



URBAN RENEWAL AGENCY AGENDA

January 05, 2026 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/cityofwilsonvilleor>

Zoom: <https://us02web.zoom.us/j/81536056468>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:

CityRecorder@wilsonvilleoregon.gov

Individuals may submit comments online at: <https://www.wilsonvilleoregon.gov/SpeakerCard>

via email to the address above, or may mail written comments to:

City Recorder – Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Urban Renewal Agency will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

CONSENT AGENDA

3. [URA Resolution No. 356](#)

[A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Harper Houf Peterson Righellis Inc. \(HHPR\) For Engineering Consulting Services For The Brown Road Improvements Project \(Capital Improvement Project No. 4216\). \(Rauthause\)](#)

4. [Minutes of the October 6, 2025, Urban Renewal Agency Meeting. \(City Recorder\)](#)

NEW BUSINESS

CONTINUING BUSINESS

PUBLIC HEARING

ADJOURN

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Kimberly Veliz, City Recorder at cityrecorder@wilsonvilleoregon.gov or 503-570-1506: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr   int  rpretes disponibles para aqu  llas personas que no hablan Ingl  s, previo acuerdo.

Com  niquese al 503-570-1506.



URBAN RENEWAL AGENCY MEETING STAFF REPORT

Meeting Date: January 5, 2026		Subject: URA Resolution No. 356 Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Harper Houf Peterson Righellis Inc. (HHPR) to provide Engineering Consulting Services for the Brown Road Improvements Project (Capital Improvement Project No. 4216) Staff Member: Marissa Rauthause, PE, Civil Engineer Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Board Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the URA Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Master Plan UU-03	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE AGENCY:

An Urban Renewal Agency (URA) Resolution approving a Third Amendment to the Professional Services Agreement (PSA) with Harper Houf Peterson Righellis Inc. (HHPR) in the amount of

\$240,406.30 for engineering consulting services for the Brown Road Improvements Project (Capital Improvement Project No. 4216).

EXECUTIVE SUMMARY:

Brown Road is an existing collector roadway that connects the residential neighborhoods of the northwestern portion of Wilsonville to the City's main arterial roadway, Wilsonville Road. The existing areas surrounding Brown Road are fully developed with a mix of residential uses and a City park. The existing Brown Road is characterized by a narrow right-of-way with limited space for expansion, consisting of transportation infrastructure ranging from rural, unimproved frontage to a mix of incremental sidewalk and on-street parking improvements constructed over many years as different properties developed. The result is an unconnected, inconsistent transportation facility that does not meet the needs of the surrounding community today.

The Brown Road Improvements (Project) represents the last transportation upgrade funded through the West Side Urban Renewal Agency (URA) District, formed to help build out the transportation network needed to serve development of the Villebois neighborhood. This project includes upgrading a section of Brown Road to more closely meet current City standards for a neighborhood collector roadway. The section to be improved is approximately 1,900 feet long and extends from Wilsonville Road to Evergreen Drive. The intersections at Wilsonville Road and Evergreen Drive are included in the scope of this project. Urban upgrades are needed to improve multi-modal connectivity by adding bike lanes, sidewalks, and turn lanes that accommodate access to adjacent neighborhoods. The location of the planned improvements are depicted in **Attachment 1 – Vicinity Map**.

On September 5, 2024, the Urban Renewal Agency approved URA Resolution No. 351, entering into a Professional Services Agreement with HHPR for survey, design, public engagement, utility coordination, and property acquisition services for the Brown Road Improvements project. Since that time, two minor amendments to the PSA with HHPR have been executed in the amounts of \$11,064.90 and \$14,185.00, respectively, to provide additional engineering consulting services. The Third Amendment to the HHPR PSA includes additional property acquisition support and construction engineering services as detailed in **Exhibit A to URA Resolution No. 356**, totaling \$240,406.30, which brings the total contract amount of the Professional Services Agreement with HHPR to a not-to-exceed amount of \$972,651.46.

