

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

February 21, 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, Jon Hanson, 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, Deputy Finance Director Amy Kinnaman, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Public Comments

No comments were given.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of January 17, 2012; 2b: acceptance of the January 2012 URA combined cash report; and 2c: adoption of Resolution 12-01 approving an Intergovernmental Agreement (IGA) between the City of Coos Bay and the Urban Renewal Agency for Du Jour Financing. Board Member Muenchrath moved to approve the consent calendar approving the minutes of January 17, 2012, accepting the January 2012 URA combined cash report, and adopting Resolution 12-01 approving an IGA between the City of Coos Bay and the Urban Renewal Agency for Du Jour Financing. Board Member Kramer seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, Muenchrath, and Vaughan voting aye.

Approval of an Amendment to the Memorandum of Understanding with the Egyptian Theatre Preservation Association to Add a Policy for Restricted Donations

Economic Revitalization Administrator Joyce Jansen stated the Egyptian Theatre was closed for public use on March 15, 2011. A Memorandum of Understanding (MOU) between the Urban Renewal Agency (URA) and the Egyptian Theatre Preservation Association (ETPA) was approved in November 2011 which designated the roles and responsibilities of the URA, ETPA, and the Egyptian Theatre Restoration Steering Committee for the Egyptian Theatre restoration project. Since the closure the ETPA continued with fund raising, donations, and membership dues. A separate bank account was established for funds received for the purpose of restoring the theatre and a policy was developed to manage the donated funds in the unlikely event the efforts to restore the Egyptian Theatre was abandoned. The ETPA adopted a Restricted Donations Policy at their January board meeting, and requested the URA add a restricted donations policy to the MOU. Ms. Jansen stated the City Attorney prepared an amendment to the MOU which created a policy for management of the restricted donations for the Egyptian Theatre restoration project. Board Member Shoji moved to approve the amendment to the MOU adding the policy for managing restricted donations. Board Member Kramer seconded the

Urban Renewal Agency Minutes – February 21, 2012

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

Status of the Eastside Boat Ramp Parking Expansion Project

Public Works and Development Director Jim Hossley stated completion of the first expansion phase of the Eastside Boat Ramp parking was delayed last summer due to wetland and permitting issues. Since that time all wetlands had been delineated and all required permits were submitted. Mr. Hossley advised a grant application was submitted to the State Marine Board on February 16, 2012 to fund the full expansion project which would include: parking expansion to the east and west of the existing lot, resurfacing and striping the existing lot, and the additions of a fish cleaning and boat washing station. Mr. Hossley noted the wash station would help to minimize the spread of invasive species. The total estimated project costs were \$319,791 with an estimated grant match of \$71,350 of which \$33,600 would be in-kind labor services from the City and \$37,750 in cash from urban renewal funds. Chair Melton inquired if the parking lot on the east side was still being developed whereby Mr. Hossley confirmed the parking on the east side would be implemented. Board Member Groth inquired as to the role of the Port of Coos Bay (Port) in the project. Mr. Hossley advised the Port of Coos Bay owned the property and by agreement the City/Agency built and maintain infrastructure on the site. Board Member Groth inquired if the Port would be making any financial contribution to the project. City Manager Rodger Craddock advised the Port hired and paid for Stuntzner Engineering to provide the layout for the engineering portion of the project and completed the wetland delineations. No decisions were made.

Consideration of Interim Improvement Options for Lockhart and Old Fire Station Sites

Public Works and Development Director Jim Hossley stated staff was seeking the Agency's direction and parameters on the use of the vacant lots which were the former sites of the Lockhart building located at the corner of 3rd and Central Avenue, and the old fire station located at the corner of 4th Street and Anderson. Mr. Hossley requested the Agency's direction regarding the interim use and the possibility for temporary improvements for the old fire station lot; noted any direction for the Lockhart property must take into account that the property was not currently owned by the City/Agency. Board Member Muenchrath inquired where the Agency was in the process for acquiring the Lockhart property. City Attorney Nate McClintock advised a notice of lien was sent to the legal owner of the property approximately 30 days ago and upon 60 days after sending the lien notice the City/Agency would then move forward with the process which included filing a lawsuit to legally acquire the property and a one year wait period after receiving the court order.

