



City Council Meeting February 18, 2021

**Executive Session 5:00 pm
Work Session 5:25 pm
Council Meeting 7:00 p.m.
Urban Renewal Agency Following Council Meeting**

(All held in Council Chambers)

This meeting is taking place with social distancing precautions in place:

- Councilors are participating virtually, via Zoom videoconferencing.

To Provide Public Comment:

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us.
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 cityrecorder@ci.wilsonville.or.us to register.

You can watch the City Council Meeting here:

You Tube: [youtube.com/c/CityofWilsonvilleOR](https://www.youtube.com/c/CityofWilsonvilleOR)

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

City of Wilsonville

Urban Renewal Agency Meeting

February 18, 2021



URA AGENDA

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY**

**FEBRUARY 18, 2021
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Immediately Following the City Council Meeting

Chair Julie Fitzgerald

Board Member Kristin Akervall
Board Member Ben West

Board Member Charlotte Lehan
Board Member Joann Linville

CALL TO ORDER

A. Roll Call

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency Board 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 Board will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

CONSENT AGENDA

A. **URA Resolution No. 313**

A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A First Amendment To The Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland & Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5th Street Railroad Crossing Work Associated With The 5th Street / Kinsman Road Extension Project. (Weigel)

B. Minutes of the January 21, 2021 URA Meeting. (Veliz)

NEW BUSINESS

A. None.

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. None.

ADJOURN



URBAN RENEWAL AGENCY MEETING STAFF REPORT

<p>Meeting Date: February 18, 2021</p>	<p>Subject: URA Resolution No. 313 Authorizing the City Manager to Execute a First Amendment to the Agreement for Provision of Preliminary Engineering Services in Connection with Grade Crossing Improvements with Portland & Western Railroad for Phase II - Preliminary Engineering and Construction Engineering Inspection services for the 5th Street railroad crossing work associated with the 5th Street / Kinsman Road Extension project (Capital Improvement Project No. 1139, 2099, & 4196).</p> <p>Staff Member: Zachary Weigel, P.E. Capital Projects Engineering Manager</p> <p>Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd Reading 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</p>	<p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable</p>	<p>Comments: N/A</p>
<p>Staff Recommendation: Staff recommends the Urban Renewal Agency (URA) adopt the URA Consent Agenda.</p>		
<p>Recommended Language for Motion: I move to approve the URA Consent Agenda</p>		
<p>Project / Issue Relates To:</p>		
<p><input checked="" type="checkbox"/> Council Goals/Priorities: A.2. Complete the preliminary work necessary to solicit bids on Phase 1 of the Boones Ferry/Brown Road project (Old Town Escape – 5th to Kinsman project)</p>	<p><input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan Project RE-04</p>	<p><input type="checkbox"/> Not Applicable</p>

ISSUE BEFORE BOARD:

An Urban Renewal Agency Resolution approving a First Amendment to the Agreement for Provision of Preliminary Engineering Services in Connection with Grade Crossing Improvements with Portland & Western Railroad in the amount of \$146,342.00 for Phase II – Preliminary Engineering and Construction Engineering Inspection for the 5th Street railroad crossing work associated with the 5th Street / Kinsman Road Extension (CIP #1139, 2099, and 4196) project.

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 a upgraded railroad crossing at 5th Street, and extension of sanitary and water mains.

Design and construction of the 5th Street railroad crossing as part of the Project requires the City enter into agreement with Portland & Western Railroad (Railroad). The Railroad hires their own engineer and contractor to design and construct the railroad crossing improvements in coordination with the Project. The City reimburses the Railroad for all coordination, design and construction costs associated with the railroad crossing improvements.

On June 16, 2017, the City entered into an Agreement for Provision of Preliminary Engineering Services in Connection with Grade Crossing Improvements (Agreement) with the Railroad for preliminary engineering design of the 5th Street railroad crossing as part of the Project.

