

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

December 6, 2011

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency held at 7 p.m. in the Library Meeting Room, 525 Anderson Avenue, Coos Bay, Coos County, Oregon.

Those Attending

Those present were Chair Gene Melton and Board Members Jennifer Groth, Joanie Johnson, Crystal Shoji, and Mike Vaughan. Board Members Stephanie Kramer and John Muenchrath were absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Intermediate Accountant Debbie Frankenberger, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Fire Chief Stan Gibson, Acting Library Director Ellen Thompson, and Police Chief Gary McCullough.

Flag Salute

Chair Gene Melton opened the meeting and asked Steve Schneiderman to lead the Council and assembly in the salute to the flag.

Public Comments

Steve Schneiderman, Coos Bay: Stated his house was burglarized mid-day while his wife was home. Mr. Schneiderman praised our excellent Coos Bay police force and stated within six minutes the alleged burglar was apprehended and Chief Gary McCullough made a personal visit to his home. Mr. Schneiderman made a donation to the Women's Safety and Resource Center on behalf of the Coos Bay Police Department. Pat Hennessy, Coos Bay: Encouraged businesses and residents to keep storm drains clear of debris and suggested an "Adopt a Storm Drain" program. Citizens would be responsible for clearing drains so flooding would not occur during times of heavy rain.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of November 15, 2011. Board Member Johnson moved to approve consent calendar approving the minutes of November 15, 2011. Board Member Shoji seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, and Vaughan voting aye. Board Members Kramer and Muenchrath were absent.

Presentation on the Urban Renewal Agency Audit for the Fiscal Year Ending 2011 by Auditor Tara Kamp

Finance Director Susanne Baker introduced Tara Kamp of Pauly Rogers and Co. and stated Pauly Rogers and Co. were retained to provide audit services to the Coos Bay Urban Renewal Agency. Ms. Kamp stated the Coos Bay Urban Renewal audit for FYE11 was completed and Agency had the document before them. Ms. Kamp noted one non-significant exemption (p.17), an over expenditure of one line item. The first component of the audit was of the financial statements to verify compliance with generally accepted accounting principles and the second audit was to ensure compliance with Oregon Municipal Audit Law, compliance with Oregon

Urban Renewal Agency Minutes – December 6, 2011

Budget Law and testing of bids and quotes. Ms. Kamp noted the Statement of Auditing Standard No. 114 (SAS 114) required communication with management of the results of the audits which were excellent; resulted in an unqualified opinion or clean audit; and "no management comments". Ms. Kamp stated her firm specializes in governmental auditing and noted the Finance Department was very organized and it was a pleasure working with Susanne Baker, Amy Kinnaman and the remainder of the staff. Board Member Groth asked what the Board's responsibility was regarding internal controls. Ms. Kamp stated the Board sets the overall policy/tone and staff implements. Board Member Groth moved to accept the FYE11 Urban Renewal Agency audit report in compliance with SAS 114. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, Shoji, and Vaughan voting aye. Board Members Kramer and Muenchrath were absent.

Public Hearing to Consider a Possible Location of a Downtown Transit Transfer Station

Public Works and Development Director Jim Hossley stated at the November 15, 2011 Urban Renewal meeting the Agency considered public testimony and input from the Design Review Committee (DRC) regarding locating the transit transfer station at the Pedway at a cost of \$167,000, including restrooms and a shelter. The DRC recommended the Agency consider locating the transfer station in the parking lot along 2nd Street just north of Curtis Avenue. The Agency directed staff to give public notice of the proposed plan and to obtain cost estimates for the alternate site. The notice of the meeting and the proposed layout for the 2nd Street location were mailed out to all property owners in the downtown area; sent out three times in the form of a Public Service Announcement to all local media outlets; hand delivered to businesses in the downtown area; and posted on the City's website. Mr. Hossley stated it was expected the cost for the project would be paid from grant funds obtained by Coos County Area Transit (CCAT), but the full extent of the URA/City's participation had not fully been worked out and suggested the URA/City could possibly provide the property location for the station. As many as 25 parking spots could be lost using the east side of 2nd Street. The cost increase is the location of the sewer line and the cost of concrete as opposed to asphalt. The west side of 2nd Street would be less concrete and a lower cost. The estimated cost to locate the transfer station on the east side of 2nd Street was estimated at \$278,000 or \$273,000 if it were located on the west side of 2nd Street.

Chair Melton opened the public hearing. Mr. Hossley submitted five emails concerning public input; most were positive regarding locating the transfer station on the west side of 2nd Street.