EXPECTED RESULTS:

Upgrade approximately 1900 feet of Brown Road to a neighborhood collector standard, improving multi-modal connectivity by adding bike lanes, sidewalks, and turn lanes that improve access to adjacent neighborhoods, while enhancing stormwater quality, street lighting, and pavement condition.

HHPR will continue to provide engineering services for the Brown Road Improvements Project by providing right-of-way and easement acquisition support, construction project management, construction meetings, construction quality control surveying, construction engineering, consulting arborist services, as-built survey and drawings, and post-construction survey work

services.

TIMELINE:

Upon execution of the amendment to the PSA, engineering design work and construction phase services are expected to continue through mid-2027. Construction is anticipated to begin in the second quarter of 2026 and be completed by the end of that year, with post-construction survey and as-builts continuing into mid-2027.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for fiscal year (FY) 2025-26 includes funding for engineering design, overhead, and construction for the Project as summarized below.

CIP No.	Project Name	Funding Source	Adopted Budget	Amendment
			FY 25/26	Amount
4216	Brown Road Improvements	Westside URA	\$2,976,000	\$240,406.30

The amended engineering work is within the budgeted amount. This project is included in the City's five-year capital improvement plan (CIP) and will carry into the next fiscal year.

COMMUNITY INVOLVEMENT PROCESS:

The Brown Road Improvements Project was identified as a high priority project through the last major update to the Wilsonville Transportation System Plan, which included an extensive community involvement process. Additional public outreach occurred as part of the West Side Urban Renewal Plan, where the Project was identified as a high priority by the community to be funded through the urban renewal program.

The Public Engagement Plan outlines the process for timely and accessible forums of public input, including in-person and online open houses, stakeholder meetings, public surveys, public events, etc. at a minimum of four key points in the project: pre-design, preliminary design, advance design, and pre-construction. Open houses have already been held at Wood Middle School for the pre-design, preliminary design, and advance design phases of the project, with the next open house tentatively planned for Spring or Summer 2026 once a contractor has been selected. Additional engagement is occurring through Let's Talk, Wilsonville!, Boones Ferry Messenger, project website, social media, and mailers.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Project includes roadway and multi-modal improvements and overhead utility undergrounding necessary to provide safe and accessible transportation choices, improving the City's local transportation network and utility infrastructure, benefiting the community.

ALTERNATIVES:

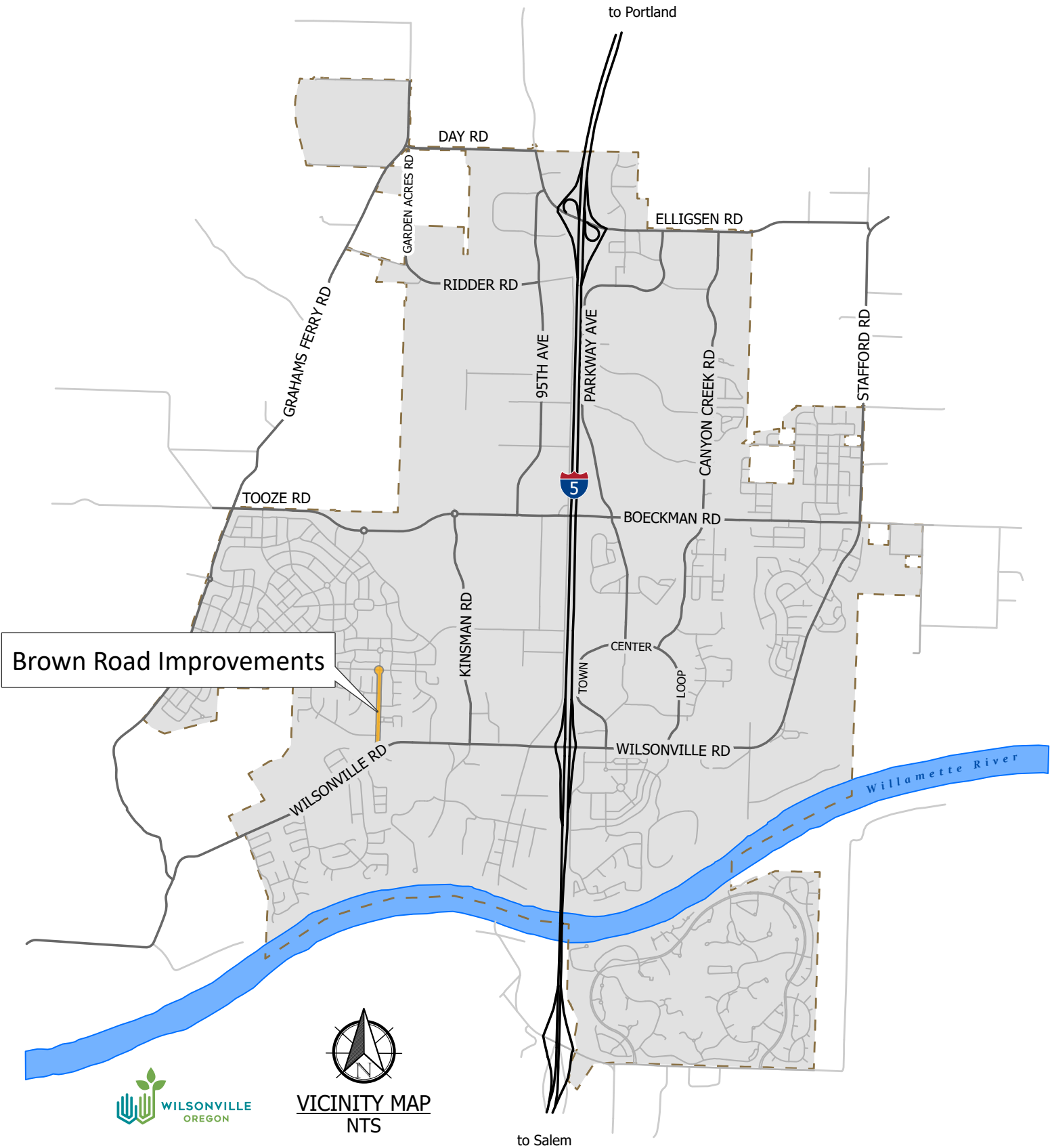
The Urban Renewal Agency could require staff to modify the scope of work and renegotiate the contract fee or reject the contract outright. Either alternative is not recommended. HHPR has been providing design services for the Brown Road Improvements Project to the satisfaction of the City for over a year, and renegotiation of the contract may disrupt ongoing design efforts and the anticipated bidding and construction timelines.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Vicinity Map
2. URA Resolution No. 356
 - A. Brown Road Improvements Project Third Amendment To Professional Services Agreement



THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 356

A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HARPER HOUF PETERSON RIGHELLIS INC. (HHPR) FOR ENGINEERING CONSULTING SERVICES FOR THE BROWN ROAD IMPROVEMENTS PROJECT (CAPITAL IMPROVEMENT PROJECT NO. 4216).

WHEREAS, the City has planned and budgeted for engineering design for Capital Improvement Project No. 4216, known as the Brown Road Improvement Project (the Project); and,

WHEREAS, the City solicited proposals from qualified consulting firms that duly followed State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and,

WHEREAS, Harper Houf Peterson Righellis Inc. (HHPR) submitted a proposal on May, 28, 2024, and was subsequently evaluated and determined to be the most qualified consultant to perform the work; and,

WHEREAS, the City entered into a Professional Services Agreement with HHPR (URA Resolution No. 351) for engineering services on September 5, 2024; and

WHEREAS, HHPR has performed design engineering services to the satisfaction of the City for the Project since September 2024; and,

WHEREAS, the City desires to amend the Professional Services Agreement contract with HHPR to add right-of-way and easement acquisition support and construction phase services;

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

Section 1. The procurement process for the Project duly followed Oregon Public Contracting Rules, and HHPR provided a responsive and responsible proposal for engineering consulting services.

