

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

January 17, 2012

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 Library Meeting Room, 525 Anderson Avenue, Coos Bay, Coos County, Oregon.

Those Attending

Those present were Chair Gene Melton and Board Members Jennifer Groth, Stephanie Kramer, Crystal Shoji, John Muenchrath and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Intermediate Accountant Debbie Frankenberger, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Fire Chief Stan Gibson, and Police Sergeant Eric Schwenninger.

Public Comments

No comments were given.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of December 6, 2011; 2b: acceptance of the November 2011 URA combined cash report; and 2c: acceptance of the December 2011 URA combined cash report. Board Member Shoji requested item 2a: approval of the minutes of December 6, 2011 be moved down to the agenda as item 3a for further consideration. Board Member Groth moved to approve the consent calendar as amended accepting the November 2011 URA combined cash report, and accepting the December 2011 URA combined cash report. Board Member Muenchrath seconded the motion which passed with Chair Melton and Board Members Groth, Kramer, Shoji, Muenchrath, and Vaughan voting aye.

Consideration of Approval of a Façade Grant for Highway 101 Harley Davidson

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant on behalf of Alan Pettit, owner of Highway 101 Harley Davidson, 536 South 2nd Street, for the purpose of replacing the single pane windows and doors on the north side of the building. The application met all grant criteria and was submitted and approved by the Design Review Committee with the suggestion of replacing the windows on the east side of the building when possible. The low bid estimate for the project was \$12,650 and the grant was based on 50% of the low bid total, which was \$6,325. Board Member Shoji asked for clarification on the criteria of façade grants wherein Ms. Jansen replied the façade grants were to improve the exterior of buildings with improvements such as replacing siding, awnings, and downspouts and gutters; examples of items not covered were sidewalks and signage. City Manager Rodger Craddock stated the intent was to improve the value and visual impact of the property and thereby increase the property tax assessment. Consensus of the Board Members was to discuss the criteria of the façade grant program at another meeting wherein Mr. Craddock stated staff would prepare a presentation. Board Member Muenchrath moved to approve the façade grant for Highway 101 Harley Davidson in the amount of \$6,325. Board Member Shoji seconded the

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motion which passed with Chair Melton and Board Members Groth, Kramer, Shoji, Muenchrath, and Vaughan voting aye.

Approval of the Minutes of December 6, 2011

Board Member Shoji requested a clarification of her statement regarding the location of the transfer station in the minutes of December 6, 2011. Board Member Shoji clarified the 2nd Street location for the transfer station offered more potential for future growth. Board Member Melton moved to approve the minutes of December 6, 2011. Board Member Muenchrath seconded the motion which passed with Chair Melton and Board Members Groth, Kramer, Shoji, Muenchrath, and Vaughan voting aye.

Consideration of a Grant Writer for the Egyptian Theatre Restoration Project

City Manager Rodger Craddock provided a brief history on the Egyptian Theater which was owned by the Urban Renewal Agency and managed by the Egyptian Theatre Preservation Association (ETPA). In March 2011 the theatre was closed after a structural evaluation determined the building was not safe to occupy. Soon thereafter the ETPA and Agency formed the Egyptian Theatre Restoration Steering Committee consisting of three members from the ETPA board, three members from the Agency board, and one City staff representative. A Request For Qualifications (RFQ) for a grant writer was posted on the city's web page, published in the local newspaper, mailed to local grant writers, and broadcast statewide using the State Historic Preservation/Parks and Recreation listings. The deadline for proposals was December 16, 2011. Proposals were received from Cascadia Consulting, Sharon Leighty and Company, Peter Meijer, Margaret Barber, C2 Consultants, and Stover Writing Services. A selection committee comprised of City Manager Rodger Craddock, Bob More, and MJ Koreiva who then reviewed and evaluated the proposals. The firms receiving the highest rankings were Cascadia Consulting with a total proposed cost of \$98,181 and Sharon Leighty and Company with a total proposed cost of \$141,500. Both firms demonstrated success, experience, capability and technical competence, appropriate level of staff and resources, and project knowledge to perform the level of grant writing service required for the magnitude of the Egyptian Theatre project.

Mr. Craddock noted the structural evaluation estimated the cost to restore the theatre was approximately \$3.7 million and estimated it would take three to five years to raise local and grant funds for restoration and completion of the project. The grant writing fee would be spread over the time period of the project and negotiation of the contract would identify the fee amounts per fiscal year. Board Member Kramer asked where the funding comes from; City Manager Rodger Craddock replied Urban Renewal funds. Board Member Groth inquired if a capital campaign plan had been prepared wherein Mr. Craddock stated the plan was not prepared and the EFTPA would be preparing the plan with the assistance of George Kramer, an architect who was involved with the restoration of two historic buildings. Chair Melton stated the EFTPA would be meeting next week to discuss how the capital campaign plan would be structured. The Board discussed the possibility of retaining Cascadia Consulting for assistance with the plan preparation; Mr. Craddock stated the first step was to authorize the service agreement for grant writing and a change order could be submitted for approval if any further services were needed. Board Member Muenchrath moved to authorize the City Manager to negotiate a service agreement with Cascadia Consulting not to exceed \$98,181. Board Member Vaughan

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seconded the motion which passed with Chair Melton and Board Members Groth, Kramer, Shoji, Muenchrath, and Vaughan voting aye.

Approval of a Guaranteed Maximum Price and Construction Contract with Chambers Construction

Public Works and Development Director Jim Hossley stated on October 4, 2011 the Agency approved Chambers Construction Company as the Construction Manager/General Contractor (CM/GC) for the City Hall Seismic Rehabilitation project and directed staff to negotiate a Guaranteed Maximum Price for the rehabilitation and remodel work. The amount negotiated for Guaranteed Maximum Price was \$2,178,125 which included a 5.5% contingency. Chambers Construction requested the contingency in the event they encounter unexpected conditions. As a provision for allowing the 5.5% contingency Chambers Construction would be required to report to the City at different milestones regarding the use of contingency. For example, at 20% project completion the contractor would report to City staff the amount of contingency consumed. If no contingency was used, the 5.5% contingency would be reduced by 20%. Mr. Hossley stated if no contingency was used then the 5.5% would not go to the CM/GC and would remain with the City. Board Member Shoji moved to approve the award of the Construction Manager/General Contractor contract for the City Hall Seismic Rehabilitation project to Chambers Construction Company for the Guaranteed Maximum Price of \$2,178,125 and authorized the City Manager to execute the contract documents. Board Member Kramer seconded the motion which passed with Chair Melton and Board Members Groth, Kramer, Shoji, Muenchrath, and Vaughan voting aye.

Adjourn

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

Gene Melton, Chair

Attest:

Jennifer Groth, Secretary