



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, May 1, 2012

**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 1, 2012
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 3, 2012 URA Board of Directors Meeting Minutes**
- B. URA Resolution 2012-008 Reappointing Charlie Harbick to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**
- C. URA Resolution 2012-009 Reappointing Scott Johnson to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**
- D. URA Resolution 2012-010 Appointing Amanda Bates to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**
- E. URA Resolution 2012-011 Appointing Dennis Durrell to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**

4. NEW BUSINESS

- A. URA Resolution 2012-012 Authorizing the Urban Renewal Agency Administrator to award a construction contract to R&H Construction Co. for the construction of the parking lots associated with the Community Center (Tom Pessemier, URA Manager)**
- B. URA Resolution 2012-013 Authorizing the Urban Renewal Agency Administrator to award a construction contract to R&H Construction Co. for the construction of the colocation facility within the Community Center (Tom Pessemier, URA Manager)**

5. STAFF REPORTS

6. ADJOURN

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

April 3, 2012

22560 SW Pine Street, Sherwood Oregon 97140

URA BOARD WORK SESSION

1. **CALL TO ORDER:** Chair Keith Mays called the work session to order at 6:37 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Robyn Folsom, Bill Butterfield, Matt Langer, Krisanna Clark and Linda Henderson. Dave Grant arrived at 6:41 pm.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Economic Development Manager Tom Nelson, Public Works Director Craig Sheldon, Police Chief Jeff Groth, City Engineer Bob Galati and City Recorder Sylvia Murphy. City Attorney Paul Elsner.
4. **OTHERS PRESENT:** Lee Weislogel and Angi Ford with Sherwood Main Street, Jim Davis with TVFR, Murray Jenkins with Ankrom Moisan, Jeff Sacket with Capstone Partners and Ray Pitz with the Sherwood Gazette.
5. **TOPICS DISCUSSED:**

A. Sherwood Community Center. City Manager Pro Tem Tom Pessemier provided information to the Board on URA Resolution 2012-006 regarding funding for the Center. Tom recapped Resolution 2011-013 and design features of the Center and its amenities, he provided information on reducing project costs and reducing the number of features originally planned for the Center. Discussion followed. The Board will consider adoption of URA Resolution 2012-006 at the regular Board meeting this evening.

B. Paver Project. Tom Pessemier provided information to the Board in conjunction with URA Resolution 2012-007 and the proposed Paver Project. Tom recapped the information in the staff report and resolution scheduled under New Business on tonight's agenda. Discussion followed.

C. SURPAC Project Recommendation. Tom Pessemier informed the Board that SURPAC has recommended moving forward with the following priority projects; Community Center, Downtown Streetscapes Phase II and Alley Ways. Discussion followed. Tom informed the Board that SURPAC has Board positions that will become vacant this month and appointments will need to be made to fill positions. Discussion followed regarding the types of positions, IE at large positions and others that will be up for appointment, the Board also discussed SURPAC's meeting schedule.

6. ADJOURN:

Chair Mays adjourned the URA Board work session at 7:02 pm and convened to a regular City Council meeting. The URA Board reconvened to a regular Board meeting at 7:44 pm after the City Council meeting.

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 7:44 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Robyn Folsom, Bill Butterfield, Matt Langer, Krisanna Clark and Linda Henderson.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Public Works Director Craig Sheldon, Police Chief Jeff Groth, City Engineer Bob Galati, Civil Engineer Jason Waters, Engineering Associate Craig Christensen, Economic Development Manager Tom Nelson, Administrative Assistant Kirsten Allen and City Recorder Sylvia Murphy. City Attorney Paul Elsner.

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

4. CONSENT AGENDA:

A. Approval of February 21, 2012 URA Board of Directors Meeting Minutes

MOTION: FROM DAVE GRANT TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2012-004 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to AKS Engineering & Forestry, LLC for preliminary engineering to size a regional water quality facility and land-use planning to complete a property line adjustment at 22939 SW Main Street

Jason Waters and Bob Galati came forward and recapped the information in the staff report.