Helen Brunell-Mineau, Coos Bay: Supported the west side of 2nd Street as a viable location due to traffic flow. Board Member Vaughan stated the west parking lot was used much less than the parking lot on the east side of 2nd Street. Andy Osborne, Coos Bay: Asked if a study had been done to assess the need for a bus transfer station. CCAT representative Bruce Bennett stated no study for siting had been completed but there was a need. The current location (near Pony Village Mall) was not convenient and does not provide amenities for drivers and passengers. Board Member Groth asked Mr. Bennett his opinion of the 2nd street location cost since the cost was more than the Pedway location. Mr. Bennett preferred the Pedway. Mayor Shoji asked how many parking spaces would be eliminated on the west side of 2nd Street location wherein Mr. Bennett stated approximately six. Hilary Baker, Coos Bay: Supported the 2nd Street location because of the easy circulation for larger sized buses, the elimination of ODOT from the approval process, and the location could be used immediately. Grants could be solicited to

Urban Renewal Agency Minutes – December 6, 2011

build restrooms and shelters as a phased process. Joanne Wasbauer, Brookings: Stated she was the manager of Curry County Transit and there were three bus runs to Coos Bay, five days per week, and was very much looking forward to the transit station being completed. She stated the plans look good for either location. Christine Coles, Coos Bay: Stated the 2nd Street location would enhance downtown and could become a hub for Coos Bay. Brian Bowers, Coos Bay: Stated an email from Bay Appliance supported the west side of 2nd Street for the transfer station. Bay Appliance expressed concern regarding freight deliveries and the coordination of the taxi parking area. Mr. Bowers stated the Downtown Association was split on the 2nd Street location and not having the transfer station in downtown Coos Bay at all. The Downtown Association was concerned about losing parking spaces, crime, and transients. Some supported the Pedway.

Board Member Johnson expressed her concern regarding the loss of four to six prime parking spaces on Broadway if the transfer station were to be located on the Pedway; the flow of traffic onto Broadway; and supported the west side of 2nd Street location because prime parking spaces would not be lost.

Mayor Shoji asked Public Works and Development Director Jim Hossley if other locations on side streets west of 2nd street had been considered and Mr. Hossley replied these locations were not considered.

Board Member Melton asked Bruce Bennett whether ODOT approved the Pedway outflow onto Broadway wherein Mr. Bennett replied the permit was submitted October 2011 and there were no issues. Mr. Bennett stated ODOT would issue a permit once the final plans were submitted after considering sight distance, traffic flows, and all safety concerns. Board Member Melton asked about the flow of traffic and large vehicles. Mr. Bennett circulated to the Agency a picture of the Pedway and impediments to traffic and stated there was a lot of visibility at the Pedway location. Board Member Groth asked why Mr. Bennett preferred the Pedway location and Mr. Bennett replied the reduced cost and use of property that was under-utilized. Both locations were acceptable, the 2nd street location would require additional fundraising, phasing was feasible; but restroom facilities were needed immediately.

Board Member Vaughan commented ODOT would probably not approve the Pedway location because of the exit onto Broadway. City Manager Rodger Craddock clarified that an email from Jeff Waddington of ODOT stated this might not be an issue, but there have been contradictions to this statement.

Mark Daily, Coos Bay: Stated he supported the Pedway location, if parking was made available to pending downtown businesses. Hilary Baker, Coos Bay: Stated the goal of public transportation was to bring more people downtown.

Chair Melton agreed with Board Member Johnson and stated ODOT may not approve an exit onto Broadway at the Pedway location; stated the 2nd Street location would cost more and Bruce Bennett would have additional fundraising; and he did not believe the 2nd Street proposal was a permanent location. Board Member Groth agreed this was a difficult decision, was leaning toward the west side of 2nd location, but was very concerned about the cost.

Urban Renewal Agency Minutes – December 6, 2011

Public Works and Development Director Jim Hossley stated the Pedway concrete would not support the weight of the buses and the estimated cost for the 2nd Street locations include all of the amenities and the use of concrete. The design could be done in phases with alternative lower cost materials such as asphalt.

Mark Daily, Coos Bay: Stated motor home parking should be considered.

Mayor Shoji stated she believed either proposed location for the transfer station was temporary for public transit and preferred one of the side streets such as 4th Street for a permanent location. Mayor Shoji agreed with Hilary Baker that public transit would encourage less driving, it was not fair to reduce parking spaces for businesses, and she was not in favor of making a decision at this time.

Board Member Johnson stated the transfer station could not grow at the Pedway location, the Call Center pedestrian traffic would be impeded by bus traffic. Board Member Vaughan commented the west side was the best location. Chair Melton supported the 2nd street location on the west side. No further comments were given and Chair Melton closed the public hearing.

Board Member Groth moved to approve the west side of 2nd street location for a Downtown Transit Transfer Station. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Groth, Johnson, and Vaughan voting aye. Mayor Shoji was opposed. Board Members Kramer and Muenchrath were absent. City Manager Craddock stated he would work with Bruce Bennett on the details of the 2nd Street location for a Downtown Transit Transfer Station.

Adjourn

There being no further business to come before the Agency, Chair Melton adjourned the meeting.

Gene Melton, Chair

Attest:

Jennifer Groth, Secretary