

Coos County Urban Renewal Agency Board Meeting

Tuesday, June 24, 2025, 7:30am

125 W. Central Ave, Suite 230, Coos Bay, OR 97420
Port of Coos Bay Commission Chambers

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT**

125 West Central Avenue, Suite 300 • Coos Bay, Oregon 97420 • 541-267-7678

M E M O R A N D U M

TO: Coos County Urban Renewal Agency Board
and all Interested Parties

FROM: Lanelle Comstock, Agency Administrator

DATE: June 17, 2025

SUBJECT: CCURA Board Meeting Notice

NOTICE OF REGULAR CCURA BOARD MEETING

The Board of Directors of the Coos County Urban Renewal Agency – North Bay District, Coos County, State of Oregon, will hold a regular Board Meeting and Budget Hearing on **Tuesday, June 24, 2025 at 7:30 a.m.** in the Port of Coos Bay’s Commission Chambers located at 125 West Central Avenue, Suite 230, Coos Bay, OR 97420.

The purpose of the hearing is to discuss with interested persons the FY 2025/26 budget as approved by the Coos County Urban Renewal Agency’s Budget Committee. Copies of the budget document may be inspected or obtained at www.portofcoosbay.com/coos-county-urban-renewal-agency or by calling the Port’s Administrative office at 541-267-7678.

Members of the public are invited to attend the meeting in person or view the meeting live on the Port of Coos Bay’s YouTube Channel at the following link: www.youtube.com/portcoos.

Members of the public may provide public comment in person, via Zoom, or in writing. If members of the public would like to provide public comment during the meeting via Zoom, please call the Port’s Administrative office at 541-267-7678 by 3:00 p.m. on Monday, June 23, 2025. Written comment will be accepted until 3:00 p.m. on Monday, June 23, 2025, by sending an email to portcoos@portofcoosbay.com with the subject line ‘Public Comment.’

LC/cs

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING
Tuesday, June 24, 2025, 7:30 a.m.**

Port of Coos Bay Commission Chambers, 125 West Central Avenue, Suite 230, Coos Bay, Oregon 97420
Watch Live on YouTube: www.youtube.com/portcoos

TENTATIVE AGENDA

1. **CALL MEETING TO ORDER**

2. **INTRODUCTION OF GUESTS**

3. **CONSENT ITEMS**
 - A. Approval of April 30, 2025 Board Meeting Minutes 5
 - B. Approval of May 29, 2025 Budget Committee Meeting Minutes 7

4. **OPEN BUDGET HEARING – FY 2025/26 BUDGET**

5. **BUDGET HEARING – FY 2025/26 BUDGET**
 - A. Public Hearing
 - B. Review of Budget Document

6. **CLOSE BUDGET HEARING – FY 2025/26 BUDGET**

7. **OPEN BOARD MEETING**

8. **ACTION ITEMS**
 - A. 2025Res01: Adopting a Budget, Making Appropriations, Imposing and Categorizing Taxes –
Combined for Fiscal Year 2025/26..... Megan Richardson, 10

9. **PUBLIC COMMENT**

10. **SCHEDULE NEXT MEETING DATE** – To Be Determined

11. **OTHER/ADJOURN**

Consent Items

**COOS COUNTY URBAN RENEWAL AGENCY
REGULAR BOARD MEETING**

7:30 a.m. Wednesday, April 30, 2025

Port of Coos Bay Conference Room, 125 Central Avenue, Suite 230, Coos Bay, Oregon 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Todd Goergen, At Large (Chair); Elise Hamner, Port Commissioner; Kyle Stevens, Port Commissioner; Jessica Engelke, City of North Bend; Matt Hamilton, City of North Bend; Lucinda DiNovo, City of Coos Bay; Joe Benetti, City of Coos Bay; John Sweet, Coos County; and Drew Farmer, Coos County.

Guests:

Lanelle Comstock, Port Staff; Megan Richardson, Port Staff; Matt Friesen, Port Staff; Ray Dwire, Port Staff; and Krystal Karcher, Port Staff.

1. CALL MEETING TO ORDER

Chair Todd Goergen called the meeting to order at 7:30 a.m.

2. INTRODUCTION OF BOARD MEMBERS AND GUESTS

3. CONSENT ITEMS

A. Approval of March 27, 2025 Regular Board Meeting Minutes and March 31, 2025 Special Board Meeting Minutes

Todd Goergen stated that he recalled from the Special meeting that Elaine Howard had said what was anticipated would not require a major plan amendment and stated that the Special meeting minutes should be modified to reflect that.

Upon a motion by Elise Hamner (second by Drew Farmer), the Agency Board Members voted to approve the March 27, 2025 Regular Board Meeting Minutes and the March 31, 2025 Special Board Meeting Minutes, as amended. **Motion Passed Unanimously.** (Ayes: Benetti, DiNovo, Engelke, Farmer, Goergen, Hamilton, Hamner, Stevens, and Sweet. Nays: None.)

4. ACTION ITEMS

A. Engineering Study for Transpacific Parkway Renewal

John Sweet stated the first step towards a major rebuild of the Transpacific Parkway is to initiate an engineering study. This study will look at the causeway and right hand turn lane onto Highway 101,

repairing the riprap on the causeway, and redoing the road from the highway to an endpoint near Southport. Mr. Sweet stated he would like to recommend that the Agency fund the study, and the County Road Department handle it, bringing their recommendation to the Agency as to how to move forward. Todd Goergen asked if Port staff would be directed to put the RFP together. Mr. Sweet stated the County Road Department can do this; they are familiar with the process and with the road.

Joe Benetti asked how much there is in the Agency fund and how much is generated each year. Megan Richardson confirmed it is approximately \$2.8 million in the fund, and about \$437,000 per year.

Mr. Sweet stated the Agency would need to provide guidance on how far to extend the northern boundary of the work. Elise Hamner asked if the study could include an alternative option to the end of the road, as this provides access for recreational users of the North Spit.

Mr. Benetti asked about the timeframe. Ms. Richardson asked for budget planning purposes whether this project would be issued for construction during the upcoming budget year. Mr. Goergen confirmed that is the intent to.

Upon a motion by Kyle Stevens (second by Drew Farmer), the Agency Board Members voted to direct the County to move forward with putting together an RFP for an engineering study to determine what it would cost to restore the North Spit road. **Motion Passed Unanimously.** (Ayes: Benetti, DiNovo, Engelke, Farmer, Goergen, Hamilton, Hamner, Stevens, and Sweet. Nays: None.)

5. PUBLIC COMMENT

There was no public comment.

6. SCHEDULE NEXT MEETING DATE

The next meeting will be the Budget Committee meeting in May.

7. OTHER/ADJOURN

Chair Todd Goergen adjourned the meeting at 7:49 a.m.

**COOS COUNTY URBAN RENEWAL AGENCY
BUDGET COMMITTEE MEETING**

Thursday, May 29, 2025, 7:30 a.m.

Port of Coos Bay Commission Chambers, 125 W. Central Ave, Suite 230, Coos Bay, OR 97420

DRAFT MINUTES

ATTENDANCE

Agency Board Members:

Jessica Engelke, City of North Bend; Matt Hamilton, City of North Bend; Joe Benetti, City of Coos Bay; Elise Hamner, Port of Coos Bay; Kyle Stevens, Port of Coos Bay; Drew Farmer, Coos County; and John Sweet, Coos County. Chair Todd Goergen; and Lucinda DiNovo, City of Coos Bay were absent.

Budget Committee Members:

Jeff Bunnell; Ed Ellingsen; A. LaMar Hoy; Rod Taylor; Rosey Thomas; George Wales; and Jayson Wartnik. Timm Slater was absent.

Guests:

Lanelle Comstock, Port Staff; Megan Richardson, Port Staff; Ray Dwire, Port Staff; Krystal Karcher, Port Staff; and Christina Sanders, Port Staff.

1. CALL MEETING TO ORDER

John Sweet called the meeting to order at 7:30 a.m.

2. INTRODUCTION OF GUESTS

3. SELECTION OF BUDGET COMMITTEE CHAIR

Upon a motion by Elise Hamner (second by Drew Farmer), the Budget Committee Members voted to appoint John Sweet as the Budget Committee Chair. **Motion Passed Unanimously.** (Ayes: Benetti, Engelke, Farmer, Hamilton, Hamner, Stevens, Sweet, Bunnell, Ellingsen, Hoy, Taylor, Thomas, Wales, and Wartnik. Nays: None. Absent: DiNovo, Goergen, and Slater.)

4. REVIEW FY 2025/26 BUDGET DOCUMENT

Megan Richardson reviewed the proposed budget document for FY 2025/26. Available cash on hand is \$2,878,000. Estimated previously levied taxes to be received total \$8,000. Interest earnings are budgeted at \$50,000 and tax increment revenues total \$434,646. A loan proceeds placeholder of \$5 million is included in the budget. Resources for FY 2025/26, with taxes, total \$8,370,646.

