



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, May 20, 2014**

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

**6:00 pm URA Board of Directors Meeting**

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

**Tuesday, May 20, 2014  
6:00 pm  
City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon**

**REGULAR URA BOARD MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. CONSENT**

**A. Approval of May 6, 2014 URA Board Meeting Minutes**

**B. URA Resolution 2014-005 Authorizing the URA Manager to execute a contract with Keller Williams Realty to provide Real Estate Services to the Sherwood Urban Renewal Agency**

**4. STAFF REPORT**

**5. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, May 6, 2014  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 8:31 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Bill Butterfield, Krisanna Clark and Matt Langer. Robyn Folsom and Dave Grant were absent.
3. **STAFF PRESENT:** Joseph Gall City Manager, Tom Pessemier Assistant City Manager, City Engineer Bob Galati and Sylvia Murphy Agency Recorder.

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

**4. CONSENT AGENDA:**

- A. **Approval of March 4, 2014 URA Board Meeting Minutes**
- B. **Approval of April 1, 2014 URA Board Meeting Minutes**
- C. **Approval of April 15, 2014 URA Board Meeting Minutes**
- D. **URA Resolution 2014-003 Extending Charles Harbick, Scott Johnson, Amanda Bates and Todd McCabe's appointments to Sherwood Urban Renewal Policy Advisory Committee (SURPAC) for a limited term**

**MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY MATT LANGER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (ROBYN FOLSOM AND DAVE GRANT WERE ABSENT).**

Chair Middleton addressed the next agenda item.

**5. NEW BUSINESS**

- A. **URA Resolution 2014-004, Authorizing URA District Manager to amend contract for professional services with Creekside Environmental Consulting Inc. for the Sherwood Community Center project**

City Engineer Bob Galati explained the resolution and stated it amends the Creekside contract. He said the purpose for this contract amendment is that a few issues occurred on the site and said initially we designed for a certain amount of contaminated soil removal and when construction began we did not have a clear understanding of how much there would be. He said during the construction process it was discovered there was a fair amount although it doesn't meet the requirements of being contaminated soils, it meets the limit of where it must be removed and disposed of separately. He said it is not dangerous soil, but it meets the requirement for disposal at a site that is licensed for it. He said we also had some heavy rain and per our contaminated media management plan we were required to collect that storm water runoff. He said this initiated the requirement for baker tanks being installed on site. He

said this was an emergency thing and it was better to do this than possibly facing DEQ fines for ignoring the problem. He said this contract picks up and covers the cost for the mitigation requirements; soil disposal, baker tank installation and removal, and it has a small contingency for some additional soil removal we think will happen.

Assistant City Manager Tom Pessemier explained staff could have gone down a different route with amending a professional services contract and said it was less expensive to do it this way. He stated the cost will come out of the project contingency.

Ms. Henderson stated the staff report references a \$30,000 contingency. City Engineer Galati replied that is what we have estimated with additional soils needing to be removed. He explained approximately 1100 tons have been removed and the \$30,000 represent another 100-200 tons. He said it is very expensive to dispose of contaminated soils at a licensed site.

Ms. Henderson asked if the soils were dug up as part of the foundation. Bob replied partly for foundation, and partly for instillation of utilities, trenches and footings. He said we did an analysis initially on the project that defined there was contaminated soils, hydrocarbons, and we did not get enough of a feel for the extent of the contamination until we started to get into it and upon testing soils it was determined they needed to be removed.

Assistant City Manager Tom Pessemier explained the reference to “contaminated soil”. He said the levels of contaminants, primarily lead, is slightly higher than what background levels would be, he said we are not dealing with anything of serious consequence. He said the state rules indicate if it is above a certain very low threshold you can’t use it as “clean fill”. He said there are not health issues to be concerned with, it’s just slightly above the clean fill standards and needs to be dealt with in a different way.

Ms. Henderson asked what is the “not to exceed amount” and Mr. Galati replied we are holding the contract, consultant to the \$130,000 additional work, saying they can go to this amount and if they begin to exceed the City wants to know, they just can’t continue to do the work.

With no additional questions, Chair Middleton asked for a motion.

**MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-004, SECONDED BY BILL BUTTERFIELD, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (ROBYN FOLSOM AND DAVE GRANT WERE ABSENT).**

## 6. STAFF REPORT

Tom reminded of an upcoming SURPAC meeting.

## 7. ADJOURN

Chair Middleton adjourned the meeting at 8:40 pm.