Now that the Phase 1 – Preliminary Engineering work is complete, the scope of work for the Phase II- Preliminary Engineering and Construction Engineering Inspection has been developed and the cost determined. An amendment to the Railroad Agreement is necessary to add this work to the contract. Upon completion of the Phase II design work, further contract amendments with the Railroad for railroad crossing construction is anticipated.

EXPECTED RESULTS:

Portland and Western Railroad will provide engineered design plans for the 5th Street railroad crossing improvements in coordination with the 5th Street / Kinsman Road Extension project.

TIMELINE:

Design of 5th Street railroad crossing improvements is anticipated to be complete and ready for construction in third quarter of 2022, in coordination with construction of the 5th Street / Kinsman Road Extension project.

CURRENT YEAR BUDGET IMPACTS:

The water portion, Project #1139 is funded through water system development charges (SDC). The amended FY20/21 budget includes \$1,895,795 for design, property acquisition, construction, contract administration, and overhead for the portion of work related to the water system. The water portion of the First Amendment to the Agreement is estimated at \$15,804.94, within the budgeted amount for the Project.

The sewer portion, Project #2099 is funded through sewer SDCs. The amended FY20/21 budget includes \$3,513,426 for design, property acquisition, construction, contract administration, and overhead for the portion of work related to the sewer system. The sewer portion of the First Amendment to the Agreement is estimated at \$31,609.87, within the budgeted amount for the Project.

The street portion, Project #4196 is funded through Year 2000 Urban Renewal funds. The amended FY20/21 budget includes \$7,055,473 for design, property acquisition, construction, contract administration, and overhead for the portion of work related to the street system. The street portion of the First Amendment to the Agreement is estimated at \$98,927.19, within the budgeted amount for the Project.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 2/5/2021

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 2/12/2021

The City is at the mercy of the railroad with respect to work done within the railroad crossing area on projects like 5th to Kinsman.

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.

