



URBAN RENEWAL AGENCY AGENDA

January 05, 2023 at 7:00 PM

Wilsonville City Hall

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@ci.wilsonville.or.us or 503-570-1506

Individuals may submit comments online at: <https://www.ci.wilsonville.or.us/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 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. 341](#)

[A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project \(Capital Improvement Project #1139, 2099, &4196\). \(Weigel\)](#)

4. [Minutes of the November 21, 2022 Urban Renewal Agency Meeting. \(Veliz\)](#)

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 the City Recorder at 503-570-1506 or CityRecorder@ci.wilsonville.or.us: 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  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.



**URBAN RENEWAL AGENCY MEETING
STAFF REPORT**

Meeting Date: January 5, 2023		Subject: URA Resolution No. 341 Authorizing the City Manager to Execute a Second Amendment to the Professional Services Agreement with OTAK, Inc. for Construction Engineering Services for the 5 th Street / Kinsman Road Extension project (Capital Improvement Project 1139, 2099, & 4196) Staff Member: Zach Weigel, P.E., City 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 URA Consent Agenda.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Goal 1.5 Implement existing transportation plans and advance planning efforts to improve our local transportation network.	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan Project RE-04	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE AGENCY:

An Urban Renewal Agency (URA) Resolution approving a Second Amendment to the Professional Services Agreement (Amendment) with OTAK, Inc. in the amount of \$50,872.94 for Construction Engineering Services for the 5th Street / Kinsman Road Extension (Capital Improvement Project (CIP) 1139, 2099, & 4196) project.

URA Resolution No. 341 Staff Report

EXECUTIVE SUMMARY:

The 5th Street / Kinsman Road Extension project (Project) is identified as a high priority project in the 2013 Transportation System Plan (TSP, amended in 2020) as Project RE-04 and the Year 2000 Urban Renewal Plan. The project will extend 1000 feet of Kinsman Road south of Wilsonville, Road, 1800 feet of 5th Street west of Boones Ferry Road with a new intersection of Kinsman Road and 5th Street, and 2000 feet of Ice Age Tonquin Trail and includes installation of two bridge crossings of Coffee Lake Creek, and extension of wastewater and water pipelines.

On October 19, 2020, the Wilsonville Urban Renewal Agency (URA) approved URA Resolution No. 311, entering into a Professional Services Agreement (PSA) with OTAK, Inc. for construction engineering services. This work consists of supporting Wilsonville staff in the day to day administration of the construction contract, including survey quality control, environmental permit compliance, construction document and submittal review, and construction inspection of structural facilities. On March 1, 2021, the Wilsonville URA approved URA Resolution No. 314, entering into a Construction Contract with Moore Excavation, Inc. Construction of the Project began on April 1, 2021 with a final completion date of January 31, 2023.

In August 2022, the City determined additional construction engineering services were needed than what was originally contemplated under the original OTAK contract. As a result, a First Amendment to the PSA with OTAK, Inc. was authorized on September 19, 2022 in the amount \$48,371.90 for performance of additional utility coordination, construction document review, and geotechnical inspection.

Due to unforeseen utility conflicts on Boones Ferry Road, the construction contract final completion date, with Moore Excavation Inc., has been extended to May 29, 2023. As a result, the OTAK PSA must be amended to provide additional construction engineering services through the extended construction date. The PSA Second Amendment with OTAK, Inc. (**Exhibit A**) increases the compensation by \$50,872.94 and extends the contract term to October 31, 2023. Because this PSA amendment increases the original contract amount by more than fifteen (15) percent, Wilsonville URA authorization is required.

EXPECTED RESULTS:

Extend 1000 feet of Kinsman Road south of Wilsonville Road, 1800 feet of 5th Street west of Boones Ferry Road with a new intersection of Kinsman Road and 5th Street, and 2000 feet of Ice Age Tonquin Trail and includes installation of two bridge crossings of Coffee Lake Creek and a new railroad crossing, and extension of wastewater and water pipelines.

TIMELINE:

Construction of the 5th Street / Kinsman Road Extension project is anticipated to be complete by May 29, 2023. Post construction work to be completed by OTAK, including “as-built” drawings, post construction survey monumentation, and closeout of the project record will be completed by October 31, 2023.

