Angie Ford stated there is no cost to the City or URA and the program would benefit the Community Center and local businesses. Angie explained concerns with timing of the completion of the Community Center and the paver program and missed opportunities.

Discussion occurred regarding a consulting fee for administering the paver program.

Discussion occurred regarding the community knowing who BOOTS is and not knowing what they do and what the Main Street Program is. SURPAC Chair Harbick suggested referring to Sherwood Main Street Program and not referring to BOOTS.

Discussion occurred regarding installing of pavers, parameters of engraving, seeking legal advice, percentage of proceeds being split between BOOTS and URA/City, establishing a pledge process and how many pledges should be received prior to moving forward. Comments were received regarding receiving 50% of available pavers in pledges.

Board member Folsom asked to receive more information on the Main Street Program. Staff indicated the agreement for the program indicates required quarterly reporting.

Chair Mays asked staff to revise the proposal addressing concerns raised and bring it back for consideration.

6. ADJOURN: Chair Mays adjourned the work session at 8:40 pm.



Sylvia Murphy, CMC, District Recorder



Keith S. Mays, Chair