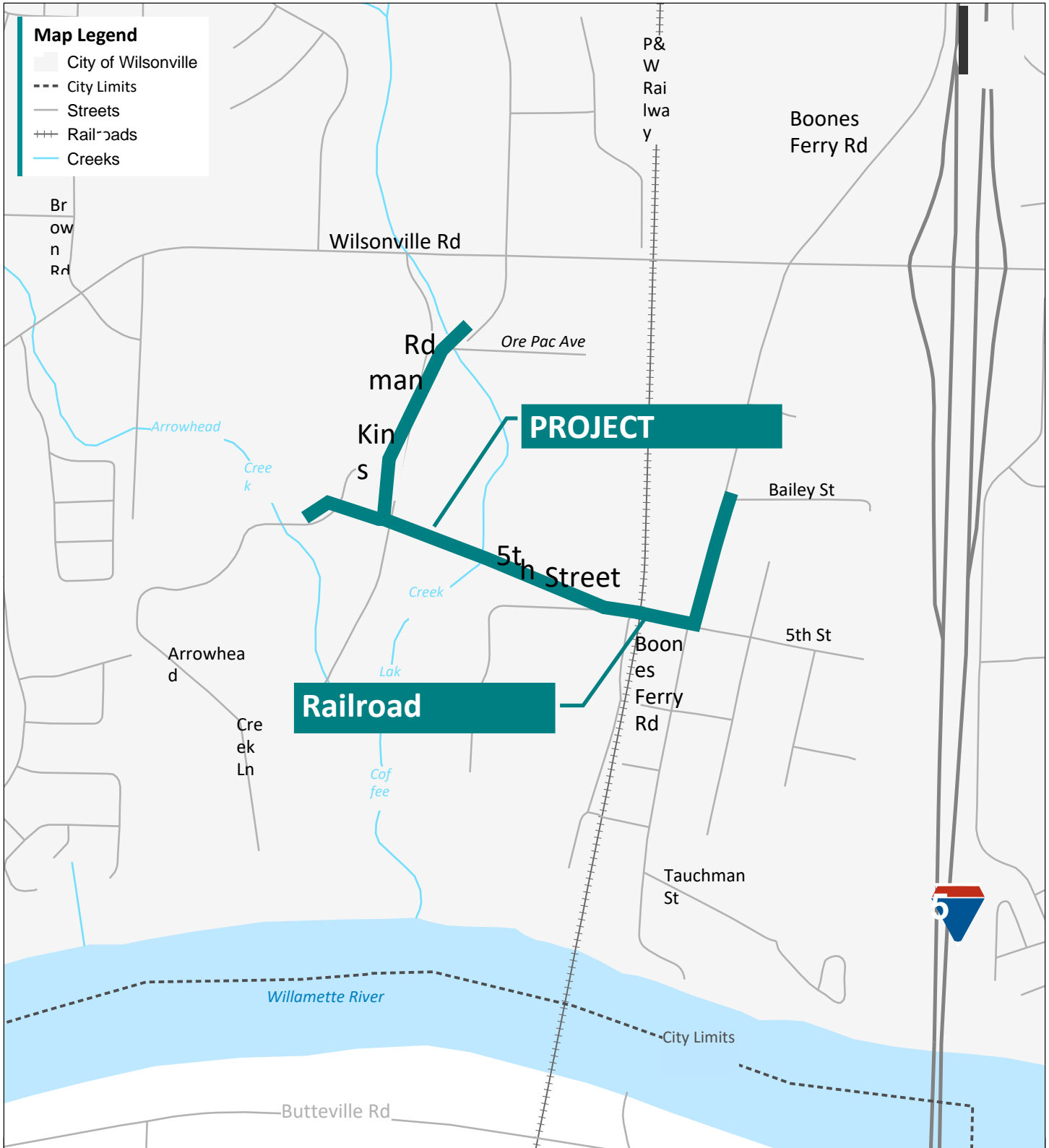
The 5th Street railroad crossing must be improved to current design standards as part of the 5th Street and Kinsman Road extension. Design and construction of the railroad crossing must be completed in accordance with Portland and Western Railroad requirements.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Project Location Map
2. URA Resolution No. 313
 - a. Amendment No. 1 – Agreement for Provision of Preliminary Engineering Services in Connection with Grade Crossing Improvements.



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. 313**

A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY BOARD AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT FOR PROVISION OF PRELIMINARY ENGINEERING SERVICES IN CONNECTION WITH GRADE CROSSING IMPROVEMENTS WITH PORTLAND & WESTERN RAILROAD FOR PHASE II – PRELIMINARY ENGINEERING AND CONSTRUCTION ENGINEERING INSPECTION SERVICES FOR THE 5TH STREET RAILROAD CROSSING WORK ASSOCIATED WITH THE 5TH STREET / KINSMAN ROAD EXTENSION PROJECT.

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

WHEREAS, the extension of 5th Street and Kinsman Road as part of the Project necessitate safety and regulatory improvement of the 5th Street railroad crossing; and

WHEREAS, the 5th Street railroad crossing is under the jurisdiction of Portland & Western Railroad (Railroad) and subject to Railroad design and construction requirements; and

WHEREAS, the City entered into an Agreement for Provision of Preliminary Engineering Services in Connection with Grade Crossing Improvements (Agreement) with Portland & Western Railroad for Phase 1 – Preliminary Engineering of the 5th Street railroad crossing as part of the Project; and

WHEREAS, the Railroad performed and completed Phase 1 services to the satisfaction of the City.

