



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, August 20, 2013

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

URA Board of Directors-Work Session

(Following the City Council Meeting)

URA Board of Directors Regular Meeting

(Following the City Council Meeting)

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

Tuesday, August 20, 2013

**URA Board of Directors Meeting
(following the City Council meeting)**

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

WORK SESSION

1. Grant writing proposals for the Community Center

REGULAR URA BOARD MEETING

1. CALL TO ORDER

2. ROLL CALL

3. CONSENT

- A. Approval of June 4, 2013 URA Board Meeting Minutes
 - B. Approval of June 18, 2013 URA Board Meeting Minutes

4. NEW BUSINESS

- A. URA Resolution 2013-007 Approving a Façade Grant for Railroad Street Antiques, 16167 Railroad Street in Sherwood (Tom Pessemier, Assistant City Manager)

5. STAFF REPORTS

6. ADJOURN

SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 4, 2013
22560 SW Pine Street, Sherwood, Oregon 97140

URA BOARK WORK SESSION

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 5:10 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark. Dave Grant was absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, City Engineer Bob Galati, Finance Director Craig Gibons, Accounting Supervisor Julie Blums, Police Chief Jeff Groth, City Engineer Bob Galati, Intern Ashley Graff, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** Murray Jenkins and Jason Fifield with Ankrom Moisan.
5. **TOPICS DISCUSSED:**

A. Community Center Design Development

Tom Pessemier and Murray Jenkins explained proposed design features of the Community Center and presented a power point (see record, Exhibit A). The URA Board discussed facility amenities, classroom space, and funding.

Chair Bill Middleton adjourned the meeting and convened to a City Council joint Planning Commission work session at 5:55 pm (see City Council records).

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and Krisanna Clark. Dave Grant was absent.
3. **STAFF PRESENT:** City Manager Joseph Gall, Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Community Services Director Kristen Switzer, Finance Director Craig Gibons, Julie Blums Accounting Supervisor, Police Chief Jeff Groth, Public Works Director Craig Sheldon, City Engineer Bob Galati, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.

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

4. CONSENT AGENDA:

A. Approval of April 2, 2013 URA Board Meeting Minutes

B. Approval of May 7, 2013 URA Board Meeting Minutes

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR (DAVE GRANT WAS ABSENT).

Chair Middleton addressed the next agenda item.

5. NEW BUSINESS:

A. URA Resolution 2013-005 transferring Budget Expenditure Appropriations between categories for Budget Year 2012-13

Julie Blums explained that this is an appropriation transfer similar to what we did in the City Council meeting, to move funds to cover debt service payment from when we refinanced a loan earlier this year and we did not know what the debt service payment would be later on in the year, this is to cover the debt service payment. She explained this is moving money out of the Capital Outlay to Materials and Services, where the spending actually happened.

With no Board comments Chair Middleton asked for a motion.

MOTION: FROM ROBYN FOLSOM TO ADOPT URA RESOLUTION 2013-005, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR, (DAVE GRANT WAS ABSENT).

Chair Middleton addressed the next agenda item.

6. PUBLIC HEARINGS:

A. URA Resolution 2013-006 Adopting the 2013-14 Budget of the City of Sherwood Urban Renewal Agency, making appropriations, imposing and categorizing taxes, and authorizing the Agency Manager to take such action necessary to carry out the adopted Budget

Chair Middleton addressed the next agenda item and Board member Matt Langer recused himself and stepped down from the dais. Chair Middleton asked the Agency Recorder to read the public hearing statement.

Craig Gibons explained that the 2013-14 City of Sherwood URA budget is the same as the Budget Committee reviewed and passed in April of 2013. He said major expenditures are construction projects in the Community Center and debt service.

Chair Middleton opened the public hearing to receive testimony, with none received he closed the public hearing.

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

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2013-006, SECONDED BY ROBYN FOLSOM, MOTION PASSED 6:0, ALL MEMBERS VOTED IN FAVOR, (DAVE GRANT WAS ABSENT).

Chair Middleton addressed the next agenda item.

7. STAFF REPORTS:

With no staff reports, Chair Middleton adjourned the meeting.