Chair Mays asked for questions of the Board, with none received the following motion was made.

MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2012-004, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

B. URA Resolution 2012-005 Authorizing the Urban Renewal Agency Administrator to award a Professional Services Contract to Murray, Smith and Associates, Inc. for the design of the Downtown Streetscape Phase 2 Improvements

Jason Waters and Bob Galati recapped the information in the staff report, explaining the bid process and informed the Board that staff would be scheduling a future work session and bringing back legislation for the Board's consideration to award a construction contract. Bob Galati informed the Board of a State Statute which indicates for professional service contracts over \$100,000, it's required to go through a qualification based selection system. Bob stated staff will go through a review of who is best qualified to perform the service before the scope of work is negotiated or price

of contract is discussed. Bob stated this is new state legislation and the reasoning why the process is different from what staff has done in the past.

Chair Mays stated it's great to move forward on this project, with SURPAC's recommendation on their priority projects, including the Community Center.

Linda Henderson asked when the Board approved the maximum indebtedness, if it included the cost of the design work. Tom Pessemier replied as he understood it, it did include it from the start of the project to the end of construction.

Robyn Folsom asked for the timing of the project and when it will be completed. Bob Galati replied there's the design process which will have public input, which could take a couple of months. Bob stated we already have the basis for the design from the Cannery project and we won't vary it too much and said there are options available for Railroad Street. Bob said staff is also looking at getting construction started as soon as all the festivities that utilize the downtown core area are completed, which is approximately mid-August and with a 3 month construction period we could be done by November possibly December. Bob stated this all depends on the design process and what we see.

Tom Pessemier stated this is the best case scenario and we want to get it started this calendar year with the majority of the work done when we have good weather. Tom stated staff will be providing updates throughout the project and we will try and push this to get it done before the Christmas season if possible.

Chair Mays asked for other Board questions or discussion, with none received the following motion was made.

MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-005, SECONDED BY ROBYN FOLSOM, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

C. URA Resolution 2012-006 Amending URA Resolution 2011-013 allowing for modification to section 4 for certain design and budget changes for the Sherwood Community Center

Tom Pessemier stated the resolution was to modify a previously adopted resolution, URA Resolution 2011-013, which set out some of the parameters to improve the Community Center, one of which was "cost not to exceed \$2.5 million". Tom stated as staff went through the design process and put a scope together, which was very conceptual at that time, staff realized that costs were increasing and would exceed the \$2.5 million if we wanted to include features the community asked for and the Boards and Commissions that had met, had expected.

Tom stated we went through a process, as outlined to the URA Board earlier, to see where things were being allocated as well as what cost saving potentials were available, and staff identified a number of cost saving potentials.

Tom informed the Board of future actions to come and said the URA Board previously approved a resolution to purchase the Railroad parking lot and staff will be moving forward with that purchase and said there are also some parking lots outside of the building that we will hopefully be able to recover some monies in regards to other development that will happen so we will track that project separately and enter into a contract with the contractor for that. Tom stated this will be coming back to the Board on May 1st for their consideration as well as a Co-Location Facility. Tom stated we have spoken in some length regarding making sure this building is able to operate and essentially fund itself, and one opportunity in a small space is to do a Co-Location facility, which is a computer facility for other agencies or users to use, which generates revenue which then can be turned into the operations of the building. Tom informed the Board this will possibly come before the Board on May 1st as well. Tom informed the Board when retail is determined and who the users will be, the pad sections in front of the building will require tenant improvements and this will come forward after we understand what those needs are.

Tom stated he believes we have a great project that meets all the expectations, which however requires we put more money into the building. Tom stated we have gone through detailed estimates, and have not bid the project yet, and said the expectation is if we had \$2.9 million we would be able to do what was originally proposed, we put a 5% contingency in there, which is low, but we expect to get some savings in the bidding process. If this is agreeable to the Board we can move the project forward, get final drawings completed, get bids and permits and construction started.