WHEREAS, the City desires to amend the Agreement with the Railroad to perform Phase II – Preliminary Engineering and Construction Engineering Inspection services for the 5th Street railroad crossing as part of the Project; and

WHEREAS, completion of the Phase II services will allow for coordinated construction between the Project and the 5th Street railroad crossing,

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

Section 1. The Urban Renewal Agency Board authorizes the City Manager to enter into and execute a First Amendment to the Agreement for Provision of Preliminary

Engineering Services in Connection with Grade Crossing Improvements with Portland & Western Railroad for a not to exceed amount of \$146,342.00, which is substantially similar to **Exhibit A** attached hereto.

Section 2 In order to allow future minor agreement amendments, if needed, to occur without having to come back to the Urban Renewal Agency Board, the authorized Agreement total is hereby adjusted to up to \$263,743.00, allowing for continued Contracting Agency approval of agreement amendments that exceed this adjusted amount by fifteen percent (15%) in accordance with City Code requirements.

Section 3. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting there of this 18th day of February 2021, and filed with the Wilsonville City Recorder this date.

JULIE FITZGERALD, CHAIR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald

Board Member Akervall

Board Member Lehan

Board Member West

Board Member Linville

EXHIBITS:

- A. Amendment No. 1 – Agreement for Provision of Preliminary Engineering Services in Connection with Grade Crossing Improvements.

**AMENDMENT NO. 1
AGREEMENT FOR PROVISION OF PRELIMINARY ENGINEERING SERVICES
IN CONNECTION WITH GRADE CROSSING IMPROVEMENTS**

PORTLAND & WESTERN RAILROAD, INC., a New York corporation (hereinafter "**Railway**"), and the City of Wilsonville, a political division of the State of Oregon (hereinafter "**Roadway Authority**"), entered into an agreement on June 16, 2017 (the "Original Agreement"). Said Original Agreement covers the preliminary engineering services in connection with alteration of the 5th St. crossing (hereinafter "Crossings") of the Railway's tracks near Railroad's station of Wilsonville, Oregon Electric District near Wilsonville, Oregon.

1. **Railway** and **Roadway Authority** hereby agree that the Original Agreement shall be amended to add the following Exhibit A2, for the Preliminary Engineering costs for the project, pursuant to Section 1.3 of the Original Agreement:

"EXHIBIT A2"

The **Roadway Authority** authorizes \$146,342 for Railway and/or Railway's Consulting Engineer to continue as further described in Sections 1.3 and 2.1 herein. The term noted in Section 4 shall be extended to December 31, 2023. Except as modified, amended or supplemented herein, the Original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective the day and year first set forth above.

PORTLAND & WESTERN RAILROAD, INC.

CITY OF WILSONVILLE

By: _____

By: _____

CHRISTOPHER NAGLE
Assistant Treasurer

[PRINTED NAME]

[TITLE]

