

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

June 7, 2022

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 Lucinda DiNovo, Rob Miles, and Sara Stephens. Board Members Joe Benetti and Carmen Matthews attended remotely by teleconference. Board Member Drew Farmer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Assistant City Manager Nichole Rutherford, Finance Director Melissa Olson, Public Works and Community Development Director Jim Hossley, Fire Battalion Chief Jeff Adkins, Police Chief Chris Chapandar, and Library Director Sami Pierson.

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 May 17, 2022 Minutes

2b: Adoption of Resolution 22-04 Extending Workers' Compensation Insurance Coverage to Urban Renewal Agency Volunteers

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

Public Hearing on the Approved Budget for Fiscal Year 2022-2023 - Adoption of Resolution 22-05 Would Adopt the Budget, Make Appropriations, and Levy Taxes

Assistant City Manager Nichole Rutherford stated the local government budget process is regulated through Oregon Revised Statutes (ORS) 294.305 to 294.565. The Agency budget is a financial plan containing estimates of revenues and expenditures for a single fiscal year. Budgeting allows a local government to evaluate its needs in light of the revenue sources available to meet those needs. A complete budget justifies the imposition of property taxes and the making of the appropriations that give the Agency its authority to spend public money. In accordance with Oregon budget law, the Agency has complied with the budget law statutes. A public hearing before the Agency has been scheduled and published for the

purpose of taking public input on the budget for the June 7, 2022 meeting. The proposed budget for fiscal year 2022-2023 has been reviewed and approved by the Budget Committee on May 12, 2022 with a recommendation for the Urban Renewal Agency's adoption. The full Budget Committee approved budget can be found on the City's website at <http://coosbay.org/departments/finance>. Adoption of the resolution makes appropriations and levies taxes for Fiscal Year 2022-2023.

Chair Kilmer opened the public hearing. No public comments were made. The public hearing was closed.

Board Member DiNovo moved to adopt Resolution 22-05 approving the Fiscal Year 2022-2023 budget. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Matthews, Miles, Stephens. Absent: Farmer.

Approval of Funding Request from Coos History Museum

City Manager Rodger Craddock stated with the development of Coos Bay Village and their completion of a concrete waterfront walkway along with the draft Front Street Blueprint Plan which in part was aimed at improving connectivity between the City's Boardwalk and Coos Bay Village, there have been discussion's with the management of the Coos History Museum regarding the creation of a concrete waterfront walkway on the east side of the museum property which would connect to the Coos Bay Village waterfront walkway. During the fiscal year 2021-2022 budget process, a sum of \$250,000 was included to undertake the project. That amount was enough to complete the project, if the project does not fall under prevailing wage requirements. Given the walkway would be on private property, providing a grant to the Coos History Museum would allow the museum to contract directly with a contractor to undertake the project outside of prevailing wage requirements. The developers of Coos Bay Village have agreed to do the project which was optimal. While the walkway was on private property, the walkway would be within an established public easement, similar to the easement on the Coos Bay Village property. The Coos History Museum requested funding support of Phase II of the Museum's waterfront improvements. The \$250,000 request was submitted in writing and was provided to the Agency. The grant request was reviewed and discussed at the Council / Agency Work Session on May 24, 2022. Based on the discussion there was a request to the Coos History Museum to donate the small portion of land south of the museum plaza with the intent that the Agency would undertake a future project to connect the Museum's future waterfront walkway to Front Street which was in keeping with the draft Front Street Blueprint.

Board Member Stephens stated a perceived conflict of interest as she was on the Coos History Museum Board of Trustees Member. City Attorney Nate McClintock stated it was not a true conflict, but was good to disclose.

Board Member DiNovo moved to approve the \$250,000 funding request for the Coos History Museum to fund the proposed waterfront walkway on the eastern side of the museum property, subsequent to entering a grant agreement for the project and to transfer ownership of the property south of the museum plaza to the City. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Matthews, Miles, Stephens. Absent: Farmer.

Approval of Improvement Program Grant Request for 127 Ingersoll Avenue

Public Works and Community Development Director Jim Hossley stated Sharon Baldrige requested a \$25,000 Improvement Program Grant for improvements at 127 Ingersoll Avenue to be used for driveway, access and parking area paving, and fencing of the property. Ms. Baldrige hoped the fencing would help deter theft from the site and provide visual enhancement to the property. Since moving to this location, the applicant has removed a dilapidated section of the structure and is in the process of making other exterior improvements (like siding replacement). The applicant provided two bids for the paving (\$53,032 / \$27,246; bids do not include required storm drain systems) and two bids for the fencing/gates (\$36,122.06 / \$16,341.44). Based on the lowest bid for each element, the cost the proposed project would be a minimum of \$43,587.44. The applicant indicated they have been advised material cost would increase any time after June 1, 2022. The applicant requested a \$25,000 grant, which was 57% of the eligible expenses. The Urban Renewal Agency (Agency) offers Improvement Program Grants to property owners to complete building improvements for commercial revitalization and support housing as a secondary use. Grants for 50% of eligible project costs up to \$25,000 would be considered, however, the Agency has discretion to increase the grant funding percentage. Grant requests were determined by the Agency on a case-by-case basis depending on need and proposed project's revitalization impact.