Chair Mays thanked Tom and staff for moving forward on the project.

Tom also informed the Board of another change in the project being the building brick façade being in some places of the building façade and concrete in others.

Chair Mays asked for questions, discussion or a motion from the Board.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2012-006, SECONDED BY LINDA HENDERSON, ALL BOARD MEMBERS VOTED IN FAVOR.

Chairs Mays addressed the next agenda item.

D. URA Resolution 2012-007 Approving the Old Town Sherwood Paver Program

Tom Pessemier stated staff received a recommendation in January from SURPAC, which originally came from Sherwood Main Street to do a Paver Program, which is a recognition program on pavers that are going to be put in the plaza outside the Community Center. Tom stated the recommendation was brought to the Board in February and it was determined that the program recommendation lacked detail and staff needed to go back and add detail to allow Sherwood Main Street to be successful and to ensure the City's interest were served as well. Tom stated the Board has before them a program that meets the needs of most people and indicates a split between Sherwood Main Street and the City is based on net proceeds, which takes out the cost to do the engraving and administrative costs that Sherwood Main Street will need to administer the program. Tom stated 25% will go to Sherwood Main Street and 75% to the Urban Renewal Agency. Tom stated attachment A to the Resolutions outlines the roles and responsibilities of both parties.

Chair Mays thanked Tom and staff and asked for questions from the Board.

Linda Henderson asked in reference to attachment A, and Pavers to Businesses and asked if we agreed that no logos or graphics would be allowed.

Tom replied this was a comment staff heard from the URA Board and said it gets interesting when you start adding logos and graphics and in order to keep it family friendly, we thought this was best in moving forward.

Robyn Folsom stated she appreciated the work done by Sherwood Main Street and working with staff to get to this point and appreciates the fact that Sherwood Main Street is willing to make this program happen.

Dave Grant also expressed his appreciation and referenced a prior Board meeting that was at times emotional about how this program should look and said it was a tough meeting and believes this is a good compromise. He stated one of his issues was affordability and if a family's name can be engraved on 1/3 of a paver for \$100 it meets that standard and believes this price point is accessible to most families and believes it's accessible to businesses as well. Mr. Grant referenced locations of Pike Place Market and Pioneer Square that have similar paver recognitions and the size of brick for the cost in comparison to this program.

Robyn Folsom asked to be reminded of where the pavers came from. Tom Pessemier replied they are refurbished pavers that were in the downtown streetscapes and we had issues with them staying in place and in placing them in a lower traffic area is a good use of the material.

With no other discussion, the following motion was received.

MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-007, SECONDED BY LINDA HENDERSON, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

Tom Pessemier reported that staff was looking at having a Plaza Ribbon Cutting Ceremony early to mid-May.

7. ADJOURN: Chair Mays adjourned the URA Board meeting at 8:05 pm.

Sylvia Murphy, CMC, District Recorder

Keith S. Mays, Chair



URA RESOLUTION 2012-008

REAPPOINTING CHARLIE HARBICK TO THE SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC)

WHEREAS, Charlie Harbick currently serves on SURPAC as a resident within the Urban Renewal District, reappointed via URA Resolution 2010-005; and

WHEREAS, Mr. Harbick has requested reappointment; and

WHEREAS, Tom Pessemier, URA Administrator and staff liaison to the Committee and Council Liaison Matt Langer have recommended the reappointment of Charlie Harbick.

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

Section 1. Charlie Harbick, is hereby reappointed to SURPAC for a two year term ending March 31, 2014.

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 1st day of May 2012

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder



URA RESOLUTION 2012-009

REAPPOINTING SCOTT JOHNSON TO THE SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC)

WHEREAS, Scott Johnson currently serves on SURPAC as a Citizen at Large, appointed via URA Resolution 2010-007; and

WHEREAS, Mr. Johnson has requested reappointment; and

WHEREAS, Charlie Harbick Chair to the Committee and Council Liaison Matt Langer have recommended the reappointment of Scott Johnson.

