

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

**Tuesday, September 20, 2016
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 8:40 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Harris, Jennifer Kuiper, Linda Henderson, Renee Brouse, Dan King and Sally Robinson.
3. **STAFF PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Community Development Director Julia Hajduk, Finance Director Katie Henry, City Engineer Bob Galati, Civil Engineer Jason Waters and Agency Recorder Sylvia Murphy.

4. CONSENT AGENDA

A. Adoption of June 21, 2016 URA Board Meeting Minutes

MOTION: FROM RENEE BROUSE TO ADOPT THE CONSENT AGENDA, SECONDED BY DAN KING. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

Chair Clark addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2016-003 Authorizing the Urban Renewal Agency (URA) District Manager to award a construction contract for the Downtown Intersection Monument Removal Project

Assistant City Manager Tom Pessemier provided a brief history and stated the monuments were installed in 2005 with the original streetscape project. He said since this time there have been a lot of comments relative to their danger or perceived hazard to pedestrians. He said in May of 2015 the URA Board and Budget Committee authorized the Urban Renewal Agency to hire a designer to look at removal of the monuments. He said we tried to get the project done before spring and before City events started, but it resulted in a delay to allow for events and festivals to occur.

Tom said one of things that was unique about the project conversation was we were going to do this as a design-build rather than a design-bid-build, which means we will put more emphasis on the contractor taking responsibility for the work as well as staff and making sure they were performing. He said therefore we did not spend as much money on the design effort upfront. He said we are seeing this reflected in the bidding process that was recently done where we have a very conservative design and we have some fairly high costs that are in excess of the engineers estimate as well as what we originally budgeted for the project. He said we also know there are many opportunities as we move through the construction project to cut some of those costs. He provided an example and said in the bid there is a bid to replace all the poles that are currently in

place and said staff feels we can possibly save the poles but until they are dug up and removed we won't know this for certain. He said there will be a lot of hand-holding of the contractor, more than normal as we move forward.

Tom recapped the financials and said we had an engineer's estimate of about \$237,000 and Brown Contracting Inc. came in with the alternate which was 36 bollards at \$259,000, slightly over the engineers estimate, and this was also over what we budgeted for. He said we had three projects for the URA this year, the parking lot, the removal of the monuments and finishing the lease space and other things at the Center for the Arts. He said we budgeted \$250,000 for the removal of the monuments. He explained we also have the alternates on the bollards for a reason, because we don't believe we will use all 36 and may scale this back.

He said with this, although we are slightly over budget, we feel we will be able to manage the budget as we move forward and recommended moving forward. He said if we come in where this is expected as we move forward with the other projects specifically the parking lot project, we are probably going to have to come back and talk about whether we need to authorize more money out of contingency in the urban renewal agency to move that project forward. He said staff is prepared to move forward and is available to answer questions.

Ms. Robinson asked what the second bid that came in was. Tom replied the second bid was from C & M Construction and with the alternates they were at \$276,000, about \$39,000 over the engineers estimate.

Ms. Kuiper asked if staff wrote the bid facts and provided them to the contractors to bid on. Jason Waters replied yes, they were posted online and advertised in the Daily Journal of Commerce. He stated the consultant put them together and confirmed they were part of the RFP. He said it was a competitive formal bidding process.

Ms. Kuiper asked about the light posts currently on the monuments and said staff indicated they could potentially be saved? Tom confirmed. She asked if the poles go through the concrete surface.

Jason replied the poles go all the way through and the difficulty is the monument is not a completely subsurface foundation, the monument itself the portion that is above the ground serves as a prevention of the overturning moment. He said there isn't a full foundation and this was the issue that, if we replaced the much larger lights with a prefabbed foundation it is much wider than the skinnier lights that we are proposing to put in. He said the foundation is only 12 inches square which will allow us to fit it in between conduit and it gives us more room for error. He said he is about 30% sure we can salvage the old lights. He said this is the most conservative design and this is why the contingency is very low and there is plenty of opportunity for valuing engineering including Sherwood Broadband which in the bid we are planning on splicing and cutting over, but the contractor thinks they may be able to just get rid of the foundation and lower it without disconnecting the fiber, which would be another opportunity for cost savings.