Mr. Hossley provided a concept plan to the City/Agency drafted by Board Member Vaughan. Board Member Vaughan provided a brief overview of the proposed concept design for interim use at the fire station property; estimated total project cost between was between \$10,000 and \$50,000 depending on the scale of implementation. Board Member Kramer inquired if water was available to care for the trees. Mr. Hossley stated staff would use a watering truck to water the trees or they could look into making a connection to the water available at the street. Board Member Shoji expressed concern about spending money on a lot which the City planned to permanently develop. Board Member Vaughan advised the trees would remain in their nursery pots and would not be planted and could be used as a rotating collection of trees available for

Urban Renewal Agency Minutes – February 21, 2012

future use throughout the City. Board Member Muenchrath suggested implementing the interim project in phases and recommended a budget of \$10,000. Mr. Hossley advised there was not a budget in place for the proposed project noting further research was required to see if urban renewal funds could be used to purchase trees. If purchasing trees was determined not to be an allowable use of urban renewal funds, costs would have to be paid out of the General Fund. Board Member Hanson suggested consideration needed to be made for the current economic climate and expressed concern about spending money on a temporary project. Board Member Kramer inquired as to the timeframe for developing the property. City Manager Rodger Craddock estimated one to two years for permanent development of the property. Board Member Groth noted concern that consideration of only one design was not a good public process and suggested a variety of designs might help to identify a project that was more economical or useful. Board Member Shoji moved to set a limit of not to exceed \$5,000 to purchase ground cover. Board Member Kramer seconded the motion. Mr. Hossley recommended if the proposed motion were to pass that staff work with the Parks Commission to put together a design based on the \$5,000 limit, request input from the Downtown Association and local businesses, and provide the Agency with the proposal. A call for the question was made which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye and Board Member Muenchrath voting nay.

Discussion on the Second Court Project Status

Public Works and Development Director Jim Hossley stated Agency members expressed interest in making improvements to the 2nd Court south of Anderson Avenue located behind the west side of the Egyptian Theatre. City staff and the Design Review Committee met last fall and came up with the following concepts to make 2nd Court more inviting to pedestrians: improvements to and the additions of canopies on the eastside of the street, improving lighting, and adding landscaping on the west side. The 2nd Court Improvement Committee which was a spinoff from the Your Town meeting had already completed project of picking up trash and weeds along 2nd Court and a mural contest was underway to paint the wall on the west side of the street. Mr. Hossley noted the Agency had not formally directed staff to create a 2nd Court improvement project and requested further direction on the issue.

Board Member Shoji inquired if there was a list of proposed projects for the Second Court. Mr. Hossley stated there was a list of projects based on staff and Design Review Committee recommendations. Board Member Kramer inquired as to the total estimated costs for the recommended projects and if there were funds available for the project(s). City Manager Rodger Craddock suggested should the Agency desire to designate Second Court as a project the Agency could direct staff to put together list of projects and costs for future consideration. Board Member Groth suggested including input from the businesses located in the vicinity of Second Court. Board Member Shoji requested including a list of the process involved i.e. if zoning ordinances needed to be changed to allow signage on the back of the buildings, or if infrastructure needed to be moved. Chair Melton inquired if the Second Court project could be incorporated with the Main Street Grant project. Brian Bowers advised the Main Street Committee had discussed the Second Court project but also knew the Urban Renewal Agency was considering the project. Mr. Bowers suggested the possibility that the Main Street Committee and the Urban Renewal Agency could look at working together on the project once the Committee had more information on the project. Chair Melton inquired about putting together a list of projects and costs for the 2nd Court Improvement project. Mr. Craddock

Urban Renewal Agency Minutes – February 21, 2012

advised staff would prepare a list of projects and costs and recommended moving forward with replacing the landscaping as intended by staff and the Design Review Committee due to the previous removal of unacceptable landscaping.

Board Member Muenchrath inquired as to the status of the Prefontaine mural. Board Member Vaughan advised a request was made to Nike for use of the Prefontaine branding and they were waiting to see if Nike would grant the permission.

Adjourn

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

Gene Melton, Chair

Attest:

Jennifer Groth, Secretary