

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

December 21, 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 7:48 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Vice-Chair Drew Farmer and Board Members Joe Benetti, Carmen Matthews, and Rob Miles. Chair Stephanie Kilmer attended virtually by teleconference. Board Members Lucinda DiNovo and Sara Stephens were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Assistant City Manager/Finance Director Nichole Rutherford, Deputy Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Fire Chief Mark Anderson, and 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 Comments

No public comment forms were received.

Consent Calendar

Vice-Chair Farmer reviewed the consent calendar which consisted of:

2a: Approval of December 7, 2021 Minutes

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

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

Presentation on the Urban Renewal Agency Audit for Fiscal Year 2020-21 by Pauly, Rogers and Co, PC Auditor Tara Kamp

Senior Auditor Tara Kamp stated Pauly, Rogers and Co. issued an unmodified opinion on the Urban Renewal Agency fiscal year 2020-2021 financial statements with no exceptions or issues requiring comment for the State minimum standards and no management letter was issued. An unmodified opinion means the City of Coos Bay was given a “clean” opinion with no reservations. It was the independent auditor’s judgment the financial records and statements were fairly and appropriately presented, and in accordance with generally accepted accounting principles (GAAP). An unmodified opinion is the most common type of

auditor's report and the desired result.

Board Member Miles moved to moved to accept the fiscal year 2020-2021 Urban Renewal Agency audit. Board Member Matthews seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Matthews, Miles. Absent: DiNovo, Stephens.

Consideration of Approval of Building Improvement Program Grant Request for 784 Central Avenue

Community Development Administrator Carolyn Johnson stated Mastco Properties, owned by Daniel Mast and represented by Andrew Locati of HGE Architects, requested a \$100,661 grant from the Agency's Building Improvement Grant Program (Program). The proposed exterior improvements for 784 Central Avenue would include installation of a new weather barrier, vinyl or fiberglass windows, exterior entrance door and service door, and a combination of new siding materials. Proposed siding materials are comprised of metal, cedar, and fiber cement products. Funds were not requested for the building interior work underway.

The improvement program guidelines specify a 50% grant based on the lowest bid for building improvement projects with a maximum award of \$25,000 per fiscal year. Funds in excess of 50% of the lowest bid can be awarded at the Agency's discretion. The lowest estimate bid was \$134,214.97, the applicant requested grant funding of \$100,661.23 which would be 75% of the total project cost. The Improvement Program regulations request three written bids. The applicant's representative provided a letter to Council noting the challenge of securing more than one bid for the project. A \$134,214.97 bid was provided from Mast Construction Services, also owned by the applicant. While not a bid, HGE architects \$141,380 cost estimate for the project was also provided. The Design Assistance Team (DAT) reviewed the project via email on November 29, 2021. All comments received were in support of the application. Currently, \$129,246.25 of the Improvement Program funds are unencumbered at this time. If the requested \$100,661.23 was authorized, \$28,585.02 would remain unencumbered.

Andrew Locati, HGE Architects, stated in the current building environment it was very difficult to get bids on projects and contractors putting time into a bid for a project they would not be working on. Also stated interior work was currently underway to make the building move-in ready and due to the weather exterior work could not begin. Council discussion ensued regarding concerns with aspects of the request. City Manager Rodger Craddock stated the City could facilitate an independent bid should Council wish and suggested the decision be postponed until the first Council meeting scheduled in January 2022.

Chair Kilmer moved to postpone the decision until the January 4, 2022 Council meeting. Board Member Matthews seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Matthews, Miles. Absent: DiNovo, Stephens.

Consideration of Request for Reimbursement from Coos Bay Village Developers

City Manager Rodger Craddock stated the developers of Coos Bay Village designed the site to include a fourteen foot concrete pedestrian boardwalk around the eastern edge of the development where there would be a dedicated public easement. The total length of the pedestrian boardwalk was 1,800 linear feet. The developer completed all but the last 40 feet of the pedestrian walkway. Unfortunately, a telephone pole owned by Ziplly is in the middle of

a portion of the pedestrian boardwalk, preventing completion of the walkway. Zply estimated the cost to move the pole to be \$9,853.60. The developer submitted a request to the URA asking for reimbursement for the cost to relocate the telephone pole. Council discussion ensued.

Board Member Matthews moved to approve the request for reimbursement to Rock Face LLC, up to \$9,853.60, for the cost of relocating the telephone pole. Chair Kilmer seconded the motion which carried. Ayes: Benetti, Farmer, Kilmer, Matthews, Miles. Absent: DiNovo, Stephens.

Adjourn

There being no further business to come before the agency, Vice-Chair Farmer adjourned the meeting. These minutes were approved as presented by the Urban Renewal Agency on February 15, 2022.



Stephanie Kilmer, Chair

Attest: 

Nichole Rutherford, Recorder