

**MINUTES OF THE PROCEEDINGS OF THE  
CITY OF COOS BAY URBAN RENEWAL AGENCY**

**January 17, 2017**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Vice Chair Phillip Marler and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, Jennifer Groth, and Stephanie Kilmer. Chair Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Sergeant Mike Shaffer.

**Public Comments**

No public comments were given.

**Consent Calendar**

Vice-Chair Marler reviewed the consent calendar which consisted of 2a: approval of the minutes of December 6, 2016; 2b: acceptance of the November 2016 combined cash report, and; 2c: acceptance of the December 2016 combined cash report. Board Member Groth moved to approve the consent calendar approving the minutes of December 6, 2016 and accepting the November and December 2016 combined cash reports. Board Member DiNovo seconded the motion which passed with Vice-Chair Marler and Board Members Benetti, DiNovo, Farmer, Groth, and Kilmer voting aye. Chair Kramer was absent.

**Approval of a Façade Improvement Grant for Northwest Fitness Center**

Community Development Director Eric Day presented a façade improvement grant application on behalf of Heather and Henry Delaney/KD2 Fitness DBA NW Fitness for their building located at 217 S. Broadway. Mr. Day stated the Design Assessment Team met with the applicant on December 20, 2016 and recommended approval of the project as submitted. The applicants proposed to use the façade grant to repair and replace (as needed) all stucco and trim work, paint the east-facing façade, replace all windows and exterior doors, and replace the awning.

Mr. Day noted only two bids were received; \$69,940 and \$86,745. Based on the façade programs 50/50 grant match requirement with a maximum grant of \$25,000 per fiscal year per building, the total grant amount to be considered by the Agency was \$25,000. Board Member Groth moved to conditionally award a façade improvement grant for \$25,000 to property owners of 217 S. Broadway using anticipated funds from the 2017-2018 budget. Board Member Farmer seconded the motion which passed with Vice-Chair Marler and Board Members Benetti, DiNovo, Farmer, Groth, and Kilmer voting aye. Chair Kramer was absent.

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**Consideration of Approval of Waiver of Contract Insurance Requirements**

City Manager Rodger Craddock stated staff intended to contract with Rick Skinner to provide the Urban Renewal Agency with cost estimates to refurbish streets within the two urban renewal districts. Typically, various types of liability insurance were required for this type of contract. City Manager Craddock stated there was very little risk to the City should no insurance be required for this particular contract. Estimated waiving the insurance requirements would save the City \$6,000 on the contract. Staff recommended waiving the insurance requirements. Board Member Kilmer moved to waive insurance requirements for the professional services contract with Rick Skinner to prepare cost estimates to refurbish streets within the two Urban Renewal Districts. Board Member DiNovo seconded the motion which passed with Vice-Chair Marler and Board Members Benetti, DiNovo, Farmer, Groth, and Kilmer voting aye. Chair Kramer was absent.

**Adjourn**

There being no further business to come before the Agency, Vice-Chair Marler adjourned the meeting.

Attest:

  
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Drew Farmer, Secretary

  
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Phillip Marler, Vice-Chair