



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, May 15, 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 15, 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 May 1, 2012 URA Board of Directors Meeting Minutes

4. NEW BUSINESS

A. URA Resolution 2012-014 Amending URA Resolution 2012-007, The Old Town Sherwood Paver Program (Tom Pessemier, Pro Tem City Manager)

5. STAFF REPORTS

6. ADJOURN

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

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 Gibbons, 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 colocation facility within the Community Center

Tom Pessemier explained that a colocation 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



URA RESOLUTION 2012-014

A RESOLUTION AMENDING URA RESOLUTION 2012-007 THE 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, Sherwood Main Streets (SMS) has been designated by the City of Sherwood as the private not-for-profit entity partnering with the City to implement the Oregon Main Streets program in and for Sherwood; and

WHEREAS, the Sherwood URA has contributed financially to support the designated not-for-profit in this effort; and

WHEREAS, SMS is seeking additional sources of long-term financial support so it (or a successor entity) can continue efforts to promote and preserve Sherwood Old Town; and

WHEREAS, SMS has proposed to the URA that SMS be given the task of selling a license to engrave the aforementioned granite pavers to generate revenue for SMS's efforts promoting and preserving Old Town as well as the development of the Sherwood Community Center; and

WHEREAS, the URA Board approved Resolution 2012-007 for the Old Town Paver Program; and

WHEREAS, the URA Board at the May 1, 2012 board meeting recommended minor modifications to Exhibit A of Resolution 2012-007 based on recommendations from the Sherwood Main Street Paver Program Committee and asked the staff to come back with this resolution.

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

Section 1. The URA approves the amended Old Town Sherwood Paver Program (Program), Attachment A (Community Center Paver Project Requirements) as attached.

Section 2. This Resolution is and shall be in effect upon its approval and adoption by the Board.

Duly passed by the Sherwood Urban Renewal Agency Board this 15th day of May 2012.

Keith S. Mays, Chair

Attest:

Sylvia Murphy, CMC, District Recorder

Community Center Paver Project Requirements

1. No more than 20 total characters (text, punctuation and spaces) may be used on each line of text on the paver.
2. All text will be **capitalized**, the same height and font.
3. Text height and font to be approved by the Sherwood Main Streets Paver Program Committee by unanimous decision.
4. Pavers shall only contain text. No logos or graphics.
5. No offensive words or language, as determined by the Sherwood Main Streets Paver Program Committee, will be permitted.
6. Pavers space may be sold to individuals or families for family and/or individual names in the following options (names only, no dates):
 - a. Full paver = \$225, up to four (4) lines of text.
 - b. Half of a paver = \$125, up to two (2) lines of text. There will be a solid line between the upper and lower half engraving.
 - c. Third of a paver = \$100, one (1) line of text. There will **not** be a solid line between each line of text, **but rather some empty space**.
7. Pavers space may be sold to Businesses, with a valid Sherwood Business License, to show their business name (name only, no messages, no logos or graphics):

Full paver = \$400, up to three (3) lines of text.
8. Pavers space may be sold to Organizations, with a current 501(c) name as registered with the State of Oregon, to show their organization name (name only, no messages, no logos or graphics):

Full paver = \$300, up to three (3) lines of text.
9. All requests for text/names to be used on pavers are subject to review, edit and unanimous approval of the Sherwood Main Streets Paver Program Committee.

