

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

**August 21, 2018**

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 8:00 pm in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Board Members Joe Benetti, Lucinda DiNovo, Drew Farmer, and Stephanie Kilmer. Chair Stephanie Kramer and Board Members Jennifer Groth and Phil Marler were absent. City staff present were City Manager Rodger Craddock, Acting Finance Director Amy Kinnaman, Interim Deputy Finance Director Nicki Rutherford, City Engineer Jennifer Wirsing, Fire Chief Mark Anderson and Police Captain Chris Chapana.

**Nomination of Temporary Chair**

Pursuant to City of Coos Bay City Council Rules as provided in the Coos Bay City Council Rules Section 2.3.3 in event of the absence of the Agency Chair and Vice Chair, City Manager Rodger Craddock called the Urban Renewal Agency to order. Board Members Benetti, DiNovo, Farmer, and Kilmer were present. By majority vote the Agency appointed Board Member Kilmer as Temporary Chair.

**Public Comments**

No public comments were given.

**Consent Calendar**

Temporary Chair Kilmer reviewed the consent calendar which consisted of:

- 2a: Approval of the URA Minutes of June 19, 2018
- 2b: Approval of the URA Town Hall Minutes of July 31, 2018
- 2c: Acceptance of the URA May Combined Cash Reports
- 2d: Acceptance of the URA June Combined Cash Reports
- 2e: Acceptance of the URA July Combined Cash Reports

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

## **Review of the Proposed Empire Urban Renewal Plan Amendment**

City Manager Rodger Craddock stated the Coos Bay Urban Renewal Agency (Agency) was asked to review the proposed Empire Urban Renewal Plan Amendment (Amendment) and to decide whether to recommend the Amendment be forwarded through the public review process of urban renewal amendments including a presentation to the Planning Commission for their review of conformance with the Coos Bay Comprehensive Plan, to the Coos County Commission for a briefing, and to the Coos Bay City Council for consideration of a non-emergency ordinance to adopt the amendment.

Scott Vanden Bos, representative from Elaine Howard Consulting, discussed the reason for amendment was to provide a financing mechanism to fund improvements including street, curb, and sidewalk improvements to allow for the development of the Empire Urban Renewal Area (Area). The use of tax increment allowed the City to add an additional funding source to the City's State Gas Tax Fund and the Street to allow the projects to be completed. It also reduced the demand on other City funds as urban renewal funds could be used in this area, allowing other City funds to be used city-wide. Mr. Vanden Bos summarized the changed elements of the plan and the process for adoption of the amendment.

Board Member DiNovo moved to approve moving forward with the public review process for the proposed Empire Urban Renewal Plan Amendment. Board Member Farmer seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer. Absent: Groth, Kramer, Marler.

## **Consider Accepting Oregon Brownfields Redevelopment Fund Grant**

City Engineer Jennifer Wirsing stated the Oregon Business Development Department (a.k.a. Business Oregon) approved award of a \$60,000 Oregon Brownfields Redevelopment Fund grant to the Urban Renewal Agency. The grant was to complete work necessary to obtain a prospective purchaser agreement (PPA) with Oregon Department of Environmental Quality for the property at 891 N. Front Street. Business Oregon staff was currently preparing the grant contract for the URA and Business Oregon's signature. The contract would be ready for review and signature in the coming weeks.

Board Member Farmer moved to accept Oregon Brownfields Redevelopment Fund grant. Board Member DiNovo seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer. Absent: Groth, Kramer, Marler.

## **Approve Amendment #2 to Contract with Stantec for Brownfields Consulting Services**

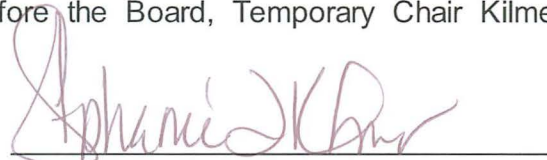
City Engineer Jennifer Wirsing stated a \$60,000 Brownfields Technical Assistance Grant from Business Oregon would be awarded to the URA for completing the work necessary for the prospective purchaser agreement for the 891 North Front Street property was being acquired by the URA. Staff recommended amending the City's existing brownfields consulting services contract with Stantec to do most of the work funded by the grant. As the Business Oregon grant was being accepted by the URA and the purchase of 891 N. Front Street was being done using Urban Renewal funds, staff recommended the work performed under the amendment be approved for payment with urban renewal funds. The work

performed by Stantec was to be refunded by the grant, and would total \$45,000.

Board Member Farmer moved to approve Amendment #2 to contract with Stantec for Brownfields consulting services for fees not to exceed \$45,000. Board Member DiNovo seconded the motion which carried. Ayes: Benetti, DiNovo, Farmer, Kilmer. Absent: Groth, Kramer, Marler.

**Adjourn**

There being no further business to come before the Board, Temporary Chair Kilmer adjourned the meeting.



Stephanie Kilmer, Temporary Chair



Attest:

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Drew Farmer, Secretary