



*Home of the Tualatin River National Wildlife Refuge*

# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, May 17, 2022**

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

**URA Board of Directors Meeting**  
(Following the 7pm Regular City Council Meeting)

This meeting will be live streamed at  
<https://www.youtube.com/user/CityofSherwood>

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

**Tuesday, May 17, 2022  
(Following the 7pm Regular City Council Meeting)**

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

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**URA BOARD MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
  - A. Approval of April 5, 2022 URA Board Meeting Minutes** (Sylvia Murphy, Agency Recorder)
  - B. URA Resolution 2022-003 Authorizing the Agency Manager to acquire real property**  
(Keith D. Campbell, Agency Manager)
- 4. ADJOURN TO EXECUTIVE SESSION**
- 5. EXECUTIVE SESSION**
  - A. ORS 192.660(2)(e), Real Property Transactions**  
(Keith D. Campbell, Agency Manager and Josh Soper, Agency Attorney)
- 6. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, April 5, 2022  
5:30 PM**

**City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon 97140**

This meeting will be live streamed at  
<https://www.youtube.com/user/CityofSherwood>

**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Mays called the session to order at 5:30 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Vice Chair Tim Rosener, Board Members Renee Brouse and Doug Scott. Board Member Sean Garland participated remotely. Incoming Board Member Taylor Giles. Board Member Kim Young was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Keith Campbell, City Attorney Josh Soper, IT Director Brad Crawford, Community Development Director Julia Hajduk, Finance Director David Bodway, City Engineer Bob Galati, Accounting Supervisor Leslie Dean, Community Development Director Kristen Switzer, Records Technician Katie Corgan, and Agency Recorder Sylvia Murphy.
4. **CONSENT AGENDA**
  - A. **Approval of August 17, 2021 URA Board Meeting Minutes**
  - B. **URA Resolution 2022-001, Authorizing the Agency Manager to sign a Professional Services Contract with Kittelson & Associates for the Ice Age Drive Alignment Analysis - 30% Level Design**

**MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY DOUG SCOTT. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KIM YOUNG WAS ABSENT).**

5. **NEW BUSINESS**
  - A. **URA Resolution 2022-002, Authorizing the Agency Manager to sign a professional services contract with Lango Hansen Landscape Architects for design and construction review services for the Sherwood Festival Plaza**

Community Services Director Kristen Switzer explained that the proposed resolution would authorize staff to move forward with the next step in the festival plaza project. She explained that the next step would be the creation of the construction documents as well as bid and construction assistance with the project to ensure the project was executed properly. She reported that Lango Hansen had also done the preliminary master plan, which would result in some time-savings by continuing to use their service. She stated that the City had gone through the RFP process and Lango Hansen was the only qualified bidder who submitted a bid. Chair Mays asked if Ms. Switzer liked the rates? Ms. Switzer replied that she did. Chair Mays asked if Lango Hansen

was the same firm that did Cannery Square? Ms. Switzer replied that was correct. Chair Mays asked for discussion by the board or a motion.

**MOTION: FROM RENEE BROUSE TO APPROVE URA RESOLUTION 2022-002, AUTHORIZING THE AGENCY MANAGER TO SIGN A PROFESSIONAL SERVICES CONTRACT WITH LANGO HANSEN LANDSCAPE ARCHITECTS FOR DESIGN AND CONSTRUCTION REVIEW SERVICES FOR THE SHERWOOD FESTIVAL PLAZA. SECONDED BY TIM ROSENER. MOTION PASSED 5:0. ALL PRESENT MEMBERS VOTED IN FAVOR (KIM YOUNG WAS ABSENT).**

**6. ADJOURN**

Chair Mays adjourned the meeting at 5:33 pm.

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder

\_\_\_\_\_  
Keith Mays, Chair

**TO:** Sherwood Urban Renewal Agency Board of Directors

**FROM:** Keith D. Campbell, Agency Manager

Through: Josh Soper, Agency Attorney

**SUBJECT: URA Resolution 2022-003, Authorizing the Agency Manager to Acquire Real Property**

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**Issue:**

Shall the Sherwood Urban Renewal Agency Board of Directors authorize the Agency Manager to acquire real property?

