



**CITY OF LA PINE, OREGON**  
**URBAN RENEWAL AGENCY – MINUTES**

Tuesday, February 7, 2023, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/86908724712>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.*

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**CALL TO ORDER**

Meeting was called to order at 3:05 p.m. by Vicki Russell.

**ESTABLISH QUORUM**

Present

Ann Gawith

Andrea Hine

Present Virtually

Viki Russell

Staff

Agency Director Geoff Wullschlager

City Planner Alexa Repko

SLED Executive Director Patricia Lucas

Administrative Assistant Amanda Metcalf

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Ann Gawith

**ADDED AGENDA ITEMS**

No added agenda Items

*Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the Urban Renewal Agency.*

**APPROVAL OF MEETING MINUTES**

January 3, 2022, Regular Meeting minutes.....3.

Ann Gawith made the motion to approve the minutes. *Seconded by Andrea Hine.* Motion passed unanimously.

**OLD BUSINESS:**

1. Urban Renewal Archway Project (Update)

Mr. Wullschlager updated the Urban Renewal Agency on the archway project and the presented the draft RFP. This RFP will require a twostep refinement process before publication, Mr. Wullschlager also read and explained the different areas that will be scored when deciding the contractor for the project. There was discussion regarding the different aspects of the scoring method for the future bidders.

Mr. Asla was not present at the meeting but sent inquiries prior. "If we are having a mandatory pre-submittal meeting per the anticipated schedule in the Draft RFP, should there be another Mandatory Pre-submittal meeting prior to the start of the schedule." Members discussed the issue and decided that there should only be one meeting. Mr. Asla also asked about the interview scores, Mr. Wullschlager will discuss in more detail at the next URA meeting.

The Draft Site Conditions Survey were discussed, regarding the requirement for pavement will removal and about the height requirement. Ms. Gawith suggested that a letter be drafted to the landowner to keep them in the loop.

Location and height of Arch was briefly discussed. Mr. Wullschlager will have the Draft RFP cleaned up and corrected with best information and delivered to the agency by next week.

Ms. Hine asked what the project will be called when looking online, the proposed name from Dan Galanaugh- Design, Engineering and Construction-Huntington Arch. The Agency Board briefly discussed and agreed that the title was appropriate.

Ms. Lucas asked if the contractor designing the arch will also be building it. Mr. Wullschlager informed the Agency Board that it will not be a requirement of the building contractor, and that the design element could be subcontracted out. Discussion was brought up regarding the design of the Arch and what will happen if the proposed design doesn't meet design expectations. Mr. Wullschlager voiced that he will draft in the proposal to advise the designing contractor that they will need to be creative with the design. **NEW BUSINESS:**

None

**OTHER MATTERS**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

**PUBLIC COMMENTS**

None

**STAFF COMMENTS**

Ms. Lucas - Mark Miller will have a new signed quote and that he will be submitting a new application within a month or two.

Mr. Wullschlager- Will follow up with Tammy Wisco and will need to get an updated contract with the project.

**BOARD MEMBER COMMENTS**

Ms. Hine - Derm Health is now open for business, and she complemented on how the merchant kept the public informed about construction progress and building design.

**ADJOURN MEETING**

Vicki Russell adjourned the meeting at 3:46 p.m.

**Pursuant to ORS 192.640:** This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

Vicki Russell Date: 4-4-23  
Vicki Russell, Chair

ATTEST:

Geoff Wullschlager Date: 4-4-23  
Geoff Wullschlager, City Manager