Section 2. The Urban Renewal Agency, acting as the Local Contract Review Board, previously authorized the City Manager to enter into and execute, on behalf of the City of

Wilsonville, a Professional Services Agreement with HHPR for a not-to-exceed amount of \$706,995.26.

Section 3. The Third Amendment will also incorporate two earlier Amendments to the Professional Services Agreement with HHPR (First Amendment and Second Amendment) in the amounts of \$11,064.90 and \$14,185.00, respectively.

Section 4. The Urban Renewal Agency, acting as the Local Contract Review Board, authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Third Amendment to the Professional Services Agreement with Harper Houf Peterson Righellis Inc. (HHPR) for engineering consulting services for the Brown Road Improvements Project (Capital Improvement Project No. 4216) totaling \$240,406.30, which brings the total contract amount of the Professional Services Agreement with HHPR to a not-to-exceed amount of \$972,651.46, which is substantially similar to **Exhibit A** attached hereto.

Section 5. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting thereof this 5th day of January 2026 and filed with the Wilsonville City Recorder this date.

Shawn O'Neil, Chair

ATTEST:

Kimberly Veliz, MMC, City Recorder

SUMMARY OF VOTES:

Chair O'Neil

Vice Chair Berry

Member Cunningham

Member Scull

Member Shevlin

EXHIBITS

- A. Brown Road Improvements Project Third Amendment To Professional Services Agreement

**CITY OF WILSONVILLE
THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**

Brown Road Improvements Project

This Third Amendment to Professional Services Agreement (“Third Amendment”) is effective on _____ (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), the **Urban Renewal Agency of the City of Wilsonville**, a political subdivision of the State of Oregon (hereinafter collectively referred to as the “City”), and **Harper Houf Peterson Righellis, Inc.**, an Oregon corporation (“Consultant”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Professional Services Agreement (“Agreement”) with Consultant on September 9, 2024, relating to the Brown Road Improvements Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on March 10, 2025; and

WHEREAS, the City entered into a Second Amendment to Professional Services Agreement (“Second Amendment”) with Consultant on September 25, 2025; and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described (“Additional Services”); and

WHEREAS, the City and Consultant anticipate that additional time is needed to complete the Services stated in the Agreement and the Additional Services described in this Third Amendment; and

WHEREAS, Consultant represents that Consultant is qualified to perform the Additional Services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such Additional Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

The Agreement is amended as follows:

Section 1. Term

The term of the Agreement is hereby extended to June 30, 2027.

Section 2. Additional Services to be Provided

Consultant will perform the Additional Services for the Project, as more particularly described in **Exhibit A** attached hereto and incorporated by reference herein, pursuant to all original terms of the Agreement, except as modified herein.

Section 3. Time for Completion of Additional Services

The Additional Services provided by Consultant pursuant to this Third Amendment shall be completed by no later than June 30, 2027.

Section 4. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed **Two Hundred Forty Thousand Four Hundred Six Dollars and Thirty Cents (\$240,406.30)**, for performance of the Additional Services (“Third Amendment Compensation Amount”) which, when totaled with the Total Compensation Amount from the Second Amendment, equals a total not-to-exceed amount of **Nine Hundred Seventy-Two Thousand Six Hundred Fifty-One Dollars and Forty-Six Cents (\$972,651.46)** for the performance of the Services and Additional Services (“Total Compensation Amount”). The term “Total Compensation Amount,” as defined in the Second Amendment, is hereby deleted and replaced with the term “Total Compensation Amount” as defined above. Consultant’s estimate of time and materials is attached hereto as **Exhibit B** and incorporated herein by reference.

Section 5. All Other Terms

All of the other terms and conditions of the Agreement, First Amendment and Second Amendment shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Third Amendment.

The Consultant and the City hereby agree to all provisions of this Third Amendment.

CONSULTANT:

HARPER HOUF PETERSON RIGHELLIS, INC.

By: _____

Name: _____

As Its: _____

CITY:

CITY OF WILSONVILLE

By: _____

Name: _____

As Its: _____

URBAN RENEWAL AGENCY

URBAN RENEWAL AGENCY OF THE
CITY OF WILSONVILLE

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

By: _____

Name: _____

City of Wilsonville Legal Counsel

#24236-3
dir/brown road/imprv/doc/3rd amd psa brown rd improvements-harper houf peterson righellis inc. (a2.docx

Task 11 Right-of-Way and Easement Acquisition Support

Task 11.2 – Private Property Improvement Design and Coordination

The Consultant shall prepare exhibits for private improvements including driveways and parking areas for City use in right-of-way negotiations. Improvements agreed upon in the right-of-way process will be incorporated into final construction plan set.

Task 12 Construction Phase Services

Task 12.1 – Construction Project Management

The Consultant shall manage all sub-consultants on the team, directing the flow of information between the Consultant team members and the City's project manager. Monthly billing and status reports will be clearly presented in an organized manner, with costs distributed among tasks and funding sources. For the purpose of this scope, construction is anticipated to last 12 months. The Consultant shall provide services including the following items:

- Communicate clearly and regularly with the City's project manager.
- Submit monthly invoices/payment requests; separate costs by tasks.

Task 12.2 – Construction Meetings

Consultant will attend the Project's pre-construction meeting and weekly construction meetings, to be scheduled on-site or at the City. For the purpose of this scope, we anticipate 6 months of every week construction meetings and 6 months of once per month construction meetings (31 meetings).

Deliverables

The Project deliverables will include:

- Meeting notes
- Answers to any questions arising from the meetings

Task 12.3 - Construction QC Surveying

Consultant will provide quality control construction survey work as directed by the City. A budget of three field days is assumed.

Deliverables

The project deliverables include:

- AutoCAD drawings as requested of quality control points.

Task 12.4 –Construction Engineering

- Consultant shall provide submittal review as requested by the City Project Manager. Reviewed submittals will be returned to the City Project Manager.
- Consultant will conduct periodic site visits as necessary to determine whether construction activities are consistent with the approved plans and specifications. For the purpose of this scope, we anticipate up to 10 site visits.
- Consultant shall clarify construction plans or specifications upon requests by the City.
- Consultant shall process Requests For Information (RFI's) and respond to requests for clarifications from the contractor or City personnel.

- Consultant shall produce revised plans and details as directed by the City Project Manager based on changes in field conditions, unforeseen conflicts, or changes to the plans authorized by the City Project Manager.
- As requested by the City Project Manager, Consultant shall review Contractor invoices for the appropriateness of the invoice compared to actual completion of bid items.
- As requested by the City Project Manager, Consultant shall review Contractor Change Order Requests for appropriateness compared to approved plans and specifications.
- Consultant shall participate in a full project walk-thru at time of Substantial Completion, and assist the City in preparing the Substantial Completion Punch List.

Task 12.5 –Consulting Arborist Services

- Consultant shall provide consultation during construction to monitor and document tree protection and provide the contractor with on-the-ground recommendations as needed. Each site visit will be followed by submittal of a tree protection monitoring report. This scope assumes up to 50 hours of consulting labor.

Task 12.6 – As-Built Survey and Drawings

Consultant will provide asbuilt surveying for the project after construction is complete, including the following:

- Establish survey control network for asbuilt survey
- Survey all visible utility structures
- Measure invert elevations of storm and sanitary structures
- Survey location of signal poles and light poles
- Mapping of face of curb at all points of tangency and points of curvature
- Deliverables to include: AutoCAD drawing with asbuilt points/measurements

Prepared As-built plans based on RFIs, Drawing Revisions and as-built survey data.

Deliverables

The project deliverables include:

- AutoCAD copy, current version, of 'As-Built' plans
- Digitally signed PDF copy of 'As-Built' plans

Task 12.7 – Post-Construction Survey Work

Provide survey services, to meet the requirements of ORS 209.155, for post-construction monumentation of centerline and new right-of-way, and file a record of survey with Clackamas County. The Post-Construction Survey will include the location and description of all survey monuments that were disturbed or destroyed during construction, re-setting of disturbed/destroyed monuments as required, and setting of centerline and newly acquired right-of-way monuments. Monument boxes for centerline shall be obtained and installed by the contractor. Once installed, the monuments will be set inside the boxes. We anticipate approximately 14 monument boxes for this project.

Deliverables

The project deliverables include:

- Post-Construction Record of Survey (including map and narrative) recorded with the Clackamas County Surveyors Office.

EXHIBIT B - ADDITIONAL RATES

Brown Road Improvements
Construction Phase Services
City of Wilsonville

Harper Houf Peterson Righellis Inc.
December 5, 2025

URA Resolution No. 356 Exhibit A

Harper Houf Peterson Righellis, Inc.

Item 3.

TASK DESCRIPTIONS

Project Manager	Quality Control Engineer	Project Engineer	Civil Engineer	Project Surveyor	Survey Technician	Survey Crew Chief	Survey Instrument Person	Planner	Landscape Architect	Senior Landscape Architect	Civil Designer	Graphic Artist	Clerical	HHPR Labor	Expenses	HHPR Subtotal
\$245.00	\$245.00	\$230.00	\$190.00	\$210.00	\$165.00	\$160.00	\$105.00	\$165.00	\$165.00	\$180.00	\$160.00	\$165.00	\$120.00			
Task 11: Right-of-Way and Easement Acquisition Support																
11.2 Private Property Improvement Design and Coordination	16	4	40	24							40			\$ 25,060.00	\$ -	\$ 25,060
Task 12: Construction Phase Services																
12.1 Project Management	24		12										12	\$ 10,080.00	\$ -	\$ 10,080
12.2 Construction Meetings	30		90											\$ 28,050.00	\$ 737.80	\$ 28,788
12.3 Construction QC Surveying				4	24	24	24							\$ 11,160.00	\$ -	\$ 11,160
12.4 Construction Engineering	40		130	80							60			\$ 64,500.00	\$ -	\$ 64,500
12.5 Consulting Arborist Services														\$ -	\$ -	\$ -
12.5 As-built Survey and Drawings	8		24	24	4	40	40	40			40			\$ 36,480.00	\$ -	\$ 36,480
12.6 Post-Construction Survey Work				16	40	50	50							\$ 23,210.00	\$ -	\$ 23,210

Total Hours by Staff Type 102 0 256 104 24 104 114 114 0 0 0 140 0 12 \$ 179,880.00 \$ 737.80 \$ 199,277.80

Hourly Rates \$245.00 \$245.00 \$230.00 \$190.00 \$210.00 \$165.00 \$160.00 \$105.00 \$165.00 \$165.00 \$180.00 \$160.00 \$165.00 \$120.00

* Subconsultants include a 5% markup

\$24,990.00 \$0.00 \$58,880.00 \$19,760.00 \$5,040.00 \$17,160.00 \$18,240.00 \$11,970.00 \$0.00 \$0.00 \$0.00 \$22,400.00 \$0.00 \$1,440.00 \$179,880.00

Brown Road Improvements
Construction Phase Services
City of Wilsonville

Harper Houf Peterson Righellis Inc.
December 5, 2025

URA Resolution No. 356 Exhibit A

Item 3.

