

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

April 6, 2021

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 8:05 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, Drew Farmer, Phil Marler, Carmen Matthews, and Rob Miles. Board Member Lucinda DiNovo 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, Fire Battalion Chief Jeff Adkins, and Deputy Police Chief Chris Chapanar. City staff attending remotely by teleconference were Library Director Sami Pierson and Community Development Administrator Carolyn Johnson.

Public Comments

No public comments were made.

Public Comment Form

No public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of March 16, 2021 Minutes

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

Approval of Improvement Grant Request for 385 & 399 South Broadway

Public Works and Community Development Director Jim Hossley stated the owners of Tower Motor Company requested an Urban Renewal Improvement Grant for their collision center / body shop buildings located at 385 and 399 South Broadway. They proposed to replace the existing cedar siding with metal siding / trim. The Design Assistance Team (DAT) reviewed the project in February 2021 and recommended approval of the grant as submitted.

The Façade Improvement Program currently provides a 50/50 grant based on the lowest bid. While the program indicates a maximum grant award of \$25,000 per fiscal year, the Urban Renewal Agency has the final authorization. The applicant would be utilizing the same contractor that performed similar work on their buildings at 505 and 549 South Broadway.

The applicant provided one written bid of \$193,909.25 which included both improvement projects. 385 South Broadway would be \$47,551.62 (50% of eligible expenses) based on the submitted bid of \$95,103.25, subject to authorization of required building permits. 399 South Broadway would be \$49,403.12 (50% of eligible expenses) based on the submitted bid of \$98,806.25 for the proposed project, subject to authorization of required building permits.

Tower Motor Company representative, Amy Larson, thanked the council for their consideration and stated after months they were only able to get one high bid from a local contractor, used Zerbach Construction Inc for previous projects who was reasonable, and wished to stay consistent using the same contractor. City Manager Rodger Craddock stated most of the commercial buildings downtown were within the 100 year flood zone, part of the participation in the national flood insurance program included following their regulations. If a building within the flood zone was improved more than 50% of the appraised value would have to bring entire building up to current flood plain standards. The city uses the appraised value from the assessor's office, which may be different; the city would pay for an appraisal to confirm if the improvements would still qualify as 50% of the appraised value. Failure to follow the regulations would jeopardize the flood insurance program for all citizens.

Funding for the Urban Renewal Agency Downtown Improvement Program #57-940-520-2415 for fiscal year 2020-2021 was \$750,000.00. Ten previously approved projects have not been completed totaling \$462,766.30, leaving \$31,624.46 unencumbered. Expenditure of grant funds above \$31,624.46 would require approval of a supplemental budget.

Board Member Marler moved to waive the three bid requirement and approve the requested Urban Renewal Improvement Program grants from the Downtown Improvement Program for fiscal year 2020-2021 for the project at 385 South Broadway in the amount of \$47,551.62 and 399 South Broadway in the amount of \$49,403.12. Board Member Matthews seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Marler, Matthews, Miles. Absent: DiNovo.

Executive Session

Deputy Finance Director Melissa Olson read the executive session meeting disclosure statement. An executive session was held pursuant to Oregon Revised Statute (ORS) 192.660 (2) (e) for the purpose of discussing real property transactions. No decisions were made.

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 April 20, 2021.



Stephanie Kilmer, Chair

Attest: 
Nichole Rutherford, Recorder