Board Member Stephens moved to approve the \$25,000 Improvement Program grant request for 127 Ingersoll Avenue. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Matthews, Miles, Stephens. Absent: Farmer.

Approval of Improvement Program Grant Request for 225 West Lockhart Avenue

Public Works and Community Development Director Jim Hossley stated Luis Ledesma, property and business owner of Pro Diesel Auto Repair at 225 West Lockhart Avenue, requested a \$30,000 Improvement Program Grant for a paving project including the site's access, maneuvering and off-street parking area. Since relocating the business to 225 West Lockhart in 2021, Mr. Ledesma's substantial interior and exterior building improvements have been completed with a value of over \$80,000. In October of 2021, the Agency awarded Mr. Ledesma a \$20,000 Improvement Grant to help fund the façade improvements on the north elevation of Pro Diesel Auto Repair. The project was successfully completed in April 2022 and grant funds were issued. The grant guidelines specify owners of commercial buildings or business owners are eligible for one grant in any fiscal year period (July 1 through June 30). The Agency has the ability to award a second grant in the same fiscal year, just as the Agency can award an amount in excess of 50% of the improvement costs or with only one bid. Mr. Ledesma provided two bids for the project, the first bid was \$59,003.00 and the second bid was \$146,280 for all three of the proposed paving areas. There were expected material cost increases any time after June 1, 2022. Based on the provided bid, the applicant requested a \$30,000 grant, which was just over 50% of the eligible expenses. The Agency offers Improvement Program grants to property owners to complete building improvements for commercial revitalization and support housing as a secondary use. Program guidelines indicate grants for 50% of eligible project costs up to \$25,000 would be considered; however, the Agency has discretion to increase the grant funding percentage. Grant requests were determined by the Agency on a case-by-case basis depending on need and proposed project's revitalization impact.

Board Member DiNovo moved to approve the \$30,000 Improvement Program grant request

for 225 West Lockhart Avenue. Board Member Miles seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Matthews, Miles, Stephens. Absent: Farmer.

Approval of Improvement Program Grant Request for 790 N Bayshore Drive

Public Works and Community Development Director Jim Hossley stated Rick Stevens requested approval of a \$100,000 Improvement Program Grant for 790 North Bayshore Drive (Front Street frontage). Proposed was indoor and outdoor space for “Front Street Food Trucks” with exterior space for up to eight (8) foot trucks and outdoor seating. The spaces would provide a permanent place for the food trucks. The outside area would be improved with paving including entrance apron, curb, and sidewalk; power installation; water pedestals for each food truck; and addition of fencing/landscaping. A portion of the existing structure abutting Front Street would provide additional indoor seating, restrooms and a beverage station. A number of structural upgrades are required to accommodate the proposed use and create a new store-front. The structural improvements included replacing existing roll-up door with a glass roll-up door, replace the existing man-door, upgrading electrical, installing heat-pump system and other upgrades related to egress/ingress and compliance with current Fire/Life Safety issues regulated by Building Codes. The applicant’s submittal provided additional business operation details. The applicant provided bids received for the following proposed improvements: fencing/gates \$36,735.22 / \$27,050.00, roll-up door \$23,990.00 / \$13,395.00 / \$9,495.00, man-door \$8,890.00 / \$6,236.73, electrical \$30,000.00 / \$17,050.00, paving curb/gutter, sidewalk, apron \$12,550.80 / \$10,450.00 / \$6,395.00, paving parking \$115,872.00 / \$67,515.00, and HVAC \$5,426.80 / \$3,458.00. Based on the lowest bid for each element, the project cost would be a minimum of \$137,199.73. The applicant indicated they have been advised material cost will increase again by the middle of June 2022.

The applicant would fully fund the remaining elements of the project, which include interior improvements to Building Code Standards, landscaping and permit cost. The applicant requested a \$100,000 grant, which was 73% of the eligible expenses (50% would be \$68,600), however, the applicant funded improvements include costs not identified in the application. Project costs that fall outside of the request which are fully funded by the applicant result in the \$100,000 grant request being less than 50% funding generally required by the Improvement Program rules, with the grant request resulting in 40% of project costs. The Agency offers Improvement Program grants to property owners to complete building improvements for commercial revitalization and support housing as a secondary use. Program guidelines indicate grants for 50% of eligible project costs up to \$25,000 would be considered; however, the Agency has discretion to increase the grant funding percentage. Grant requests were determined by the Agency on a case-by-case basis depending on need and proposed project’s revitalization impact. Goals of urban renewal districts are to focus on curing blight and to add value to the tax base. This project would accomplish both goals through development of underdeveloped property fronting both north-bound Hwy 101 and Front Street. The proposed developments would add value to both the existing building and the adjoining land area, thereby increasing the value to the overall tax base.

Board Member Miles moved to approve the \$100,000 Improvement Program grant request for 790 North Bayshore Drive, subject to any conditions of approval noted in the Architectural Design Review application. Board Member Stephens seconded the motion which carried. Ayes: Benetti, DiNovo, Kilmer, Miles, Stephens. Absent: Farmer, Matthews.

Executive Session

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 June 21, 2022.



Stephanie Kilmer, Chair

Attest: 

Nichole Rutherford, City Recorder