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

Section 1. Scott Johnson, is hereby reappointed to SURPAC for a two year term ending March 31, 2014.

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 1st day of May 2012

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder



URA RESOLUTION 2012-010

APPOINTING AMANDA BATES TO THE SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC)

WHEREAS, a vacancy currently exist for a business owner within the district and Amanda Bates has submitted an application for consideration of appointment; and

WHEREAS, Charlie Harbick Chair to the Committee and Council Liaison Matt Langer have recommended the appointment of Ms. Bates.

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

Section 1. Amanda Bates is hereby appointed to SURPAC for a two year term ending March 31, 2014.

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 1st day of May 2012

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder



URA RESOLUTION 2012-011

APPOINTING DENNIS DURRELL TO THE SHERWOOD URBAN RENEWAL PLAN ADVISORY COMMITTEE (SURPAC)

WHEREAS, a vacancy currently exist for a Citizen at Large representative and Dennis Durrell has submitted an application for consideration of appointment; and

WHEREAS, Charlie Harbick Chair to the Committee and Council Liaison Matt Langer have recommended the appointment of Mr. Durrell.

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

Section 1. Dennis Durrell is hereby appointed to SURPAC for a two year term ending March 31, 2014.

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 1st day of May 2012

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder

URA Meeting Date: May 1, 2012

Agenda Item: New Business

TO: Urban Renewal Agency Board

FROM: Tom Pessemier, P.E., URA Manager

SUBJECT: URA RESOLUTION 2012-012 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONSTRUCTION CONTRACT TO R&H CONSTRUCTION CO. FOR THE CONSTRUCTION OF THE PARKING LOTS ASSOCIATED WITH THE COMMUNITY CENTER.

ISSUE: Should the URA Board award a construction contract to R&H Construction Co. to construct the parking lots associated with the Community Center?

BACKGROUND: The URA Board previously adopted Resolution 2011-013 and Resolution 2012-006 approving the construction of the Community Center. During this process the parking lots were identified to be done separately since there would be funding that would be coming back into the URA from private development for use of the parking area.

Funds have been identified and allocated in the URA budget in FY13 for the construction of this project.

The City solicited proposals publically and previously selected R&H Construction Co. to be the CM/GC contractor for the Community Center.

The current expected cost of this work is \$150,000.

FINDINGS: By passing this resolution the URA Administrator can award a construction contract to R&H Construction and the project can proceed in earnest.

RECOMMENDATION: APPROVE URA RESOLUTION 2012-012 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONSTRUCTION CONTRACT TO R&H CONSTRUCTION FOR THE CONSTRUCTION OF THE PARKING LOTS ASSOCIATED WITH THE COMMUNITY CENTER.



URA RESOLUTION 2012-012

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONSTRUCTION CONTRACT TO R&H CONSTRUCTION CO. FOR THE CONSTRUCTION OF THE PARKING LOTS ASSOCIATED WITH THE COMMUNITY CENTER

WHEREAS, the URA Board adopted URA Resolution 2011-013 on June 7, 2011 that provided detail for the design and construction of the Sherwood Community Center; and

WHEREAS, the URA Board adopted URA Resolution 2012-006 on April 3, 2012 that modified a portion of URA Resolution 2011-013 and identified that the parking lots would be separated from the Community Center building construction; and

WHEREAS, a CM/GC Contractor was engaged to work with URA consultants and staff to develop design details and estimate from potential sub-contractors;

WHEREAS, the parking lots will require separate tracking and construction to be executed due to future funding sources and allocation not associated with Community Center Building; and

WHEREAS, the anticipated cost associated with this work is \$150,000.

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

Section 1: The URA Administrator is authorized to enter into a contract with R&H Construction Co. for the construction of the parking lots associated with the Community Center building.

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

Duly passed by the URA Board this 1st day of May 2012.

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder

TO: Urban Renewal Agency Board

FROM: Tom Pessemier, P.E., URA Manager

SUBJECT: URA RESOLUTION 2012-013 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONSTRUCTION CONTRACT TO R&H CONSTRUCTION CO. FOR THE CONSTRUCTION OF A COLOCATION FACILITY WITHIN THE COMMUNITY CENTER.