10. The Sherwood Main Streets Paver Program Committee will include: Lee Weislogel, Angie Ford, Matt Langer, Tom Pessemier, and a Sherwood Main Streets board member. If one or more of these members becomes unavailable the Sherwood Urban Renewal Board will select a replacement as soon as practical.
11. After pledges to fill 200 pavers have been received, Sherwood Main Streets may begin collecting payments and placing orders.
12. The URA Manager will inform Sherwood Main Streets of the expected start of paver installation (Paver Installation Date) based on the contractors schedule. The program ends (sales end) when the finished production of engraved Pavers from the shop is expected to be completed before the Paver Installation Date. If oversold, as determined by the URA Manager, those sold last will be refunded. The City will not allow Pavers to be engraved on-site after installation unless approved by the Paver Program Committee by unanimous approval.
13. Each person, business or organization that buys part or all of a paver will sign an acknowledgement form that clearly states the pavers are the property of the City; the URA and the City are not responsible for errors in the text, maintenance, repair or replacement of any engraved pavers; there is no guarantee the engraved pavers will remain beyond 12 years; and it is up to the City to determine where each paver is initially located/installed.

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, May 15, 2012
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Mr. Dave Grant called the meeting to order at 7:35 pm.
2. **URA BOARD PRESENT:** Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark. Chair Keith Mays was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Pro Tem Tom Pessemier, Finance Director Craig Gibons, Police Chief Jeff Groth, Police Captain's Mark Daniel and Jim Reed, Planning Manager Julia Hajduk, Associate Planner Michelle Miller, District Recorder Sylvia Murphy and City Attorney Paul Elsner.

Dave Grant addressed the Consent Agenda and asked for a motion

4. CONSENT:

A. Approval of May 1, 2012 URA Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (CHAIR MAYS WAS ABSENT).

Mr. Grant addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2012-014 Amending URA Resolution 2012-007, The Old Town Sherwood Paver Program

Tom Pessemier explained the URA Board recently adopted legislation in regards to the Paver Program and after a recent meeting with the design committee it was recognized that adjustments could be made. Tom stated the changes proposed are to attachment A of the URA resolution. Tom explained the changes as font changes and format changes of allowing a solid line between text.

Mr. Grant asked for comments or questions from the Board, with none received he asked for a motion.

MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2012-014, SECONDED BY BILL BUTTERFIELD. ALL PRESENT BOARD MEMBERS VOTED IN FAVOR. (CHAIR MAYS WAS ABSENT).

Mr. Grant addressed the next agenda item.

6. STAFF REPORTS:

Tom Pessemier informed the Board that SURPAC met last week and discussed scheduling a joint work session with the URA Board in June. Tom stated SURPAC discussed items that were in the URA budget, that they had not previously discussed, specifically alleys. Tom stated there was some confusion as to what was meant with SURPAC's recommendation of spending \$500,000 for alleys as one of their priority projects. Tom explained the confusion was some SURPAC members thought all alleys in Old Town were included and other members thought improvements were for alleys between Railroad and First Street, between Pine Street and Main Street, the alleys between Pine and Washington and Washington and Main. Tom stated they were able to alleviate the confusion and SURPAC agreed to allocate \$100,000 to improve that alley and decided to wait on the other alley to see where it falls into the other projects they have to prioritize. Tom stated the \$100,000 project will be part of the downtown streetscape phase II project and this is what SURPAC has recommended and what will be in the budget when it comes before the Council.

Tom informed the URA Board that SURPAC also recommended spending \$100,000 to match federal funds going towards designing and planning the Cedar Creek Trail project and said this was also included in the budget.

Tom provided the Board with an update on the Community Center project and said the project is out for bid and bids are due back next week. Tom informed the Board that work needs to be done to deal with asbestos and other hazardous materials found in the building before demolition work can begin. Tom stated staff wants to make sure the full contractor is not on site until after Cruis'in and stated we should see the contractor on site the Monday after Cruis'in with demolition work beginning. Tom informed the Board staff would work with the contractor to get something done by mid-January.

Tom informed the Board that SURPAC and staff will be working towards minimizing impacts of the project construction to downtown businesses through construction staging and management. Tom said SURPAC discussed the cross section on Railroad Street being wider than other streets in the Old Town area, and SURPAC has recommended taking the extra space and widening the sidewalk. Tom stated this will move forward in the design.

7. ADJOURN: Mr. Grant adjourned the URA Board meeting at 7:45 pm

Submitted by:


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chair