

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

May 5, 2020

The minutes of the proceedings of a regular meeting of the Urban Renewal Agency of the City of Coos Bay, Coos County, Oregon, held at 7:52 pm as a virtual meeting.

Those Attending

Those attending remotely by teleconference were Chair Stephanie Kilmer and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, Phil Marler, Carmen Matthews, and Rob Miles. City staff attending remotely by teleconference were City Manager Rodger Craddock, Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, and Fire Chief Mark Anderson.

Public Comments

No public comments were provided online and no public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of minutes of April 21, 2020

Board Member DiNovo moved to approve consent calendar as presented. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Approval of Loan Forgiveness for 2011 City Hall Seismic Upgrade Loan

Finance Director Nichole Rutherford stated during the 2019-2020 budget process, the budget committee discussed and approved recommendation to the agency board to forgive the final two payments on the 2011 loan to the city for the city hall seismic upgrade project. The agency board subsequently approved the recommendation to provide loan forgiveness to the city, and the current fiscal year budget did not include any debt service payments for this seismic upgrade loan; however, the period of forgiveness was incorrectly presented. At the time, the forgiveness would have included three final payment (fiscal year 2020, fiscal year 2021, and fiscal year 2022), not two as presented and approved. Staff recommended complete loan forgiveness, with the final debt service payment made in fiscal year 2019 considered satisfaction of the loan.

City Manager Rodger Craddock stated the background of the 2011 loan was that since grant funds received for seismic upgrades were focused on the Coos Bay Police Department and Dispatch Center, other funds were needed to upgrade the rest of the building. At the time, the agency did not want to use urban renewal dollars for public building improvements, though an allowable expense, but agreed to a \$600,000 loan from agency to the city for the upgrades, with the city making loan payments to the agency of roughly \$60,000 per year from the general fund.

Board Member DiNovo moved to approve the loan forgiveness for the 2011 City Hall Seismic Upgrade loan made to the City of Coos Bay. Board Member Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Agency Manager’s Report

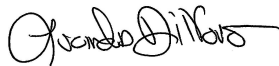
City Manager Rodger Craddock stated the agency was ready to close on the Front Street scrapyard property which will become a new public parking lot. The agency had worked through several amendments with the owner because of the extra time it has taken with the Department of Environmental Quality (DEQ) to approve a prospective purchaser agreement (PPA), due to how contaminated the lot was. The last amendment established closing on or before April 30, 2020. Due to COVID-19, Ticor Title was not accepting checks, nor open to the public, and the agency had difficulty getting the PPA recorded with Coos County. Staff worked to find an online service to get PPA recorded, electronically sign all documents, and arranged for a wire transfer of funds. However, as it was past April 30, 2020, a new amendment was needed with the property owner to extend the closing date. One stipulation of the agreement stated that the agency would split with the owner any insurance funds received within one year of closing, up to \$120,000, to bring lot back to acceptable standards before November 2020 PPA deadline. Seller had agreed and received a signed document. Agency consensus was for the city manager to sign the document. Board Member DiNovo thanked staff for all their efforts and the landowner for continued patience. Chair Kilmer thanked staff, landowner, and stated the property may not have been cleaned up if it weren’t for the group working so hard. Mr. Craddock thank the Public Works and Community Development Director Jim Hossley for all of his efforts to complete this transaction.

Adjourn

There being no further business to come before the agency, Chair Kilmer adjourned the meeting.



Stephanie Kilmer, Chair



Attest:

Lucinda DiNovo, Secretary