

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
JUNE 14, 2021**

**DATE** COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 14, 2021

**CONVENED** The meeting convened at 6:45 p.m. with Chair Swenson presiding.

**ROLL CALL**

Chair Swenson	Present
Member Schaub	Present -via video conferencing
Member Cornwell	Present -via video conferencing
Member Carney	Absent
Member Morris	Present -via video conferencing
Member Cabrales	Absent
Member Ellsworth	Present -via video conferencing

**Staff Present:** City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Economic Development Director Johnk, Acting Police Chief Pilcher, Community Development Director Kerr, Operations Director Stultz, Public Works Project and Engineering Director Liljequist, Finance Director Turley, Human Resources Director Gregg, Assistant City Attorney Granum, Parks and Recreation Manager Cuomo, City Recorder Pierson

**CONSENT AGENDA**

**A.** Urban Renewal Agency minutes of June 8, 2020

**Schaub/Swanson...** adopt the Consent Agenda. The motion passed unanimously.

**PUBLIC HEARING - FISCAL YEAR (FY) 2021-22 WOODBURN URBAN RENEWAL AGENCY BUDGET ADOPTION**

Chair Swenson declared the hearing open at 6:48 p.m. for the purpose of hearing public input on the Agency's Budget for Fiscal Year (FY) 2021-2022. City Administrator Derickson provided a staff report. No members of the public wished to speak in either support or opposition of the budget. Chair Swenson declared the hearing closed at 6:49 p.m.

**A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2021-22; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES**

City Administrator Derickson provided a staff report. **Schaub/Cornwell...** approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2021-22. The motion passed unanimously.

**ADJOURNMENT**

**Schaub/Cornwell...** adjourn the meeting. The meeting adjourned at 6:50 p.m.

APPROVED \_\_\_\_\_  
ERIC SWENSON, CHAIR

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ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon



## Urban Renewal Agenda Item

December 13, 2021

TO: Urban Renewal Agency (acting in its capacity as the Local Contract Review Board)

FROM: Jamie Johnk, Economic Development Director  
Jesse Cuomo, Community Services Director

SUBJECT: **Award of Construction Contract for the Museum and Bungalow Theatre Interior Remodel Project**

### **RECOMMENDATION:**

Award the construction contract for the Museum and Bungalow Theatre Interior Remodel Project to the lowest responsible and responsive bidder, Nataly's Construction, LLC in the amount of \$277,997.00, and authorize the City Administrator to sign the Agreement.

### **BACKGROUND:**

This project is included in the approved FY 21/22 budget and includes a complete interior remodel of the Museum and Bungalow Theatre including updated lighting, flooring, theatre seating installation, new audio video system installation and installation of two ADA unisex restrooms.

Bids were opened December 1, 2021. Six (6) responsible and responsive bids were received as follows:

Nataly's Construction LLC.	\$277,997.00
Buildskape LLC.	\$349,445.00
Petra Design Build LLC.	\$360,000.00
Triplett Wellmann	\$361,600.00
2KG Contractors INC.	\$408,382.00
Ross Builders NW LLC.	\$437,614.25

The Engineer's estimate for the project was \$200,000.00 - \$210,000.00.

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Agenda Item Review: City Administrator ☐ City Attorney ☐ Finance ☐

**DISCUSSION:**

This project will complete the final phase of improvements to the Woodburn Museum and Bungalow Theatre. Previous phases of the project included seismic upgrades and reroof in 2018 and façade remodels in 2019. This project will provide Woodburn residents with a quality facility to support Woodburn's diverse and unique history as well as provide a space for small community events including presentations, holiday events, community gatherings and musical and stage productions. This project will begin construction January 2022 and be completed by summer 2022 based on contractors estimates.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C for the construction of public improvements and the public contracting regulations of the City of Woodburn, therefore, staff is recommending the contract be awarded.

**FINANCIAL IMPACT:**

The subject project is identified in the adopted fiscal year 2021/22 Budget and funded by the Urban Renewal Agency and ARPA Funds.