Submitted by:

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Sylvia Murphy, MMC, Agency Recorder

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Bill Middleton, Chair

**TO:** Sherwood Urban Renewal Agency

**FROM:** Tom Pessemier, Assistant City Manager  
**Through:** Joseph Gall, ICMA-CM, City Manager (URA Manager)

**SUBJECT:** **URA Resolution 2014-005, authorizing the URA Manager to execute a contract with Keller Williams Realty to provide real estate services to the Sherwood Urban Renewal Agency**

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**ISSUE:**

Should the Urban Renewal Agency enter into an agreement with Keller Williams Realty to provide real estate services?

**BACKGROUND:**

The Sherwood Urban Renewal Agency (URA) has purchased property over the past 20 years and has ongoing need for real estate services that necessitate a personal services contract according to City and State rules. The URA has not retained a realtor for a number of years due to a weak property market but the recovering market has made it apparent that it is time to proceed with a selection process for these services.

The URA sent out a Request for Proposals (RFP) to as many firms as we could find listed in RMLS that serve the Sherwood Area. The URA received three responses to the RFP; however, two were indistinguishable from each other. The URA formed a selection committee and the committee thoroughly reviewed each of the proposals. Based on the review of the proposals, the selection committee unanimously recommends Keller Williams Realty with John Velez as the account manager.

The RFP made it clear that the services could extend to the City of Sherwood as well based on need and experience with the realtor. If the real estate services were to be extended to the City of Sherwood, that action would occur at a later time by separate resolution adopted by City Council.

The URA Manager will execute the standard Contract for Personal Services that has been reviewed and approved by the City Attorney's office.

**FINANCIAL IMPACTS:**

Expenditures for these services will be tied to property transactions and the proposed rate is 6%. Additional services for properties that are not planned to be purchased or sold will be negotiated if necessary.

**RECOMMENDATION:**

Staff respectfully requests URA Board approval of URA Resolution 2014-005 authorizing the URA Manager to execute a contract with Keller Williams Realty to provide real estate services to the Sherwood Urban Renewal Agency.



**URA RESOLUTION 2014-005**

**AUTHORIZING THE URA MANAGER TO EXECUTE A CONTRACT WITH KELLER WILLIAMS REALTY TO PROVIDE REAL ESTATE SERVICES TO THE SHERWOOD URBAN RENEWAL AGENCY**

**WHEREAS**, real estate services are necessary for the Urban Renewal Agency (URA) to purchase or sell URA assets and to advise the URA how to best utilize of those assets; and

**WHEREAS**, the URA does not currently have access to those services; and

**WHEREAS**, URA staff utilized a selection process meeting state and local contracting rules for the procurement of personal services; and

**WHEREAS**, a selection committee reviewed 3 proposals and determined that Keller Williams Realty was capable of providing the highest level of service for a reasonable price; and

**WHEREAS**, the term of the contract is expected to be longer than three years and the URA may terminate the contract at any time with 30 days' notice.

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

**Section 1.** The URA Manager is authorized to execute a contract with Keller Williams Realty to provide real estate services to the Sherwood Urban Renewal Agency.

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

**Duly passed by the Urban Renewal Agency Board this 20<sup>th</sup> day of May 2014.**

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Bill Middleton, Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder





# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, May 20, 2014  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 6:00 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Krisanna Clark and Matt Langer. Bill Butterfield arrived at 6:02 pm. Robyn Folsom and Dave Grant were absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** Joseph Gall City Manager, Tom Pessemier Assistant City Manager and Sylvia Murphy Agency Recorder. City Attorney Pam Beery.

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

4. **CONSENT AGENDA:**

- A. **Approval of May 6, 2014 URA Board Meeting Minutes**
- B. **URA Resolution 2014-005 Authorizing the URA Manager to execute a contract with Keller Williams Realty to provide Real Estate Services to the Sherwood Urban Renewal Agency**

**MOTION: FROM KRISANNA CLARK TO APPROVE THE CONSENT AGENDA, SECONDED BY LINDA HENDERSON, MOTION PASSED 4:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (BILL BUTTERFIELD ARRIVED AFTER THE VOTE, ROBYN FOLSOM AND DAVE GRANT WERE ABSENT).**

5. **STAFF REPORT**

None.

6. **ADJOURN**

Chair Middleton adjourned the meeting at 6:03 pm.

Submitted by:

  
Sylvia Murphy, MMC, Agency Recorder

  
Bill Middleton, Chair