ISSUE: Should the URA Board award a construction contract to R&H Construction Co. to construct colocation facility within the Community Center?

BACKGROUND: The URA Board previously adopted resolution 2011-013 and 2012-006 approving the construction of the Community Center. During this process a colocation facility for computer networking and data storage has been discussed many times. Sherwood has desired to have a colocation facility for some time but costs to retrofit an existing structure not under construction have been high. Colocation facilities would benefit the City of Sherwood and Sherwood Broadband by providing a facility for their operations to be separated. In addition the City expects that this facility would be in demand from other local government and non-government entities that desire a primary or back-up location for their computing needs.

Sherwood has an advantage since we have a significant amount of broadband capability through a fiber network to the Pittock building. In addition we have recently made accommodations to provide a redundant loop back to the Pittock building through a separate fiber line.

These advantages make it reasonable to place a facility in Sherwood at a relatively low cost for these types of facilities. The major costs to these facilities other than data bandwidth are primary power circuits and switching gear, back-up power (battery and generator) and operation costs including purchase of power.

Exact calculations are difficult to determine but the Pittock charges about \$1,000 per month for a complete rack and the proposed facility can accommodate 12 racks. With 10 racks available for sale that would translate into a potential of \$120,000 gross revenue. Expenditures are estimated at \$72,000 per year for a net revenue of \$48,000 per year. This revenue would go towards the operations of the Community Center to offset costs of running the facility. It is unlikely that all of the racks would be filled in the very near term and a reasonable expectation would be to have 75% of the racks for sale filled 3 years after construction.

Funds have been identified and allocated in the URA budget in FY13 for the construction of this project.

The City solicited proposals publically and previously selected R&H Construction Co. to be the CM/GC contractor for the Community Center.

The current expected cost of this work is \$175,000.

FINDINGS: By passing this resolution the URA Administrator can award a construction contract to R&H Construction and the project can proceed in earnest.

RECOMMENDATION: APPROVE URA RESOLUTION 2012-013 AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONSTRUCTION CONTRACT TO R&H CONSTRUCTION CO. FOR THE CONSTRUCTION OF A COLOCATION FACILITY WITHIN THE COMMUNITY CENTER.



URA RESOLUTION 2012-013

A RESOLUTION AUTHORIZING THE URBAN RENEWAL AGENCY ADMINISTRATOR TO AWARD A CONSTRUCTION CONTRACT TO R&H CONSTRUCTION CO. FOR THE CONSTRUCTION OF THE COLOCATION FACILITY WITHIN THE COMMUNITY CENTER

WHEREAS, the URA Board adopted URA Resolution 2011-013 on June 7, 2011 that provided detail for the design and construction of the Sherwood Community Center; and

WHEREAS, the URA Board adopted URA Resolution 2012-006 on April 3, 2012 that modified a portion of URA Resolution 2011-013 and identified that the colocation construction would have separate construction contracting from the Community Center building construction; and

WHEREAS, a CM/GC Contractor was engaged to work with URA consultants and staff to develop design details and estimate from potential sub-contractors;

WHEREAS, the anticipated cost associated with this work is \$175,000.

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

Section 1: The URA Administrator is authorized to enter into a contract with R&H Construction Co. for the construction of the colocation facility associated with the Community Center building.

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

Duly passed by the URA Board this 1st day of May 2012.

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, May 1, 2012
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Keith Mays called the meeting to order at 8:01 pm.
2. **URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Police Chief Jeff Groth, Public Works Director Craig Sheldon, City Engineer Bob Galati, Planning Manager Julia Hajduk, Assistant Planner Zoe Monahan, and Administrative Assistant Kirsten Allen. City Attorney Chris Crean.