Ms. Harris asked if the Board will see a design of what it might look like. Tom replied if she goes to the corner of Washington and Railroad she will see what the design is. He said it will be very

similar to what has been done at other intersections where we moved forward and have gone without having monuments at intersections where they were originally planned for as we did the Downtown Streetscapes Phase II.

Chair Clark said so they will match the rest of the City. Jason replied one will have a light and the other side will have nothing. He gave an example of the intersection in front of the flower shop.

Ms. Kuiper asked if the ornamental pieces that are on top of the monuments will be kept. Jason replied they will be salvaged but doesn't know where they will be placed.

Tom said one thing that hasn't been included in the design or construction yet is the wayfinding signs as well as the poster board signs. He said we realized due to the dimensions and locations that they are fairly difficult to deal with. He said he is not saying that we will not look at putting them back, but thinks we want to remove some of the monuments and look at options. He said one option we have talked about is moving them back about 8 feet and putting them on double-sided poles that has the wayfinding sign on one side and the poster board on the other side. He said it will move the poster cabinet further away, but we don't want to just recreate the same problem. He said we will take a conservative approach to putting those back and we will have future conversations with the Board as to how they will look. He said there will be a period of time where these features will not be there and staff will be working on addressing the signage.

Ms. Harris shared a personal story regarding going out for a bid on a construction project and asked if the weather or time of year plays a role in the bid amount. Tom replied yes and said this is something that we talk about as well and said it is challenging when you deal with the bidding environment. He elaborated on holidays, bidding season, time of year, construction market and economy, and other things that affect bids. He said you never know and feels with this bid, we are 9.5% over the engineer's estimate he suggested moving forward.

Ms. Henderson said this was not an expected expense for the URA budget and asked what fell off the list or got cut so we could allocate \$280,000. Tom said he did not have the full list but has gone through project priorities that the URA Board has and right now we have certain projects that were originally in the URA plan that are not going to get done, for example Oregon Street for \$6.5 million.

Mr. Kuiper asked about the \$50,000 work on the alley way. Tom replied, right now the last projections we are showing having \$450,000 left in the URA budget, the maximum indebtedness that we could spend. He said we have not allocated that money to projects yet because we wanted to make sure the Center for the Arts was completed as well as finishing the other projects. He said at that point we would have a conversation and part of that conversation is the sale of assets. He said these funds can grow and we are currently conducting appraisals on five different properties owned by the URA. He said we have a tentative URA meeting to discuss the assets and priority list on October 20. He said discussing which projects won't get completed will occur when we go over the entire list.

Ms. Henderson referred to the \$450,000 and Tom said this would be below the maximum indebtedness cap. He clarified, once we do this project we would still have \$450,000 to do other projects, plus what we sell in assets.

Mr. King asked about the timing of the monument construction and Jason replied he believes this can be better answered when we do the value engineering with Brown Contracting. Tom added we anticipate information in the next 4-6 weeks. Jason informed the Board that staff is looking to know the lead time on the lights as the light that was specked-out is a very popular parking lot light and the lead time has increased to 6-8 weeks. He said the project is a top priority for the fall construction season and he would like to get it completed before Thanksgiving.

Tom commented regarding the construction site being very limited in size and said we will be having public outreach meeting and ensuring we are coordinating as we move forward to ensure businesses, pedestrian and drivers can travel unimpeded as much as we possibly can.

Chair Clark clarified for the public and stated the monuments were installed and what we have found is that they have become a pedestrian hazard and a safety issue and this is why we are addressing them before we have a fatality or incident.

Ms. Harris asked if any of the lights will be LED or solar lights. Tom replied he did not know if LED was an option for these lights and said one of the things with lights and PGE, is PGE either owns them and maintains them or they are the City's responsibility and these are the City's responsibility because they are a non-standard PGE light. Jason offered to look into it and said we would make every attempt to upgrade to an LED or energy efficient light.

With no other questions, the following motion was stated.

MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2016-003, SECONDED BY JENNIFER HARRIS. MOTION PASSED 7:0, ALL MEMBERS VOTED IN FAVOR.

6. ADJOURN

With no further business, Chair Clark adjourned at 9:02 pm.

Submitted by:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair