

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

**June 7, 2016**

The minutes of the proceedings of the City of Coos Bay Urban Renewal Agency, held immediately following the City Council meeting held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Jennifer Groth and Board Members Fred Brick, Mark Daily, Stephanie Kramer, Crystal Shoji, and Mike Vaughan. Board Member Thomas Leahy was absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, and Police Chief Gary McCullough.

**Public Comments**

No comments were given.

**Consent Calendar**

Chair Groth reviewed the consent calendar which consisted of 2a: approval of the minutes of May 17, 2016, and; 2b: adoption of resolution 16-02 extending workers' compensation coverage to urban renewal volunteers. Board Member Shoji moved to approve the consent calendar approving the minutes of May 17, 2016 and approving resolution 16-02 extending workers' compensation coverage to urban renewal volunteers. Board Member Brick seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Kramer, Shoji, and Vaughan voting aye. Board Member Leahy was absent.

**New Urban Renewal Business**

Board Member Brick inquired if Eastside was part of the urban renewal district. City Manager Rodger Craddock stated a portion of Eastside was included in the district and noted URA money was spent to improve the Eastside boat ramp; noted the City's urban renewal advisor was currently working to update the City's urban renewal plan. Board Member Vaughan stated he completed plans for a kayak launch at the Coos History Museum; questioned the process for having the urban renewal agency collaborate on project; stated his railroad sculpture needed to be moved by July 1, 2016 and requested to discuss with the Oregon Department of Transportation (ODOT) to relocate the sculpture to the island right-of-way located just to the south of Motel 8. Board Member Shoji stated she was not clear about the kayak launch whereby Board Member Vaughan stated the launch was located on the Coos History Museum property. Board Member Shoji recommended having another organization take leadership on the kayak launch project for presentation to the Agency. Board Member Daily suggested a better use of city resources would be to have the kayak launch located off the city boardwalk.

**Public Hearing on the Approved Budget for Fiscal Year 2016/2017 – Approval of Resolution URA 16-03 Would Adopt the Budget for Fiscal Year 2016/2017, Make Appropriations, and Levy Taxes**

Finance Director Susanne Baker stated the proposed budget for fiscal year 2016/2017 was reviewed on April 12, 2016 by the Urban Renewal Agency Budget Committee and was approved

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to be forward to the Agency for adoption. Approval of the proposed resolution would adopt the budget for fiscal year 2016/2017, make appropriations, and levy taxes. Chair Groth opened the public hearing. No public comments were given and the hearing was closed. Board Member Shoji moved to adopt the resolution 16-03 for the fiscal year 2016/2017 adopting the budget, making appropriations, and levying taxes. Board Member Brick seconded the motion. Board Member Daily suggested billing of staff time was an inappropriate use of urban renewal funds; suggested staff time should be billed based on percent of tax base received; 25% for Downtown and 50% for Empire district. A call for the question was made which passed with Chair Groth and Board Members Brick, Kramer, Shoji, and Vaughan voting aye and Board Member Daily voting nay. Board Member Leahy was absent.

### **Public Hearing to Consider a Supplemental Budget for Approval of the Construction Phase for the Empire Boulevard Enhancement Project – Approval Would Require Adoption of Resolution 16-04**

Public Works Director Jim Hossley stated the Oregon Department of Transportation (ODOT) awarded the Urban Renewal Agency (URA) two grants totaling \$4,719,103.02 for the Empire Boulevard project. The total of the two grants and City match equaled \$5,478,137.02 which was the total available for project funding; the City/URA was 100% responsible for any project cost beyond total available for project funding. To date, the URA had paid ODOT \$756,691.94 for the project; \$90,009.94 for design and \$666,682 for construction costs. The construction phase payment was made in September 2015 based on ODOT's estimated construction costs. In November, staff recommended the URA authorize additional funding (total project expenditure of \$1,094,173) because the bid for the project was higher than ODOT originally estimated. The amount was based on total expenditure to date, the actual bid cost, plus ODOT's estimate for engineering and construction management costs. Mr. Hossley stated ODOT's actual bid for engineering and construction management was higher than estimated in November; current estimate was \$997,887.86. The City/URA's project total cost estimate for design and construction phases was \$1,215,504.83; \$121,331.83 more than approved by the URA in November.

Mr. Hossley noted should the Agency wish to approve the increased expenditure limit, it would be necessary to appropriate funds to provide sufficient budget appropriation. During fiscal year end (FYE) 2015 the Empire Capital Projects fund ended the year with more resources than budgeted for expenditure in FYE 2016. The additional carryover was proposed to be appropriated to fund capital projects in the Empire Capital Project fund and provide the Agency's match for the construction phase of the ODOT Empire Boulevard project. Resolution 16-04 proposed a supplemental budget to appropriate \$469,059 in carryover resources and capital outlay requirements in the Empire Capital Projects fund. Chair Groth opened the public hearing pursuant to Oregon Revised Statute (ORS) 294.473. No public comments were given and the hearing was closed. Board Member Kramer stated she was not pleased that the Empire Urban Renewal District was required to fund the project, noting the entire community used Empire Boulevard. Chair Groth inquired as to the impact on the fiscal year 2016/2017 budget whereby Finance Director Susanne Baker stated projects proposed for 2017 were not impacted. Board Member Vaughan suggested looking to eliminate accessories when projects exceeded budget. Mr. Hossley noted ODOT had taken steps to cut costs. City Manager Rodger Craddock stated ODOT also provided an additional two million dollars for the project.

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Board Member Brick moved to approve an additional \$121,331.83 grant match for the Empire Boulevard project, increasing the total authorized URA match to \$1,215,504.83 and adopt resolution 16-04. Board Member Vaughan seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Kramer, Shoji, and Vaughan voting aye. Board Member Leahy was absent.

**Adjourn**

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

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Jennifer Groth, Chair

Attest: \_\_\_\_\_  
Mike Vaughan, Secretary