

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

October 6, 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 8:28 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

## **Those Attending**

Those present were Chair Stephanie Kilmer and Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, Phil Marler, Carmen Matthews, and Rob Miles. 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, Fire Battalion Chief Jeff Adkins, Police Chief Gary McCullough, and Deputy Police Chief Chris Chapanar. City staff attending remotely by teleconference was Community Development Administrator Carolyn Johnson.

## **Public Comments**

No public comments were given and no public comment forms were received.

## **Consent Calendar**

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of September 1, 2020 Minutes

2b: Approval of August 2020 Financial Reports

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

## **Approval of Downtown District Street Improvement Project Expansion**

Public Works and Community Development Director Jim Hossley stated the city advertised and received two bids for the the 4th Street rehabilitation project from Market Ave to Donnelly Ave. The low bid came in under engineering estimates by approximately \$700,000 (including contingency). On April 7, 2020, the Agency awarded a contract to Knife River Materials for \$2,409,969.00 which included the the Water Board line replacement of \$234,702. The Agency also authorized a 15% contingency with a total project price not to exceed \$2,771,464.35. City staff explored additional work to be done with the remaining funds budgeted for the 4th Street project. Staff first looked at Curtis Avenue, however does not recommend rehab to Curtis at this time due to potential issues with existing stormwater infrastructure. After careful review of other possible Downtown Urban Renewal District right-of-way improvement projects, staff recommended full curb and gutter, sidewalks, and

roadbed rebuild for the following streets between Broadway, Bayshore, and Front Street - Alder Ave, Birch Ave, Cedar Ave, and Date Ave. It should be noted that the brownfield parking lot improvements abutting Cedar Ave would be coordinated with this project. Should the Agency authorize staff to proceed with these projects, the next step would be to contract with an engineering firm to design the improvements. Construction was expected to go out to bid in mid-winter and construction to commence in spring of 2021.

Board Member DiNovo moved to authorize staff to utilize the funds remaining from the 4th Street project on Alder Avenue, Birch Avenue, Cedar Avenue, and Date Avenue between Broadway, Bayshore, and Front Street. Board Member Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

### **Authorize Preparation of Request for Proposal for Design of Coos History Museum Plaza**

City Manager Rodger Craddock stated at the September 1, 2020 Urban Renewal Agency meeting, staff received consensus from the Agency to manage & fund a request for proposals (RFP) to secure a design professional to create design plans for the Coos History Museum (CHM) plaza area if the CHM Trustees were willing to site the future Alonzo Tucker memorial somewhere in the plaza. Staff met virtually with the CHM Trustees to present the Agency proposal to assist with the contracting of design services and possibly constructing the boardwalk to connect their plaza area with the Coos Bay Village property, as well as, inclusion of the Alonzo Tucker memorial. The CHM Trustees were in favor of hosting the memorial on their property if the CHM Memorial Taskforce recommended it. Staff met with the CHM Memorial Taskforce and received consensus from that group to proceed. A plaza was also on the 1996 Front Street Master Plan. City staff requested authorization to embark on a RFP process to retain a design consultant. The CHM would be responsible for the cost of the design plans.

Board Member Farmer moved to authorize staff to create a request for proposal (RFP) and process to retain a design consultant on behalf of the Coos History Museum to create design plans for the Coos History Museum plaza. Board Member Matthews seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

### **Approval to Initiate a Request for Development Proposal Process**

City Manager Rodger Craddock stated in 2018, the Agency advertised for development proposals for two vacant lots located in downtown Coos Bay. One lot, the former site of the downtown fire station, located at the northeast corner of the intersection of South 4th Street and Anderson Avenue. The other lot, the former site of the Lockhart building, located at the southwest corner of the intersection of South 3rd Street and Central Avenue. Over the last two years, staff negotiated with two separate developers interested in the old fire station lot. One of the developers later withdrew from the process and the development proposed; the other was not acceptable to the Agency. Since that time, the Agency decided to pursue developing the former Lockhart site into a public parking lot. A funding source was identified, an engineer firm was engaged, and the project is currently in the design process. There was recent interest from individuals wishing to obtain and develop the property. Staff was seeking the approval of the Agency to undertake a request for development proposal process.

Board Member Marler moved to approve city staff's request to initiate a request for development proposal process for the city owned property located at 150 South 4th Street. Board Member DiNovo seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer,

Kilmer, Marler, Matthews, Miles.

### **Urban Renewal Agency Manager's Report**

Urban Renewal Agency Manager Rodger Craddock stated on September 1, 2020 the Agency received a request for a façade improvement grant for 723 S 2nd Street which included a mural. The Agency requested other mural artist renderings and approved \$5,000 for the design of another mural concept along with the \$5,000 for the façade for a total of \$10,000. A second mural design was obtained with costs for design and painting of mural of \$6,000. Staff suggested entering into an agreement for which the mural must be in place and maintained for at least five years or the Agency would be reimbursed.

Board Member Benetti moved to give the Agency Manager authority to alter the agreement to the new terms and not to exceed \$9,000 for the project. Board Member Marler seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer, Marler, Matthews, Miles.

Mr. Craddock stated the Tioga building was the largest façade grant undertaken by the Agency. The developers had requested a revision to the standard façade payment to allow for progress payments. The Agency approved this revision under the stipulation that the developers get a performance bond to make sure the project was finished and provide signed affidavits by the contractors attesting to being paid. The cost of the bond was estimate between \$12,000 and \$18,000, but the developers hoped to put those funds into the project, and asked the Agency for other possible options. The developers had enough cash flow and reserves to cover the Koski Building, the Tioga sign, and shared back parking lot improvements, and would not need a revision for these three façade grant requests. One option would be for the developers to provide personal guarantees outside their LLC. Agency consensus to have city staff proceed with drafting the documentation needed for the developers to sign the personal guarantees.

### **Adjourn**

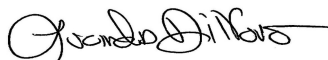
There being no further business to come before the agency, Chair Kilmer adjourned the meeting. These minutes were approved as presented by the Urban Renewal Agency on October 20, 2020.



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Stephanie Kilmer, Chair

Attest:



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Lucinda DiNovo, Secretary