

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

May 25, 2021

The minutes of the proceedings of a City Council and Urban Renewal work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 pm in Council Chambers, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Joe Benetti and Councilors Drew Farmer, Stephanie Kilmer, Carmen Matthews, and Rob Miles. Councilor Lucinda DiNovo attended remotely by teleconference. Councilor Phil Marler was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, City Engineer Jennifer Wirsing, Fire Chief Mark Anderson, Deputy Police Chief Chris Chapanar, and Library Director Sami Pierson.

Flag Salute

Mayor Benetti opened the meeting and led the council and assembly in the salute to the flag.

Public Comment

No public comments were made.

Public Comment Form

No public comment forms were received.

Review of the Upcoming Council/URA Agenda Items for the June 1, 2021 Meetings:

Consideration of Approval to Amend the Empire District Urban Renewal Plan

City Manager Rodger Craddock stated the Empire Urban Renewal Plan (Plan) was initially enacted by Ordinance 216 by the Council on August 30, 1995. At the May 19, 1998 Council meeting, Council enacted Ordinance 252 establishing the Empire District maximum indebtedness. Several Plan amendments have been approved by the Agency since that time, such as including new projects to improve the area, development of a Facade Program, land purchases, etc. With the recent interest to locate the new library facility in John Topits Park, the Agency indicated interest in a potential plan amendment to include this acreage within the plan, as well as, potentially increase the maximum indebtedness to allow for funding of planned future projects. As there are specific requirements, as detailed in ORS 457, to be met with a plan amendment of this type (substantial amendment), Finance Director Nichole Rutherford followed the Agency's direction to seek consultation with Elaine Howard, the Agency's urban renewal consultant.

Ms. Howard provided a timeline for the process, as well as, the detailed steps necessary to ensure public participation and concurrence from the overlapping taxing districts. Due to the nature of the acreage recommended for addition to the Plan, the overlapping taxing districts would not be affected by its addition as the property was currently property tax exempt and would remain so. However, an increase to the maximum indebtedness would have an effect

on the overlapping taxing districts with extended debt service payments beyond current repayment schedules, should the Agency incur additional debt necessary to complete future planned projects. Ms. Howard noted this Amendment could be completed July 20, 2021 if the required approvals for the maximum indebtedness increase were received in that timeframe. This would require focused diligence to keep the process moving forward which was necessary considering the tight timeframe associated with the pending ballot inclusion.

The projects to be added to the Plan include site improvements to John Topits Park to facilitate the development of the new library and remediation activities for properties within the Area. The additional acreage was within 20% of the original Plan acreage. The maximum indebtedness would be increased from \$18,890,011 to \$29,000,000. This increase must be approved via adoption of a resolution by the Board of the taxing districts representing 75% of the permanent rate levy for the Coos Bay Empire Urban Renewal District. The impacts on taxing districts were shown in the Report on the Plan. The Amendment extended the projected time frame of the Plan from fiscal year end (FYE) 2031 to FYE 2040. The tax rates for the Area were: City of Coos Bay 6.3643, Coos County 1.0799, County Library 0.7289, County 4H/ Extension 0.0888, Port of Coos Bay 0.6119, Coos County Airport 0.24, Coos Bay School #9 4.5276, South Coast ESD 0.4432, and SW Oregon CC 0.7017 for a total of 14.7863.

General updating of the Plan was included in the Amendment to allow for these projects and update outdated information. The comparison of estimated projects costs from the 2018 amendment to the 2021 amendment were: Façade Program from \$97,087 to \$500,000, Hollering Place from \$728,155 to \$0, Empire Sidewalks Phase 1/2 from \$97,087 to \$500,000, property acquisition from \$ 1,611,650 to \$1,000,000 (Library property 2018 \$1,611,650, Old Gussies, Ayers property 2021 \$1,000,000), Future Projects from \$5,274,454 to \$9,100,000 (Capital Street Improvements \$5,950,000, Gateway Improvements \$150,000, Brownfields \$1,000,000), Financing Fees Included in Admin to \$133,354, and Administration \$3,211,567 to \$2,750,000. Total 2018 projects \$11,020,000 to 2021 projects \$15,606,317. The overall financial analysis included budget from fiscal year end 2021: materials and services \$323,028 and capital outlay \$3,299,935.