Chair Mays addressed the Consent Agenda and asked for a motion

4. **CONSENT:**
 - A. **Approval of April 3, 2012 URA Board of Directors Meeting Minutes**
 - B. **URA Resolution 2012-008 Reappointing Charlie Harbick to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**
 - C. **URA Resolution 2012-009 Reappointing Scott Johnson to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**
 - D. **URA Resolution 2012-010 Appointing Amanda Bates to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**
 - E. **URA Resolution 2012-011 Appointing Dennis Durrell to the Sherwood Urban Renewal Plan Advisory Committee (SURPAC)**

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 2012-012 Authorizing the Urban Renewal Agency Administrator to award a construction contract to R&H Construction Co. for the construction of the parking lots associated with the Community Center**

URA Manager Tom Pessemier stated that at the April 3rd URA Board meeting a resolution authorized moving forward with the Community Center and that there would be additional

resolutions to separate items from the project. Tom indicated that the first of those resolutions was the parking lots. Tom stated that the URA expects some compensation related to future development around the parking lots and wanted to track costs separately. Tom explained that this resolution was to award the construction contract to R&H Construction in order to construct the parking lots associated with the Community Center.

Linda Henderson asked if the reason for separating the parking lots was because they were not budgeted as part of the Community Center project. Tom confirmed and stated that it was also to have the authority to enter into the construction contract.

Chair Mays asked the Board for questions or a motion on the resolution.

MOTION: FROM ROBYN FOLSOM TO APPROVE URA RESOLUTION 2012-012, SECONDED BY LINDA HENDERSON. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

B. URA Resolution 2012-013 Authorizing the Urban Renewal Agency Administrator to award a construction contract to R&H Construction Co. for the construction of the collocation facility within the Community Center

Tom Pessemier explained that a collocation facility is a room with racks that allows storage of servers to protect information with a redundant site and explained that there is a large demand for these types of facilities. Tom explained that the City would like to separate the Sherwood Broadband equipment from City equipment but has not been able to. Tom explained that this building is being totally redone so the power systems, rooms and data lines can be updated. Tom stated that only a small portion of the facility would be used with approximately twelve racks of computer equipment that could contain multiple servers or data storage devices. Tom stated that Sherwood has some advantages that make our business model highly competitive, first of which is Sherwood Broadband which is a very high speed network. Tom stated that we have an agreement to provide redundancy on Sherwood Broadband so if there is a break in the fiber system there is a redundancy which is appealing to people who want protection and are looking for a site to put their data. Tom stated that the other things important with these types of facilities is that they have large power demands and require backup generators and battery supply to take over until the backup generator come into effect and those are designed into the facility. Tom stated that the Pittock charges about \$1000 a month per rack and we can accommodate 12 racks. Tom explained that a couple of those racks would not be getting money because they would be related to the operation of the facility. Tom stated that \$1000 per month for 10 racks would be about \$120,000 gross revenue per year with an estimated operating cost of about \$72,000, much of which is power and the expected net revenue is \$48,000 per year. Tom stated that there is general interest and without spending much effort may have companies interested in 2-3 racks.

Chair Mays added that the value to the community is in providing an asset for local businesses to use and not have to travel to Hillsboro or Portland and revenue generated to help operate and maintain the Community Center when it is open.

Tom agreed and stated that the basic reason for doing the project would be to support the operation of the Community Center as it would cost money to turn the lights and the power on and to have people there for janitorial services. Tom stated that there are costs associated with that structure and we would hope that these moneys could be used to lower the operating costs of that facility.

Robyn Folsom asked regarding the charge to have the rack available and asked if it applied if there is no business renting the rack.

Tom confirmed and stated that it was unlikely that the racks would be filled in the near term but rather 75% of the racks filled after three years.

Chair Mays clarified that a rack does not consume power unless it is turned on.

Ms. Folsom stated that the City will not incur an expense until there is revenue. Tom confirmed that the operating costs are then small. Ms. Folsom asked if there would be a drain that operates in the red until we built up a clientele, but we won't operate in the red because of the good business model. Tom confirmed.