8. ADJOURN:

Chair Middleton adjourned the meeting at 11:50 pm.

Submitted by:

Sylvia Murphy, CMC, Agency Recorder

Bill Middleton, Chair

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 18, 2013
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARK WORK SESSION

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 5:05 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Matt Langer, Krisanna Clark and Dave Grant. Robyn Folsom arrived at 5:25pm.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Intern Ashley Graff, Administrative Assistant Colleen Resch and Agency Recorder Sylvia Murphy.
4. **OTHERS PRESENT:** SURPAC member Charlie Harbick and Lee Weislogel.
5. **TOPICS DISCUSSED:**

A. SURPAC

Tom Pessemier provided the Board with a handout (see record, Exhibit A) explaining the history and establishment of SURPAC. He explained the current makeup of the committee, informed of current vacancies. Tom explained recent SURPAC discussion of projects, available funds and reduction in SURPAC's work load.

Tom explained SURPAC's interest in continuing with discussing Economic Development and tourism. Tom explained reducing the number of SURPAC members and if the Board can be modified to focus on Economic Development. Discussion followed.

The URA Board discussed the Districts assets and SURPAC's recommendations and Tom explained a list of assets (see record, Exhibit B). Discussion followed on the following assets:

Old School House, Gateway Property, desire to keep.

Robin Hood Property, desire to keep.

Cannery, excluding Machine Works, desire to keep.

Machine Works, desire to keep.

SW 1st Street properties (Red House), desire to clean up and sell.

Sherwood Blvd Property (next to Senior Center), desire to market.

SW Main Street Property (near Columbia St.), desire to sell.

Railroad Parking Lot, desire to keep.

6. ADJOURN:

Chair Middleton adjourned the meeting at 5:45 pm.

Submitted by:

Sylvia Murphy, CMC, Agency Recorder

Bill Middleton, Chair

TO: Sherwood Urban Renewal Agency Board

FROM: Tom Pessemier, Assistant City Manager

SUBJECT: A URA RESOLUTION 2013-007 APPROVING A FAÇADE GRANT FOR THE RAILROAD STREET ANTIQUE MALL 16167 RAILROAD STREET IN SHERWOOD

Issue

Should the URA Board approve the recommendation from SURPAC for a façade grant?

Background

In 2003 and 2004 the Sherwood URA approved a program for façade grants that has been approved over time.

The process has been for SURPAC to consider applications and then forward a recommendation to the Sherwood Urban Renewal Agency Board.

This building is on Railroad Street in Old Town and the business is named Railroad Street Antique Mall. This building is located inside of the Old Town Area and the Urban Renewal Area.

Charles Harbick submitted this application to URA Staff and this was placed on the SURPAC agenda in July. Since Charles is a member of SURPAC he excused himself from the proceedings regarding this application and the meeting was run by Scott Johnson (vice-chair).

SURPAC reviewed the application and some drawings presented by Mr. Harbick. After considering the information SURPAC voted 4-0 to recommend approval of this façade grant to the URA Board.

Financials

Façade grants are at the top of SURPAC's list of priorities and at this time there are monies available in the URA for this project. While the actual cost may be than \$15,000 previous resolutions have asked for the maximum amount since there may be some over-runs. At the end of the project, applicants must provide copies of receipts to be paid only on actual costs associated with the approved project.

Recommendation

SURPAC recommends approval of URA Resolution 2013-007.



URA RESOLUTION 2013-007

**A RESOLUTION APPROVING A FAÇADE GRANT FOR RAILROAD STREET
ANTIQUES 16167 RAILROAD STREET IN SHERWOOD**

WHEREAS, the Urban Renewal District created the Façade Grant Program by URA Resolution 2003-001 in January 2003 and adopted amendments to the program in May 2004; and

WHEREAS, Charles Harbick, building owner of Railroad Street Antiques, in Sherwood has submitted an application for a grant shown as Exhibit A of this document; and

WHEREAS, the Sherwood Urban Renewal Plan Advisory Committee (SURPAC) has reviewed the application and has recommended approval.