CURRENT YEAR BUDGET IMPACTS:

The amended Fiscal Year (FY) 22/23 budget includes funding for construction, contract administration, and overhead for the 5th Street / Kinsman Road Extension project. The source of project funds for this work include System Development Charges (SDC) and Year 2000 Urban Renewal Agency (URA) as summarized below:

CIP No.	Project Component	Funding Source	FY 22/23 Budget	Agreement Total
1139	Water System	Water SDC	\$674,165.00	\$5,494.28
2099	Sewer System	Sewer SDC	\$829,180.00	\$10,988.55
4196	Roadway System	Year 2000 URA	\$5,015,167.00	\$34,390.11
		Total	\$6,518,512.00	\$50,872.95

The construction engineering PSA amendment is within the budgeted amount for the Project. This project is included in the City’s five-year capital improvement plan and will carry into the next fiscal year.

COMMUNITY INVOLVEMENT PROCESS:

The Boones Ferry Road to Brown Road Connector Corridor Plan included an extensive community involvement process with multiple stakeholder meetings, two public meetings, an on-line survey, and hearings before both City Council and the Planning Commission.

During the 2017 design phase of the 5th Street / Kinsman Road Extension project, engagement of the community has included three public open houses, meetings with several landowners, two City Council meetings, and regular informational updates on the project website and social media.

Coordination and outreach to the surrounding community and adjacent property owners will continue throughout construction, providing regular updates and notifications through the use of flyers, door hangers, social media posts, press releases, and Boones Ferry Messenger articles.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Construction of the 5th Street / Kinsman Road Extension project will provide additional connectivity in south Wilsonville with a new route between Old Town and Kinsman Road that parallels Wilsonville Road and provides an alternate to using the Wilsonville Road / Boones Ferry Road intersection, which experiences frequent congestion when I-5 approaches capacity. This project will also provide infrastructure and access to serve future industrial and residential development in the Arrowhead Creek Planning Area.

Along with constructing the roadway, both water and sanitary sewer will be extended within the road right-of-way. The project will construct a significant segment of Ice Age Tonquin Trail providing bicycle and pedestrian connectivity between the residential neighborhoods in southwest Wilsonville to commercial businesses along Boones Ferry Road, to Boones Ferry Park and Memorial Park, and to the neighborhoods east of I-5 and south of Wilsonville Road.

ALTERNATIVES:

Current final project design is based on coordination between City Staff, the design consultant team, neighboring property owners, the Old Town neighborhood, and City Council direction over the course of the Project design since 2016.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Vicinity Map
2. URA Resolution No. 341
 - A. 5th Street / Kinsman Road Extension Second Amendment to Professional Services Agreement

Map Legend

-  City of Wilsonville
-  City Limits
-  Streets
-  Railroads
-  Creek



WILSONVILLE
COMMUNITY DEVELOPMENT

5th Street / Kinsman Road Extension Project Project Location Map

DISCLAIMER

This product is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 341

A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT CONTRACT AMENDMENT WITH OTAK, INC. FOR CONSTRUCTION ENGINEERING SERVICES FOR THE 5TH STREET / KINSMAN ROAD EXTENSION PROJECT (CAPITAL IMPROVEMENT PROJECT #1139, 2099, &4196).

WHEREAS, the Urban Renewal Agency has planned, designed, and budgeted for the completion of Capital Improvements Project #1139, 2099, and 4196, known as 5th Street / Kinsman Road Extension project (the Project); and

WHEREAS, the City solicited Requests for Proposals from qualified consultants for the Project that duly followed the State of Oregon Public Contracting Rules and the City of Wilsonville Municipal Code; and

WHEREAS, OTAK, Inc. was selected as the most qualified consultant, was awarded a Professional Services Agreement (PSA) for construction engineering services (URA Resolution No. 311), and performed the work to the satisfaction of the City; and

WHEREAS, the Construction Contract final completion date with the Project Contractor was extended to May 29, 2022 to allow more time for completion of the work; and

WHEREAS, the Urban Renewal Agency desires to amend the PSA contract with OTAK, Inc. to extend construction engineering services for the Project through the amended construction final completion date.

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 OTAK, Inc. has provided a responsive and responsible proposal for engineering consulting services.

Section 2. The Wilsonville Urban Renewal Agency authorizes the City Manager to enter into and execute, on behalf of the City of Wilsonville, a Professional Services Agreement

contract amendment with OTAK, Inc. for a not-to-exceed amount of \$50,872.94, which is substantially similar to **Exhibit A** attached hereto.

Section 3. In order to allow future minor contract amendments, if needed, to occur without having to come back to the Wilsonville Urban Renewal Agency, the authorized Professional Services Agreement contract total is hereby adjusted up to \$477,964.51, allowing for continued Contracting Agency approval of contract amendments that exceed this adjusted amount by fifteen percent (15%) in accordance with City Code requirements.