Ms. Henderson asked if the proposal was to add the room to the Community Center with ten racks.

Tom answered that the equipment has not been specified and that is something Sherwood Broadband would purchase. Tom stated that the racks are not a high cost item and can be put in and added as necessary and that there might be some people who have some specific requirements as to the type of rack.

Ms. Henderson asked if the intent was to start with a small inventory of racks and then as customers come to buy more equipment and if it would come out of the projected \$48,000.

Tom answered the money would come out of the \$72,000 operating cost.

Ms. Henderson asked if when a company needed a redundant system if there would be a lease with the City or Sherwood Broadband. Tom confirmed that there would be a lease agreement for the specific space which would protect both them and the City. Ms. Henderson asked regarding staff time to run the system. Tom replied that there are different types of colocation facilities and some have a network engineer that manages databases and computer systems for people but we propose a facility where people have the ability to come in and maintain their own equipment. Tom commented that there were people locally who maintain facilities in eastern Oregon who would much rather maintain a facility here.

Mr. Grant commented regarding potential local customers and asked why local customers would not use the Pittock. Mr. Grant asked why someone would pay the City if they could simply put there information at the Pittock building.

IT Director Brad Crawford came forward and stated it was all about location and in the event of an emergency you may not want to drive to downtown Portland. Brad commented that these facilities are all over the place such as Hillsboro and Beaverton in places like business parks where you would never know they were there. Brad stated the Pittock is well-known but there is not much in this direction. Brad stated that in a major earthquake you may not be able to get across bridges and maybe companies on the south side are more apt to pick Sherwood as than somewhere else.

Mr. Langer asked regarding the primary cost being power and if the colocation room had its own air conditioning system and meter to keep it independent. Brad confirmed and stated that building engineers are designing the backup generator to be able to power the entire building.

Tom added that where you are using a lot of power you are generating a lot of heat and the discussion has been to have multiple units rather than a larger unit in order to be efficient with cooling system.

Mr. Butterfield stated a rack could be shelving to put equipment on or it could be network equipment and asked if the City was just providing shelving for a place to locate the equipment. Brad confirmed. Mr. Butterfield asked if there would be a UPS backup. Brad stated there would but it was open to discussion as to how that will be configured. Brad explained that it was short term battery backup before the generator kicks on and stated he was leaning towards that being a tenant provided piece. Mr. Butterfield agreed. Brad stated that he wanted to be as low tech as possible and basically provide a room with really good power and cooling.

With no further discussion the following motion was received.

MOTION: FROM DAVE GRANT TO APPROVE URA RESOLUTION 2012-013, SECONDED BY BILL BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Before moving on to the next agenda item Chair Mays gave an update on the paver program that was approved at the last meeting and stated that the committee met and has requested a couple of changes for consideration and staff will bring back an amended resolution at the next meeting. Chair Mays indicated that the changes are to allow both upper case and lower case text and to allow a solid line to divide the 1/3 pavers which is already specified for the 1/2 paver. Tom Pessemier stated that with the limit of one line of text on the 1/3 paver there is plenty of space for a solid line and the mock up examples show that it looks much better with the line. Tom also explained in regards to the capitalization some businesses prefer to have a capital or lower case because that is how they do their business name. Tom stated that the

proposed fonts look good in both capital and lower case so there was no reason to limit the text to just capital letters.

With a consensus from the Board, Tom was directed to bring a new or amended resolution to the Board at the next meeting.

Chair Mays addressed the next agenda item.

6. STAFF REPORTS:

There were no staff reports.

Chair Mays stated that staff has meetings scheduled with business owners in old town in preparation for the design and reconstruction of Washington and Railroad Streets to receive input and discuss scheduling.

Tom stated that it is important that the City talk to them as we start the design effort to take the needs of the old town businesses into account and accommodate them during construction.

7. ADJOURN: Chair Mays adjourned the URA Board meeting at 8:23 pm

Submitted by:



Kirsten Allen, Administrative Assistant



~~Keith S. Mays, Chair~~

David Grant, Council President