



AGENDA PHILOMATH URBAN RENEWAL AGENCY

June 8, 2020

7:00 P.M.

Council Chamber; Philomath City Hall



Mission: To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

Meeting Access Information

This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:

Video: <https://zoom.us/j/2065507670?pwd=eTJqL3Nubk83ODJKTy9LdUQvYXg5Zz09>

Phone: 312-626-6799

Meeting ID: 206 550 7670

Password: Philomath

Meeting Conduct

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

Opportunities to Comment

The following options are available for the public to provide comment:

- 1) Sign up by contacting the City Recorder at ruth.post@philomathoregon.gov or by calling 541-929-6148 no later than 4:00 p.m. on the day of the meeting.
- 2) Submit written comments by email to the City Recorder at ruth.post@philomathoregon.gov no later than 12:00 p.m. the day of the meeting.
- 3) Submit written comments in the City Hall parking lot drop box no later than 12:00 p.m. the day of the meeting.
- 4) Mail written comments to PO Box 400, Philomath, OR 97370 3-4 days prior to the day of the meeting.

AGENDA

- A. ROLL CALL
- B. APPROVAL OF MINUTES
 1. Minutes of April 15, 2020
- C. PUBLIC HEARING
 1. To receive comment on FY 2020-2021 Budget
- D. EXECUTIVE SESSION
 1. To discuss Real Property Transactions per ORS 192.660(2)(e)
- E. RECONVENE
 1. Return to public session
- F. ADJOURNMENT

URBAN RENEWAL AGENCY
MINUTES
April 15, 2020

The Philomath Urban Renewal Agency meeting was called to order by Mayor Eric Niemann on Wednesday, April 15, 2020, at 5:45 p.m. Due to the Oregon Governor's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public also allowed to attend in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

a. ROLL CALL

Present:

Mayor Eric Niemann
Councilor Ruth Causey
Councilor Doug Edmonds
Councilor Chas Jones
Councilor Matt Lehman (5:49 p.m.)
Councilor David Low

Absent:

Councilor Matthew Thomas

Staff Present:

City Manager Chris Workman
Finance Director Joan Swanson
Public Works Director Kevin Fear
City Recorder Ruth Post

Absent:

Police Chief Ken Rueben
City Attorney Jim Brewer

B. NEW BUSINESS

1. 13th Street Waterline Railroad Crossing Project Contract – Mayor Niemann summarized the budgetary considerations for this project that was combined with the Timber Estates Sewer Line to create a better bid package. He reviewed the bids that were opened yesterday, noting that the bids came in substantially lower than the budgeted funds. He stated the bid amount for the 13th Street project was \$69,000 compared to the \$125,000 budgeted.

(Councilor Lehman arrived at 5:49 p.m.)

Mr. Fear explained the originations of this project a couple of years ago and that it had been tabled until it could be combined with another project. He described the savings that the bid amount creates. Ms. Swanson reviewed the budgetary impact of the project.

Councilor Causey questioned the range of bid amounts and if the City has worked with the low bidder previously. Mr. Fear reviewed recommendations that have been received for this company. He also described his conversation with a local company regarding their bid, and they understood the competition but had bid the contract to the best of their ability, particularly since it includes deep trenching. He stated the two higher bids were reflective of the workload of those two companies.

MOTION: Councilor Causey moved, Councilor Edmonds second, to approve the awarding of the Timber Estates Trunk Sewer and 13th Street Waterline Railroad Crossing project subject to the conditions listed in the agenda item summary dated April 15, 2020:

1. Low bid by an acceptable contractor is within the engineer estimate amount of \$450,000 + \$15,000 contingency for a total of \$465,000;
2. There are no bid contentions within the 7-day contesting period;
3. Contracts are not signed prior to the expiration of the 7-day contesting period;

- 1 4. Contract is awarded to the low bidder as long as bidder meetings city requirements;
- 2 and
- 3 5. Approval of awarding the project by the City of Philomath.
- 4

5 Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, and Niemann;
6 No: None).

7
8 **C. ADJOURNMENT**
9 There being no further business, Mayor Niemann adjourned the meeting at 5:57 p.m.

10
11 SIGNED: ATTEST:
12
13 _____
14 Eric Niemann, Mayor/Urban Renewal Agency Chair Ruth Post, MMC, City Recorder

DRAFT

EXECUTIVE SESSION

June 8, 2020

The Philomath Urban Renewal Agency will now meet in executive session for the purpose of consulting with legal counsel regarding Real Property Transactions. The executive session is held pursuant to ORS 192.660(2)(e) which allows the Agency to meet in executive session to conduct this discussion.

Representatives of the news media and designated staff and other designated persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No final decision may be made in executive session. At the end of the executive session, we will return to open session and welcome any waiting audience back into the room.

I would remind the Agency Members and staff that the confidences in this executive session belong to the Urban Renewal Agency Board as a body, and not to the individual members. These confidences should only be disclosed if the Agency as a body approves such a disclosure. If a member or staff person does not believe that he or she can maintain these confidences, then I would invite that member or staff person not to participate in the executive session.

Mayor Eric Niemann