TASK DESCRIPTIONS

Task 11: Right-of-Way and Easement Acquisition Support
11.2 Private Property Improvement Design and Coordination
Task 12: Construction Phase Services
12.1 Project Management
12.2 Construction Meetings
12.3 Construction QC Surveying
12.4 Construction Engineering
12.5 Consulting Arborist Services
12.5 As-built Survey and Drawings
12.6 Post-Construction Survey Work

DKS Associates						
Principal In Charge	Project Manager	Project Engineer	Tech = Graphics Tech (Tech Level AD)	Admin	DKS Labor	Expenses
\$300.00	\$215.00	\$175.00	\$165.00	\$125.00		
						DKS Subtotal
1	8			8	\$ 3,020.00	\$ - \$ 3,171
1	12	6		2	\$ 4,180.00 \$ 200.00	\$ 4,569
					\$ - \$ -	\$ -
4	30	50	8	4	\$ 18,220.00 \$ 200.00	\$ 19,341
					\$ - \$ -	\$ -
1	4	8	6		\$ 3,550.00 \$ 50.00	\$ 3,780
					\$ - \$ -	\$ -

Total Hours by Staff Type

7	54	64	14	14	\$ 28,970.00	\$ 450.00	\$30,891.00
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Hourly Rates

\$300.00	\$215.00	\$175.00	\$165.00	\$125.00
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* Subconsultants include a 5% markup

\$2,100.00	\$11,610.00	\$11,200.00	\$2,310.00	\$1,750.00	\$28,970.00
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**Brown Road Improvements
Construction Phase Services
City of Wilsonville**

**Harper Houf Peterson Righellis Inc.
December 5, 2025**

URA Resolution No. 356 Exhibit A

Item 3.

TASK DESCRIPTIONS

Task 11: Right-of-Way and Easement Acquisition Support
11.2 Private Property Improvement Design and Coordination
Task 12: Construction Phase Services
12.1 Project Management
12.2 Construction Meetings
12.3 Construction QC Surveying
12.4 Construction Engineering
12.5 Consulting Arborist Services
12.5 As-built Survey and Drawings
12.6 Post-Construction Survey Work

Morgan Holen & Associates				TOTAL PER TASK
Morgan Holen, Consulting Arborist	MHA Labor	Expenses		
\$195.00			MHA Subtotal	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
50	\$ 9,750.00	\$ -	\$ 10,237.50	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
Total Hours by Staff Type				\$ 240,406.30
	\$ 9,750.00	\$ -	\$ 9,750.00	

* Subconsultants include a 5% markup



URBAN RENEWAL AGENCY MINUTES

October 06, 2025 at 7:25 PM

Wilsonville City Hall

CALL TO ORDER

1. Roll Call

The Urban Renewal Agency held a regular meeting at the Wilsonville City Hall beginning on Monday, October 6, 2025. The Chair called the meeting to order at 7:25 p.m., followed by a roll call.

PRESENT:

Chair O'Neil

Vice-Chair Berry

Member Cunningham

Member Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney

Andy Stone, IT Director

Bryan Cosgrove, City Manager

Dan Pauly, Planning Manager

Dwight Brashear, Transit Director

Miranda Bateschell, Planning Director

Jeanna Troha, Assistant City Manager

Keith Katko, Finance Director

Kelsey Lewis, Grants & Programs Manager

Kerry Rappold, Natural Resources Manager

Kimberly Rybold, Senior Planner

Kimberly Veliz, City Recorder

Everett Wild, Government Affairs Manager

Zach Weigel, City Engineer

Zoe Mombert, Assistant to the City Manager

2. Motion to approve the following order of the agenda.

Motion: Moved to approve the following order of the agenda.

Motion made by Vice-Chair Berry, Seconded by Member Shevlin.

Voting Yea:

Chair O'Neil, Vice-Chair Berry, Member Cunningham, Member Shevlin

Vote: Motion carried 4-0.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Urban Renewal Agency will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

There was none.

CONSENT AGENDA

The City Attorney read the titles of the URA Consent Agenda into the record.

3. **URA Resolution No. 355**

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

4. Minutes of the August 4, 2025 Urban Renewal Agency Meeting.

Motion: Moved to approve the URA Consent Agenda.

Motion made by Vice-Chair Berry, Seconded by Member Cunningham.

Voting Yea:

Chair O'Neil, Vice-Chair Berry, Member Cunningham, Member Shevlin

Vote: Motion carried 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

ADJOURN

The Chair adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O'Neil, Chair