Direction of the Agency would determine the extent of future projects for the Empire District and authorize the distribution of the Empire Plan with recommended amended elements for public review to begin the required forty-five day Consult and Confer period with the overlapping taxing districts.

Review of Urban Renewal Improvement Grant Application for 135 South Schoneman Street

Public Works and Community Development Director Jim Hossley stated the property owner of 135 South Schoneman Street, Timothy D. Stillion (Tom & Gigs Automotive), submitted an Improvement Grant application for repair and improvements. The building was constructed in 1969. The applicant's proposed project included: replacement of an existing awning on north and west elevations with new awning design; replacement of small window on south elevation; repair/replace the metal siding as needed; weatherization under the awning; and painting of the entire structure in the current color. Installation of a handicapped access ramp in the front of the building was included in the application but was subsequently removed from the proposal; access is provided at another location at the rear of the building. The Design Assistance Team reviewed the project and recommended approval as submitted.

The Improvement Grant Program currently provides a 50/50 grant based on the lowest bid. The program guidelines indicate a maximum grant award of \$25,000 per fiscal year. The program standards indicate three written bids be obtained for the project. The applicant was able to secure one bid for awning replacement for \$14,832 and shop window replacement for \$2,850.00 and \$2,958.36. The bids for the siding repair/replacement, repainting the entire structure were expected prior to the project approval hearing before the Urban Renewal Agency on June 1, 2021, and would be included in the report. Due to a family emergency, the applicant was unable to submit the bids prior to this work session submittal deadline. Funding for the Urban Renewal Agency Empire Improvement Program for the Empire District 58-945-530-3121 for fiscal year 2020-2021 was \$50,000. This was the first grant request for the Empire Urban Renewal District this fiscal year. The applicant requested 50% of eligible expenses, up to \$25,000.

Presentation of Design Concepts for the 3rd Street and Central Avenue Green Parking Lot

City Engineer Jennifer Wirsing stated the Council's economic development efforts with support of the Coos Bay Downtown Association (CBDA) included a commitment to provide additional needed downtown parking. City staff worked on a Department of Environmental Quality (DEQ) Sponsorship Option (SO) project called 3rd and Central Green Parking Lot. The SO loan was a result of the point source loan associated with the Pump Station 17 and Force Main Under the Bay project completed in 2020. If the city implemented the SO project (non-point source project), a reduced loan interest rate would be made available on the larger point source project previously noted. The city could effectively do the SO project with no extra costs. The SO loan required a "green" parking lot focused on water quality treatment and low impact development concepts. The 3rd Street and Central Avenue conceptual site plan along with a furnishing options packet was provided to Council; the furnishing options were conceptual only. Some key project components were: permeable pavers over the parking lot surface, would provide a water quality benefit with contrasting colors to identify parking stalls with no painting required and the surface of the parking lot would allow for infiltration consistent with the terms of the SO loan; trash or recycling enclosure to serve local businesses with a man door at the rear of the enclosure made available to local businesses for use; sitting areas for the public including related trees for shade and comfort with options presented encouraging seating only; bike racks in multiple locations using the "running legs" design; interpretive signage which was a SO loan required feature to educate the public about stormwater runoff and water quality; community clock located off Central Ave which could be a signature feature of the parking lot; locations for public art that could be low maintenance and fitting as attractive kinetic features that could move with the wind; and a rain garden located along the southerly section of the parking lot to incorporate SO principles and provide an attractive, low maintenance landscape feature. Ms. Wirsing provided preliminary site plan, conceptual site plan, and furnishing options for Council consideration and feedback.