The budget for expenses includes supplies, insurance, publications and advertising, legal counsel, management, audit, and professional services. Total expenses for materials and services are \$963,222

with current debt service budgeted at \$5,424 and debt service on a new project with \$5 million dollar loan estimated at \$402,000. Budgeted expenditures total \$8,370,646.

5. PUBLIC/COMMITTEE COMMENT

There were no members of the public present to provide comments.

John Sweet commented that the placeholder would allow reconstruction of the Transpacific Parkway to include resurfacing, fixing the deteriorating road base, erosion on the causeway, and a possible right hand turn lane at the intersection on Highway 101 and the Parkway; Drew Farmer stated he was happy to see the placeholder for the road repairs.

Jayson Wartnik stated there was no unappropriated ending fund balance and asked if some money should be carried over for next year. Ms. Richardson stated money from the professional service for project support could be reduced to move money to the unappropriated ending fund balance. The Budget Committee agreed to move \$50,000 to the unappropriated ending fund balance.

6. PRESENT THE MOTION TO RECOMMEND THE BUDGET, OR SCHEDULE A FOLLOW UP MEETING

Upon a motion by Jayson Wartnik (second by Drew Farmer), the Budget Committee Members voted to approve the proposed budget for the Fiscal Year 2025/26 with the change of moving \$50,000 to the unappropriated ending fund balance, and forward to the Coos County Urban Renewal Agency Board of Directors for adoption. **Motion Passed Unanimously.** (Ayes: Benetti, Engelke, Farmer, Hamilton, Hamner, Stevens, Sweet, Bunnell, Ellingsen, Hoy, Taylor, Thomas, Wales, and Wartnik. Nays: None. Absent: DiNovo, Goergen, and Slater.)

Ed Ellingson asked about the amount set aside for road repairs and wanted to know if there had been any indication on how much the road repairs would be. Mr. Sweet explained the first step is to hire a consultant, to provide the estimated costs.

Upon a motion by Kyle Stevens (second by Matt Hamilton), the Budget Committee Members voted to approve the certification to the County Assessor of a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution. **Motion Passed Unanimously.** (Ayes: Benetti, Engelke, Farmer, Hamilton, Hamner, Stevens, Sweet, Bunnell, Ellingsen, Hoy, Taylor, Thomas, Wales, and Wartnik. Nays: None. Absent: DiNovo, Goergen, and Slater.)

7. OTHER

Elise Hamner asked about the timeline for the road project. Mr. Sweet stated the Coos County Council is working on an IGA with the Urban Renewal Agency to move forward. The County Road Department will oversee the project.

8. ADJOURN

John Sweet adjourned the meeting at 7:44 a.m.

Action Items

**COOS COUNTY URBAN RENEWAL AGENCY
NORTH BAY DISTRICT
RESOLUTION 2025Res01**

BE IT RESOLVED that the Board of Directors of the Coos County Urban Renewal Agency (North Bay District) hereby adopts the budget approved by the budget committee for fiscal year 2025/2026 in the sum of \$ 8,370,646.00 now on file at the Agency Office.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and for the purposes shown below are appropriated as follows:

<u>GENERAL FUND</u>		
Materials & Services	\$	913,222.19
Debt Service	\$	407,423.81
Capital Outlay	\$	7,000,000.00
Total Transfers to Other Funds	\$	-
Operating Contingency	\$	-
Total General Fund		<u>\$ 8,320,646.00</u>
 <u>UNAPPROPRIATED ENDING FUND BALANCE</u>		
General Fund	\$	50,000.00
Special Revenue Fund	\$	-
Special Reserve Fund	\$	-
Capital Fund	\$	-
Total Unappropriated Ending Fund Balance		<u>\$ 50,000.00</u>
 <u>TOTAL BUDGET</u>		 <u>\$ 8,370,646.00</u>

BE IT FURTHER RESOLVED that the Agency Board of the Coos County Urban Renewal Agency hereby resolves to certifies to the County Assessor for the North Bay District a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX of the Oregon Constitution.

The foregoing resolution was approved and duly adopted this 24th day of June 2025 by the Agency Board of the Coos County Urban Renewal Agency, North Bay District.