Section 4. 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, 2023, and filed with the Wilsonville City Recorder this date.

JULIE FITZGERALD, CHAIR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

- Chair Fitzgerald
- Member Akervall
- Member Linville
- Member Berry
- Member Dunwell

EXHIBITS:

- A. Second Amendment to 5th Street / Kinsman Road Extension Professional Services Agreement

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

5th Street/Kinsman Road Extension

This Second Amendment to Professional Services Agreement (“Second Amendment”) is effective the _____ day of _____ 2023 (“Effective Date”), by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (“City”), and **Otak, 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 October 21, 2020, relating to the 5th Street/Kinsman Road Extension Project (“Project”); and

WHEREAS, the City entered into a First Amendment to Professional Services Agreement (“First Amendment”) with Consultant on September 19, 2022; and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described; 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 Second 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 October 31, 2023.

Section 2. Additional Services To Be Provided

Consultant will perform the Additional Services more particularly described in **Exhibit A**, attached hereto and incorporated by reference herein, for the Project 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 Second Amendment shall be completed by no later than October 31, 2023.

Section 4. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FIFTY THOUSAND EIGHT HUNDRED SEVENTY-TWO DOLLARS AND NINETY-FOUR CENTS (\$50,872.94), for performance of the Additional Services (“Second Amendment Compensation Amount”) which, when totaled with the Total Compensation Amount from the First Amendment, equals a total not-to-exceed amount of FOUR HUNDRED SEVENTY-SEVEN THOUSAND NINE HUNDRED SIXTY-FOUR DOLLARS AND FIFTY-ONE CENTS (\$477,964.51) for the performance of the Services and Additional Services (“Total Compensation Amount”). The term “Total Compensation Amount,” as defined in the First 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 shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement shall apply to this Second Amendment.

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

CONSULTANT:

CITY:

OTAK, INC.

CITY OF WILSONVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

EIN/Tax I.D. No. 03-0788869

APPROVED AS TO FORM:

Ryan Adams, Assistant City Attorney
City of Wilsonville, Oregon

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City of Wilsonville – 5th Street/Kinsman Road Extension
Amendment No. 2
Scope of Work
November 2022

Amendment No. 2 reflects the additional efforts to complete the extended construction management efforts due to the contractor’s revised schedule and additional (future) out of scope items. The items include project management, administration, permit and utility coordination, weekly meetings and minutes, construction verification, RFIs and submittals, additional engineering design modifications, inspections, and traffic design support from December 31, 2022, to the new anticipated project completion date of construction activities of June 30, 2023, with survey work to be completed October 2023.

Additional Project Schedule – 4 additional months (based on City’s revisions to the contractor’s proposed schedule).

Schedule Task	Previous Dates	Current (Proposed) Dates
Construction completion date	December 31, 2022	April 30, 2023
Curbs, gutters, landscaping, irrigation, pavers, stormwater		January 2023 – February 2023
Paving on Boones Ferry Road		Spring 2023
Punchlist/Final Completion		April 2023
Post Construction Activities*	January 2023 – February 2023	May – June 2023*
Set Property Monuments*	February 2023 – June 2023	June 2023 – October 2023*

**Shifted dates only, no added scope.*

TASK 1.0 – PROJECT MANAGEMENT AND ADMINISTRATION

1.1 Project Management and Coordination

The revised duration of this contract adds four months of construction work as directed by the City in response to the contractor’s revised schedule extension request. Therefore, with the existing completion of construction extending until April 30, 2023, the assumed overall contract extension is from February 2023 until October 31, 2023, to account for the actual setting of property monuments. The revised duration of the on-site construction work is assumed to extend from December 31, 2022, to April 30, 2023, for substantial completion of the constructed project. Post construction activities and setting property monuments timelines have shifted from January – February 2023 and February – June 2023, respectively to May – June 2023 and June – October 2023, respectively. The additional approximately 4 months for construction management activities is based on the contractors revised construction schedule and the City’s revisions. Additional work included within this task is as follows:

- Continue to provide management, coordination and direction to the consultant project team.
- Continue to coordinate activities on the project and track project issues.

1.2 Project Administration

Additional Project Administration shall be performed for the Otak project team, as follows:

- Track Otak project costs and budgets on a monthly basis. Prepare monthly invoices and progress reports for the project from January 2023 through October 2023. Up to ten (10) additional invoices and monthly progress reports during this period.
- Continue to maintain consultant document files for the project.
- Continue to maintain subconsultant contracts, including contract sub-amendments.