EXHIBIT A2



Estimate No.: 058317F - 12/2/20

PORTLAND AND WESTERN RAILROAD (PNWR)
WILSONVILLE (CLACKAMAS), OREGON - 5th Street

DOT#: 058317F
 RR MP.: 42.97

(WESTERN) Region
 Subdivision

RAILROAD #: 17PWRR43R
 XORAIL#: 105476

Summary

CROSSING WARNING SYSTEM	_____	TBD
(Includes all design, requisition, labor, materials, shop wiring, and installation)		
CROSSING SURFACE/RESURFACE	_____	TBD
(Includes all design, requisition, labor, materials, and installation)		
TRACK GRADE AND REHABILITATION	_____	In Surface
(Includes all design, requisition, labor, materials, and installation)		
PRELIMINARY ENGINEERING (Phase 1)	_____	\$4,000.00 *(\$4,000)
(Includes CONTRACT Labor for all Engineering, Agency Coordination, and Project Management)		
AGREEMENTS & APPROVALS (Phase 2)	_____	\$6,253.00
(Includes CONTRACT Labor for all Engineering, Agency Coordination, and Project Management)		
CONSTRUCTION ENGINEERING (Phase 3)	_____	\$5,089.00
(Includes CONTRACT Labor for all Engineering, Agency Coordination, and Project Management)		
CROSSING CONTROL CIRCUIT DESIGN (Phase 1)	_____	\$86,000.00 *(\$12,000)
CIVIL / STRUCTURAL ENGINEERING (Phase 1)	_____	\$67,000.00 *(\$67,000)
(Includes Costs For Services Provided by Wiser Rail Engineering)		
CONSTRUCTION ENGINEERING INSPECTION	_____	\$32,000.00
(Includes Costs For Services Provided by Wiser Rail Engineering)		
PRELIMINARY ENGINEERING (Phase 2)	_____	\$24,000.00
CIVIL / STRUCTURAL ENGINEERING (Phase 2)	_____	\$0.00
(Includes Costs For Services Provided by Wiser Rail Engineering)		
RIGHT OF ENTRY FEE	_____	\$0.00
(Right of Entry Fee of \$1,500 is valid for 60 days, after 60 days, additional fees of \$750 per 30 days are required.)		
FLAGGING SERVICES	_____	\$0.00
(Estimated Flagging Services cost based on 0 days @ \$1050 per day)		
AC POWER SERVICE	_____	\$0.00
(Includes all Power Service Charges not included in other costs)		
OTHER: PNWR Office Engineering (\$1500) and 15% contingency (tbd)	_____	\$5,000.00
*Funds previously paid under the PE Agreement prior to signal re-design requirement; previously paid amount shown in paranthesis		
TOTAL ESTIMATE COST	_____	\$229,342.00 *(83,000)

DATE: 12/2/20

RESPONSIBLE PARTY:

Name: **City of Wilsonville**
 Number: **0**
 Contact: **Bryan Cosgrove**

NOTE : This Estimate has been prepared based on site conditions, anticipated work duration periods, material prices, labor rates, manpower, resource availability, and other factors known as of the date prepared. The actual cost for Railroad work may differ based upon the agency's requirements, their contractors work procedures, and/or other conditions that become apparent once construction commences or during the progress of the work. If any extended time elapses from the date of this Estimate, the Railroad will reserve the right to update the estimate to current price values, and require agency's approval before any work by Railroad will commence.

**CITY OF WILSONVILLE
URBAN RENEWAL AGENCY
JANUARY 21, 2021**

The Urban Renewal Agency held a regular meeting on January 21, 2021 in the Wilsonville City Hall immediately following the adjournment of the City Council meeting.

The following Board Members were present:

Chair Fitzgerald
Member Akervall
Member Lehan
Member West
Member Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Andy Stone, IT Director
Beth Wolf, Information Systems Analyst
Keith Katko, Assistant Finance Director

CALL TO ORDER

Chair Fitzgerald called the URA meeting to order at 10:32 p.m. followed by roll call.

CITIZEN INPUT

There was none.

CONSENT AGENDA

Ms. Jacobson read the title of the URA consent agenda item into the record.

A. Minutes of the October 19, 2020 URA Meeting.

Motion: Ms. Lehan moved to approve the consent agenda as read. Mr. West seconded the motion.

Chair Fitzgerald noted she would abstain from voting because she did not attend the October 19, 2020 Urban Renewal Agency meeting.

Vote: Motion carried 4-0-1.

SUMMARY OF VOTES

Chair Fitzgerald	Abstain
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

NEW BUSINESS

A. None.

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. **URA Resolution No. 312**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.

Ms. Jacobson read the title of URA Resolution No. 312 into the record.

Chair Fitzgerald opened the public hearing at 10:35 p.m. and read the hearing format.

There was no public input. Chair Fitzgerald then closed the public hearing at 10:37 p.m.

Motion: Ms. Lehan moved to approve URA Resolution No. 312. Mr. West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Chair Fitzgerald	Yes
Member Akervall	Yes
Member Lehan	Yes
Member West	Yes
Member Linville	Yes

ADJOURN

The URA meeting adjourned at 10:39 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Julie Fitzgerald, Chair