Todd Goergen, Chairman
Coos County Urban Renewal Agency

Kyle Stevens
Coos County Urban Renewal Agency

RESOURCES
GENERAL FUND
COOS COUNTY URBAN RENEWAL AGENCY - NORTH BAY DISTRICT

HISTORICAL DATA				RESOURCE DESCRIPTION	Budget			
ACTUAL		Adopted Budget This Year 24/25	Fiscal Year 2025/26					
Second Preceding Year 22/23	First Preceding Year 23/24		PROPOSED BY BUDGET OFFICER		APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY		
1			1	BEGINNING FUND BALANCE:				1
2	1,591,624	1,917,337	2,340,000	2 * AVAILABLE CASH ON HAND (CASH BASIS),OR	2,878,000	2,878,000		2
3				3 * NET WORKING CAPITAL (ACCRUAL BASIS)				3
4	3,888	5,864	8,000	4 PREVIOUSLY LEVIED TAXES EST. TO BE RECEIVED	8,000	8,000		4
5	52,594	107,392	50,000	5 INTEREST	50,000	50,000		5
6	294,603	390,140	426,877	6 TAX INCREMENT REVENUES	434,646	434,646		6
7			-	7 MISCELLANEOUS				7
8			-	8 OTHER RESOURCES				8
9			-	9 GRANTS	-	-		9
10			-	10 LOAN PROCEEDS	5,000,000	5,000,000		10
11			-	11 TRANSFER FROM SPECIAL REVENUE FUND				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29				29				29
30				30				30
31	\$ 1,942,709	\$ 2,420,733	\$ 2,824,877	31 TOTAL RESOURCES, EXCEPT TAXES TO BE LEVIED	\$ 7,936,000	\$ 7,936,000	\$ -	31
32				32 TAXES NECESSARY TO BALANCE BUDGET	\$ -	\$ -	\$ -	32
33				33 TAXES COLLECTED IN YEAR LEVIED	\$ 434,646	\$ 434,646	\$ -	33
34	\$ 1,942,709	\$ 2,420,733	\$ 2,824,877	34 TOTAL RESOURCES	\$ 8,370,646	\$ 8,370,646	\$ -	34

DETAILED EXPENDITURES
 GENERAL FUND
 COOS COUNTY URBAN RENEWAL AGENCY-NORTH BAY DISTRICT

	HISTORICAL DATA			EXPENDITURE DESCRIPTION	Budget			
	ACTUAL				Fiscal Year 2025/26			
	Second Preceding Year 22/23	First Preceding Year 23/24	Adopted Budget This Year 24/25		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY	
1				1 MATERIALS AND SERVICES				1
2		970		2 SUPPLIES	1,000	1,000		2
3	3,320	2,044	1,000	3 INSURANCE	3,000	3,000		3
4	1,009	177	3,000	4 PUBLICATIONS AND ADVERTISING	1,000	1,000		4
5	174	0	1,000	5 LEGAL COUNSEL	6,000	6,000		5
6	12,000	15,000	6,000	6 MANAGEMENT	15,000	15,000		6
7	1,121	730	15,000	7 AUDIT	1,500	1,500		7
8	44	164	1,500	8 PROFESSIONAL SERVICES - Agency Operations	200	200		8
9	1,690	0	100	9 PROFESSIONAL SERVICES - Project Support	935,522	885,522		9
10	\$ 19,358	\$ 19,085	\$ 27,600	10 TOTAL MATERIALS AND SERVICES	\$ 963,222	\$ 913,222	\$ -	10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16 TOTAL CAPITAL OUTLAY	7,000,000	7,000,000		16
17				17 TOTAL TRANSFERS TO OTHER FUNDS	0	0		17
18				18				18
19				19				19
20				20 OPERATING CONTINGENCY				20
21				21				21
22	6,014	5,811	5,637	22 DEBT SERVICE - Umpqua	5,424	5,424		22
23				23 DEBT SERVICE - New Project	402,000	402,000		23
24				24				24
25	\$ 25,372	\$ 24,896	\$ 33,237	25 TOTAL EXPENDITURES	\$ 8,370,646	\$ 8,320,646	\$ -	25
26	\$ 1,917,337	\$ 2,395,837	\$ 2,791,640	26 UNAPPROPRIATED ENDING FUND BALANCE	\$ -	\$ 50,000.00	\$ -	26
27	\$ 1,942,709	\$ 2,420,733	\$ 2,824,877	27 TOTAL	\$ 8,370,646	\$ 8,370,646	\$ -	27