TASK 2.0 – PRE-CONSTRUCTION ACTIVITY

2.2 Permit and Utility Coordination

Additional scope of work under this task includes continued coordination with the subconsultants and utility companies – specifically the Pacific & Western Railway and Northwest Natural Gas (NWNG) with potential for conflicts and work on Boones Ferry Road. Pacific & Western Railway has delayed the bidding of their adjacent work from the summer 2022 to late winter 2022, resulting in construction activities taking place in January through April 2023. The continued potential for coordination with NWNG has been requested by the city as a result of MEI encountering a NWNG trench above their high pressure gas line that was backfilled with concrete. Continued coordination will be required as the contractor moves to the Boones Ferry Road section. Due to the delays with the railroad bidding work, additional coordination with the railroad will be required as well.

TASK 3.0 – CONSTRUCTION MANAGEMENT

This task is to provide additional Construction Management to assist the City with contract administration and to monitor that construction of the project is completed in substantial accordance with the plans, specifications and DSL/Corps, Railroad, and BPA permit conditions.

Task 3.2 Weekly Meetings and Minutes

Additional scope of work under this task includes continuing holding weekly construction meetings through the revised construction final completion period of April 2023. This includes attending an additional sixteen (16) weekly meetings and preparing agenda and meeting minutes for submittal to the project team and Construction Contractor. Minutes will include old business, new business, safety, schedule, and action items for project delivery team and Construction Contractor. Construction Manager to provide weekly correspondence to Contractor regarding work progress and design and permit compliance based on site visits.

TASK 5.0 – CONSTRUCTION ENGINEERING

This task is to provide additional construction engineering, including the review and response to RFI's, review of construction shop drawings and submittals, engineering consultation during construction, and design modifications as authorized by the City. Consultant shall maintain Logs for RFI's, Submittal, Shop and Working Drawings submittals and responses. Amendment No. 2 addresses RFIs beyond the 10 additional from Amendment No. 1.

5.1 Requests for Information (RFI's) Review

Extend the scope of work for Requests for Information (RFI's) Review as per the amended agreement to address additional RFI's.

Consultant shall:

- Review and respond to up to an additional five (5) RFI's by Otak and up to an additional two (2) each by Alta, DKS, and S&W (Assume a team average of approximately 4 hours per RFI)
- Continue preparing and maintaining an RFI response log to accommodate additional RFI's.

5.2 Submittals Review

Extend the scope of work for Submittals Review as per the amended agreement to address additional Submittals.

Consultant shall continue to track in the Submittal Log and shall:

- Review and respond up to an additional five (5) submittals material submittals by Otak and up to an additional two (2) each by Alta and DKS. (Assume a team average of approximately 3 hours per submittal).
- Continue preparing and maintaining a submittal response log.

5.4 Engineering Design Modifications

Extend the scope of work for Engineering Design Modifications to reflect additional time required to respond to one (1) additional design modifications (assume a team average of 40 hours each).

Deliverables:

- Draft and Final Design revisions (11x17 PDF's).

TASK 6.0 – CONSTRUCTION INSPECTION (SPECIALTY)

6.3 Inspection

This reflects the additional efforts for additional engineering site visits for inspection up to the amendment fee.

Deliverables:

- Specialty Inspection Reports

EXHIBIT B

Item 3.

5th Street / Kinsman Road Extension
 Fee Estimate - Amendment No. 2
 Otak Project #19864.000