**Background:**

This resolution would authorize the Agency Manager to acquire real property within certain parameters. There is a need for this delegation of authority because, in the current market, it is necessary for the URA to be able to respond to opportunities in a timely manner without the delay of requesting a meeting and seeking URA Board approval. In order to accomplish this goal, this Resolution would give the Agency Manager the authority and flexibility to negotiate, make offers, and acquire property that furthers the URA's goals and priorities.

**Financial Impacts:**

The Agency Manager would be authorized to purchase one or more parcels of real property, provided, however, that the purchase price for any individual property may not exceed two million dollars (\$2,000,000).

**Recommendation:**

Staff respectfully recommends URA Board approval of URA Resolution 2022-003, Authorizing the Agency Manager to Acquire Real Property.



**URA RESOLUTION 2022-003**

**AUTHORIZING THE AGENCY MANAGER TO ACQUIRE REAL PROPERTY**

**WHEREAS**, the Sherwood Urban Renewal Agency (URA) has a need to acquire real property for various purposes; and

**WHEREAS**, in order to successfully acquire such property, it is necessary for the URA to be able to respond to opportunities in a timely manner; and

**WHEREAS**, the URA Board has therefore determined that it is necessary and appropriate to delegate authority to the Agency Manager in connection with such property acquisition, within certain parameters specified herein.

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

**Section 1.** The Agency Manager is hereby authorized to purchase real property which the Agency Manager determines it is in the best interest of the URA to acquire. This authorization includes the authority to make offers, negotiate purchase terms, execute related documents, make payment, and perform all other actions necessary to complete the acquisition of such real property for the URA. Under the authority granted by this Resolution, the Agency Manager may purchase one or more parcels of real property, provided, however, that the purchase price for any individual property may not exceed two million dollars (\$2,000,000).

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

**Duly passed by the Urban Renewal Agency Board this 17<sup>th</sup> of May 2022.**

\_\_\_\_\_  
Keith Mays, Chair

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder





# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, May 17, 2022  
(Following the 7 pm Regular City Council Meeting)**

**City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon 97140**

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**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 7:51 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board Members Renee Brouse, Taylor Giles, Kim Young, and Doug Scott. Vice Chair Tim Rosener and Board Member Sean Garland participated remotely.
3. **STAFF AND LEGAL COUNSEL PRESENT:** IT Director Brad Crawford, Community Development Director Julia Hajduk, Economic Development Manager Bruce Coleman, and Agency Recorder Sylvia Murphy. City Attorney Josh Soper and City Manager Keith Campbell participated remotely.
4. **CONSENT AGENDA**
  - A. **Approval of April 5, 2022 URA Board Meeting Minutes**
  - B. **URA Resolution 2022-003 Authorizing the Agency Manager to acquire real property**

**MOTION: FROM RENEE BROUSE TO APPROVE THE CONSENT AGENDA. SECONDED BY KIM YOUNG. MOTION PASSED 7:0. ALL MEMBERS VOTED IN FAVOR.**

5. **ADJOURN**

Chair Mays adjourned the meeting at 7:52 pm and convened an executive session.

**URA BOARD EXECUTIVE SESSION**

1. **CALL TO ORDER:** Chair Keith Mays called the executive session to order at 7:59 pm.
2. **BOARD PRESENT:** Chair Keith Mays, Board Members Renee Brouse, Taylor Giles, Kim Young, and Doug Scott. Vice Chair Tim Rosener and Board Member Sean Garland participated remotely.
3. **STAFF AND LEGAL COUNSEL PRESENT:** Community Development Director Julia Hajduk and Economic Development Manager Bruce Coleman. City Attorney Josh Soper and City Manager Keith Campbell participated remotely.

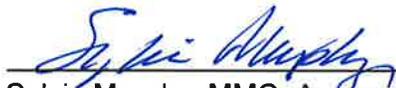
**4. TOPICS**

**A. ORS 192.660(2)(e), Real Property.**

**5. ADJOURN:**

Chair Mays adjourned the executive session at 8:59 pm

Attest:

  
\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder

  
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Keith Mays, Chair