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

Section 1. The Agency Administrator is authorized to grant up to 50% of the project but no more than \$15,000 in accordance to the terms and conditions to the Façade Grant Program.

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

Duly passed by the City of Sherwood Urban Renewal Agency this 20th day of August 2013.

Bill Middleton, Board Chair

Attest:

Sylvia Murphy, CMC, Agency Recorder



Old Town Facade Program Grant Application

Date of Application: 5-30-13 SURPAC Review Date: _____

Business Information

Railroad Street Antique Mall
Name of Business

16167 SW. Railroad Street, Sherwood OR 97140
Physical Business Address

Mailing Address (if different from physical address)

503.625.2246
Business Phone Business Fax Web site

Charles Harbick
Business Owner(s) Name(s)

16167 SW Railroad Street, 503.625.2246
Address of Property to be Improved Phone

Charles Harbick 503.625.2246 Charbick@frontier.com
Application being submitted by Phone E-mail

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

Est. Project Start Date: 9-1-13 Est. Project Completion Date: 11-1-13

Budget

Total Project Cost: \$ 102,000.00
Dollar Amount Requested: \$ 13,994.50
(Please see attached Guidelines)

Authorization

UR District Manager District Board President Date Awarded

PROPOSAL

Richard A. Grim, Builder/Remodeler
688 Oak Street
Lake Oswego, OR 97034

Licensed and Bonded
CCB #33980

PROPOSAL SUBMITTED TO:
Charles Harbick

WORK TO BE PERFORMED AT:
16167 SW Railroad Street
Sherwood, OR 97140

I hereby propose to furnish materials and perform the labor necessary for the completion of the following:

- Demo front door, window surround and remove concrete at front entry. Pour new concrete and frame new entry surround.\$6,450.00
- Install a new 42 inch full glass solid wood frame door and complete finish trim in surround area..... \$4,800.00
- Demo large front windows, framework and windowsills. Install new large windows rebuilding framework and windowsills. Complete and finish all trim where needed..... \$11,239.00
- Stucco area below front windows and entry area windows. Paint all new woodwork, door and stucco.....\$4,300.00
- Dumping fees for removal of demolition to front of building..... \$1,200.00

Total for above listed exterior improvements.....\$27,989.00

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and to completed in a substantial workmanlike manner. For the sum of Twenty Seven Thousand, nine hundred eighty nine Dollars \$27,989.00 with payment to be made as follows:

Lump sum in full for each line item upon completion.