Task	Description	Otak	Alfa	DKS	PHS	Shannon & Wilson	Total Hours	Total Budget by Task
1	Project Management							\$8,134.68
1.1	Project Management & Administration	20	-	-	-	-	20	\$3,257.36
1.2	Project Administration	30	-	-	-	-	30	\$4,877.32
1.3	Construction Management Plan (CMP)	-	-	-	-	-	0	\$0.00
2	Pre-Construction Activity							\$2,758.24
2.1	Pre-Bid Meeting	-	-	-	-	-	0	\$0.00
2.2	Permit & Utility Coordination	16	-	-	-	-	16	\$2,758.24
2.3	Public Outreach	-	-	-	-	-	0	\$0.00
3	Construction Management							\$11,032.96
3.1	Pre-Construction Meeting	-	-	-	-	-	0	\$0.00
3.2	Weekly Meetings & Minutes	64	-	-	-	-	64	\$11,032.96
3.3	Review Contractor Schedule	-	-	-	-	-	0	\$0.00
3.4	Pay Note/Progress Payments Review	-	-	-	-	-	0	\$0.00
3.5	Inspector Documentation Review	-	-	-	-	-	0	\$0.00
3.6	Change Order Review/Update	-	-	-	-	-	0	\$0.00
4	Construction Survey							\$0.00
4.1	Construction Verification	-	-	-	-	-	0	\$0.00
4.2	As-Constructed Survey	-	-	-	-	-	0	\$0.00
4.3	Post Construction Record Survey	-	-	-	-	-	0	\$0.00
5	Construction Engineering							\$22,158.50
5.1	RFI Responses (5)	25	10	8	-	4	47	\$7,918.64
5.2	Submittal Reviews (5)	16	7	5	-	-	28	\$4,694.02
5.3	Shop Drawing Review	-	-	-	-	-	0	\$0.00
5.4	Eng. Design Modifications (1)	28	20	8	-	-	56	\$9,545.84
6	Construction Inspection (Specialty)							\$6,788.56
6.1	Structural Inspection	-	-	-	-	-	0	\$0.00
6.2	Geotechnical Inspection (Sub)	-	-	-	-	-	0	\$0.00
6.3	Inspection	26	8	8	-	-	42	\$6,788.56
7	Project Close Out							\$0.00
7.1	Final Inspection & Meeting	-	-	-	-	-	0	\$0.00
7.2	Final Completion & Punch List	-	-	-	-	-	0	\$0.00
7.3	Record Drawings	-	-	-	-	-	0	\$0.00
7.4	Submit Final Project Records	-	-	-	-	-	0	\$0.00
	<i>Total Hours</i>	225	45	29	-	4	303	
	<i>Total Labor Cost</i>	\$39,290.94	\$6,497.00	\$4,545.00	-	\$540.00		\$50,872.94
	<i>Direct Expenses</i>	-	-	-	-	-		\$0.00
	Project Total							\$50,872.94



URBAN RENEWAL AGENCY MINUTES

November 21, 2022 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call

The Urban Renewal Agency held a regular meeting on November 21, 2022 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting. The Chair called the URA meeting to order at 9:34 p.m. followed by roll call.

PRESENT

Chair Julie Fitzgerald

Member Charlotte Lehan

Member Joann Linville

EXCUSED

Vice-Chair Kristin Akervall

Member Ben West

STAFF PRESENT

Bryan Cosgrove, City Manager

Amanda Guile-Hinman, City Attorney

Kimberly Veliz, City Recorder

Jeanna Troha, Assistant City Manager

Beth Wolf, Senior Systems Analyst

Matt Lorenzen, Economic Development Manager

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

Motion: Moved to approve the following order of agenda.

Motion made by Member Lehan, Seconded by Member Linville.

Voting Yea:

Chair Fitzgerald, Member Lehan, Member Linville

Vote: Motion carried 3-0.

CITIZEN INPUT

Urban Renewal Agency

November 21, 2022

This is an opportunity for visitors to address the Urban Renewal Agency on 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 Consent Agenda items into the record.

3. URA Resolution No. 333

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Enter Into An Intergovernmental Agreement Between Clackamas County, Washington County, And The City Of Wilsonville Related To The Stafford Road At 65th Avenue Temporary Traffic Signal And Traffic Control Changes At 65th Avenue At Elligsen Road Project.

4. Minutes of the October 17, 2022 Urban Renewal Agency Meeting.

Motion: Moved to approve the Consent Agenda as read.

Motion made by Member Lehan, Seconded by Member Linville.

Voting Yea:

Chair Fitzgerald, Member Lehan, Member Linville

Vote: Motion carried 3-0.

NEW BUSINESS

The City Attorney read the title of URA Resolution No. 332 into the record.

5. URA Resolution No. 332

A Resolution Of The City Of Wilsonville Urban Renewal Agency Adopting The 2022 Urban Renewal Strategic Plan As Recommended By The Urban Renewal Task Force.

The Chair explained that Matt Lorenzen, Economic Development Manager presented on the Urban Renewal Strategic Plan in detail during the Council meeting prior to the Urban Renewal Agency meeting.

Staff was asked for the audience’s benefit why the resolution numbers for Council and the Urban Renewal Agency were different, even though the resolutions were the same. Staff explained the resolution numbers were different because the entities were separate. Staff further explained that it was debatable whether an Urban Renewal Agency resolution was necessary. However, as a matter of precedent in 2014, both entities approved resolutions. Therefore, staff was continuing this practice.

Motion: Moved to approve URA Resolution No. 332.

Motion made by Member Lehan, Seconded by Member Linville.

Voting Yea:
Chair Fitzgerald, Member Lehan, Member Linville

Vote: Motion carried 3-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

ADJOURN

The URA meeting adjourned at 9:39 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Julie Fitzgerald, Chair