

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

July 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 7:55 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, and Rob Miles. Board Members Lucinda DiNovo and Carmen Matthews were absent. City staff present were City Manager Rodger Craddock, Assistant City Manager/Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Deputy Library Director Christina Coffman, Public Works and Community Development Director Jim Hossley, Fire Chief Mark Anderson, and Police Chief Chris Chapanar.

Public Comments

No public comments were made.

Public Comments

No public comment forms were received.

Consent Calendar

Chair Kilmer reviewed the consent calendar which consisted of:

2a: Approval of June 1, 2021 Minutes

2b: Acceptance of May 2021 Financial Reports and Check Register

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

Consideration to Approve Improvement Program Grant Request for 171 and 191 South Broadway

Public Works and Community Development Director Jim Hossley stated the property owner of 171 & 191 South Broadway, David Herold, submitted an Improvement Program Grant application for a project that included repairing the surface cracks in the stuccos siding, repainting the structure, and removal/cleaning/replacement of the existing awning. The Improvement Program currently provided a 50/50 grant (based on the lowest bid) and the guidelines indicated a maximum grant award of \$25,000 per fiscal year. The program regulations required three written bids be obtained for the project. The applicant was able to acquire one bid for the façade repair for \$11,500.00 and one bid for the awning cleaning for \$5,000.00; a total project of \$16,500.00. The Design Assistance Team (DAT) reviewed the request on June 8, 2021 and recommended the use of elastomeric paint, as it had more

flexibility than regular latex paint, so it could bridge hairline cracks that form in the stucco over time. The applicant's contractor indicated the upgraded paint would increase the project cost by approximately \$750.00. A revised bid, which included the upgraded paint would be submitted prior to signing the grant agreement or beginning of the project. The overall project cost was \$17,250.00 for a Improvement Project Grant for up to \$8,625.00 of eligible expenses from the Urban Renewal Agency Downtown District, subject to submittal of any required permits (structural, electrical, floodplain).

Funding for the Urban Renewal Agency Downtown Improvement Program, 57-940-520-2415, for fiscal year 2021-2022 was \$750,000.00. This request for \$8,625.00 was the first for the new fiscal year, but there were a number of previously approved projects that have not been completed, which total approximately \$556,743.00. There may be one or two projects that would be complete prior to the end of this fiscal year, which would reduce the total carryover by approximately \$100,000 to \$150,000.

Board Member Farmer moved to approve the Improvement Project Grant application for up to \$8,625.00 of eligible expenses, 50% of the total project cost, subject to submittal of any required permits; structural, electrical, floodplain. Board Member Marler seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Marler, Miles. Absent: DiNovo, Matthews.

Consideration to Approve Coos Bay Downtown Association Main Street Program Management Agreement

Assistant City Manager/Finance Director Nichole Rutherford stated the the Urban Renewal Agency (Agency) and the Coos Bay Downtown Association (CBDA) had shared a long-standing partnership, with the Agency providing financial support for CBDA's management of the Main Street Program. The most recent agreement which was approved in 2017 had expired on June 30, 2021. Staff has been working with CBDA to craft a new agreement for Agency approval. The partnership between the Agency and the CBDA which focused on the strategies of the Main Street Program, began in 2012 and included support from the Agency to the CBDA in the amount of \$24,000. This support was intended to assist in the implementation of the Main Street Program and strategies aimed at the revitalization and improved economic stability of the downtown district. Several years after the initial agreement, the annual support was increased to \$30,000 and in 2017 the annual support was increased to the current amount of \$35,000. The Main Street Program management fee of \$35,000 was included in the Agency's Fiscal Year 2021-2022 budget.

The Main Street program was a proven comprehensive approach to historic commercial district revitalization and economic prosperity using four foundation points. These included:

Organization: represented by business and property owners, bankers, citizens, public officials, chambers of commerce, and other local economic development organizations.

Promotion: included a variety of events and programs to create excitement downtown and can include street festivals, parades, retail events, and image development campaigns. Promotion involves marketing an enticing image to shoppers, investors, and visitors.

Design: Enhancing the physical environment with historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the downtown as a quality place to shop, work, walk, invest in, and live. Design improvements result in public and private dollars downtown investment.

Economic Vitality: the creation of long-term economic vitality with the development and implementation of techniques and programs such as recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of Main Street's traditional merchants.

Board Members discussed if there was a need to analyze the cost for expanding the area or if the agreement needed to be revisited at a future date prior to the agreement expiration date. Board Member Miles stated interest in a similar agreement with the Empire Coalition for revitalizing the Empire District. Beth Clarkson, President of the Coos Bay Downtown Association stated additional funding would go towards projects currently on the back burner.

Board Member Marler moved to approve the agreement with Coos Bay Downtown Association, including \$35,000 annual support for management of the Main Street Program. Board Member Miles seconded the motion.

Board Member Marler rescinded the motion and made an amended motion to accept the language as written with exception to the changes to compensation to include increasing year one to \$40,000, an increase of \$5,000 to year two to \$45,000, and an additional increase to year three of \$5,000 to \$50,000. Board Member Miles seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Marler, Miles. Absent: DiNovo, Matthews.

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) (d) for the purpose of discussing real property transactions.

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 August 3, 2021.



Stephanie Kilmer, Chair

Attest: 

Nichole Rutherford, Recorder