Respectfully submitted RICHARD AN
Date 5-30-13

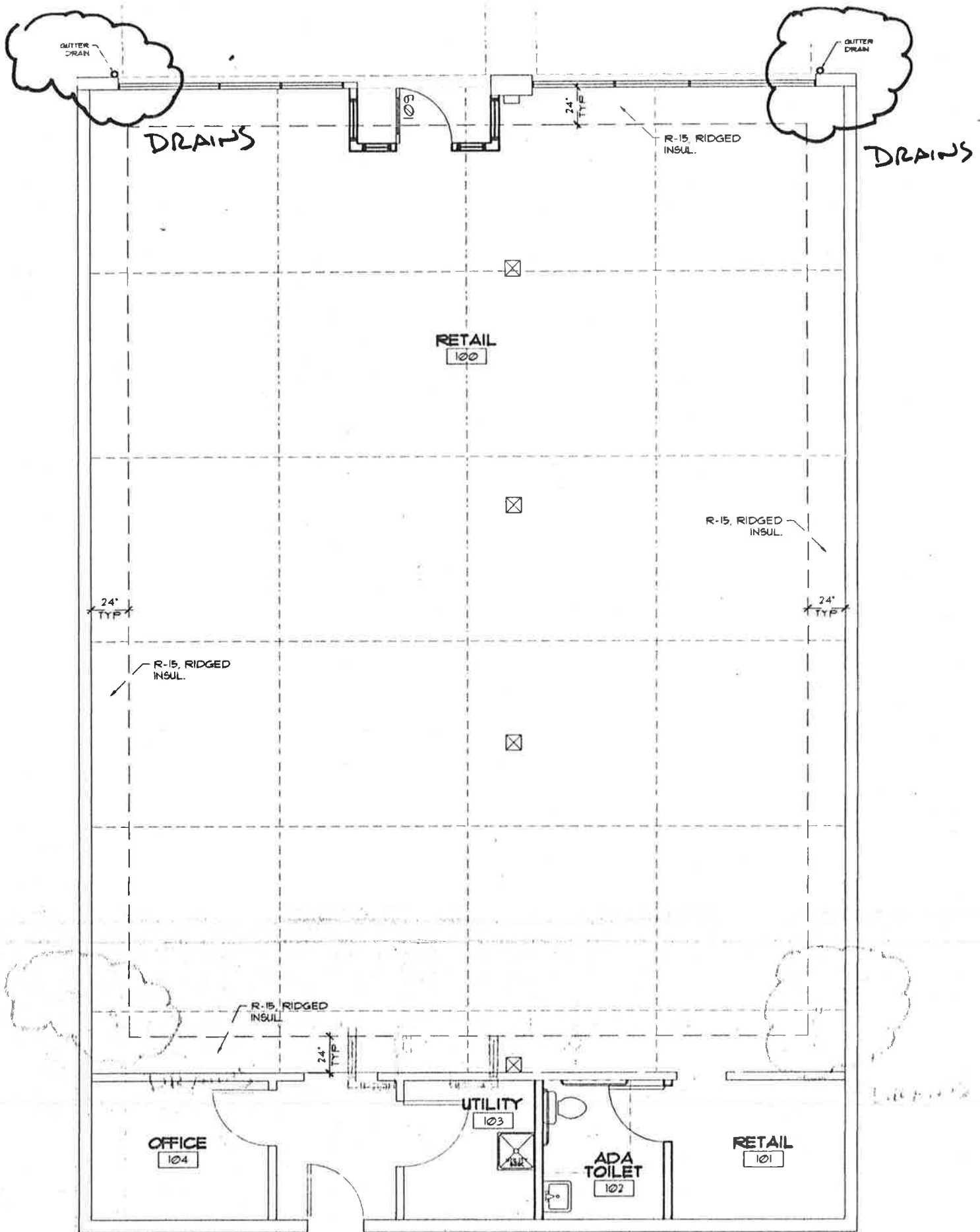
Any alteration or deviation from above specifications involving extra costs
Will be executed only upon written order, and will become an extra charge
over and above the estimate. All agreements contingent upon strikes,
accidents, or delays beyond my control.

ACCEPTENCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby
accepted. You are authorized to do work as specified. Payment will be made as
outlined above.

Signature _____ Date _____
Signature _____ Date _____

**Facade improvements for Railroad Street Antique Mall are part of an overall
remodel that will include a new floor, upgrade to the electrical, plumbing and
mechanical systems. Total project estimate is.....\$102,000.00**



2. PROPOSED FLOOR PLAN

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, August 20, 2013
22560 SW Pine Street, Sherwood, Oregon 97140**

URA BOARD REGULAR MEETING

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 10:07 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Matt Langer, Krisanna Clark and Dave Grant. Robyn Folsom was absent
3. **STAFF AND LEGAL COUNSEL PRESENT:** Assistant City Manager Tom Pessemier, Agency Recorder Sylvia Murphy and City Attorney Pam Beery.

Chair Middleton stated due to the time, the URA Board would not be meeting in work session this evening.

4. **NEW BUSINESS:**

A. URA Resolution 2013-007 Approving a Façade Grant for Railroad Street Antiques, 16167 Railroad Street in Sherwood

Tom Pessemier recapped the staff report and informed the Board SURPAC had recommended approval of the Façade Grant.

With no questions from the Board, the following motion was received.

MOTION: FROM LINDA HENDERSON TO APPROVE URA RESOLUTION 2013-007, SECONDED BY KRISANNA CLARK, MOTION PASSED 6:0, WITH ALL PRESENT MEMBERS VOTING IN FAVOR, (ROBYN FOLSOM WAS ABSENT).

5. **ADJOURN:**

Chair Middleton adjourned the meeting at 10:09 pm.

Submitted by:



Sylvia Murphy, MMC, Agency Recorder



Bill Middleton, Chair