Staff was working with DEQ to understand what components would qualify for the SO dollars. Council comments were requested and direction to move forward with Final Design. If some of the features and components of the Parking Lot did not qualify for SO funds, those features could be under construction late summer/early fall of 2021. Council discussed the options, gave input, offered preferences for consistency, and other ideas for staff to research including other groups to help with labor and long-term maintenance.

Approval of Revisions to the Emergency Operations Plan

Fire Chief Mark Anderson stated the City of Coos Bay adopted an Emergency Operations Plan which provides a framework for coordinated prevention, planning, response, and recovery activities for any type or size of emergency affecting the City. This Emergency Operations Plan compliments the State of Oregon Emergency Management Plan and integrates the concepts of the National Response Framework. In an effort to keep the plan current and accurate, City staff are required to periodically review the Emergency Operations Plan and update as appropriate. City staff have reviewed and revised sections of the Emergency Operations Plan which were provided to Council. The plan is made up of four parts: basic plan which lays out framework for emergency management, fifteen emergency support functions which are functional operational level documents identifying the primary and supporting entities and objectives for each phase of an emergency, nine incident annexes which are incident specific based on the type of disaster or hazard, and four support annexes which provide guidance for emergency response and recovery not otherwise addressed. Eleven sections were reviewed with only one substantial change to the basic plan which was the addition of an Assistant City Manager to the line of succession; otherwise changes were to update dates, department names, and position titles as needed. Mr. Anderson stated specifically for City Council to be aware of chapter one of the basic plan which states the responsibility for emergency services belongs to the governing body and the steps to declare a local state of emergency.

Review of 2021-2023 Goal Setting Session

City Manager Rodger Craddock stated Council members and staff met with Patrick Ibarra of the Mejorando Group on March 6, 2021 in a goal setting session to develop plans to guide potential projects for the 2021-2023 period. During the work session, ideas were tabulated and discussed in order to develop potential goals. Mr. Ibarra provided staff with a summary of the work session which staff refined and organized to a concise set of nine overall goals which were provided to Council.

Mr. Craddock stated Councilor Marler expressed by email a desire to explore adding an assessment or funding component to the downtown parking district with the goal of using those revenues to maintain the public parking lots which served downtown businesses and residents. Councilor DiNovo stated also discussed was an Empire Master Plan for highest and best use which was more detailed than the Urban Renewal Master Plan, Councilor Miles seconded the request; Mr. Craddock stated he would discuss with the Agency's Urban Renewal Consultant Elaine Howard. Mayor Benetti stated he would like a spreadsheet of projects and goals with percent of progress available for Council to access; Mr. Craddock stated a list could be updated and provided to Council at work sessions. Mayor Benetti asked if it was possible to hire additional Police Officers preemptive of future retirements and discussed possible Reserve Officer options; Mr. Craddock stated staff was currently going out with intent to have available Police Officers for upcoming possible retirements. Mayor Benetti stated street parking signage was not consistent throughout the city; Councilor Kilmer stated it was a component of the Economic Vitality marking plan for the Coos Bay Downtown Association, Mr. Craddock stated the city would do a review of signage and parking regulations. Mayor Benetti requested to keep re-locating the city shops on the list. Mayor Benetti asked about the zoning on Front Street and if a towing facility would be allowed, Mr. Craddock stated he believed it was not allowed. Councilor Matthews stated putting up Urban Renewal Agency funded signage for façade improvements was a requirement for the grant, but the city did not have any and requested to have one designed. Mayor Benetti requested additional and updated enclosed garbage facilities for businesses.

Council Comments

Councilor Farmer stated he would like to see Council revisit the Flag Policy which hadn't been reviewed since 2014, would like to follow official Federal and/or State list for each month's recognized flag. Councilor Miles stated the Empire Coalition met and requested additional trash cans along Newmark Avenue and Empire Blvd.

Adjourn

There being no further business to come before the council, Mayor Benetti adjourned the work session. The next regular council meeting was scheduled for June 1, 2021 in the council chambers at city hall. These minutes were approved as presented by City Council on June 15, 2021.



Phil Marler, Vice-Chair

Attest: Nichole Rutherford
Nichole Rutherford, City Recorder