

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

January 5, 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, Stephanie Kramer, Thomas Leahy, Crystal Shoji, and Mike Vaughan. Board Member Mark Daily was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Deputy Finance Director Amy Kinnaman, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, 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 a joint work session on October 20th, minutes of October 20th, minutes of November 3rd, and minutes of a joint work session on December 15, 2015; 2b: acceptance of the October 2015 combined cash report, and; 2c: acceptance of the November 2015 combined cash report. Board Member Shoji moved to approve the consent calendar approving the minutes of a joint work session on October 20th, minutes of October 20th, minutes of November 3rd, and minutes of a joint work session on December 15, 2015 and accepting the October and November 2015 combined cash reports. Board Member Kramer seconded the motion which passed with Chair Groth and Board Members Brick, Kramer, Leahy, Shoji, and Vaughan voting aye. Board Member Daily was absent.

New Urban Renewal Business

Board Member Shoji inquired if there was a way to consolidate the cash reports.

Consideration to Approve a Façade Improvement Grant for the Dolphin Players

City Manager Rodger Craddock presented a façade improvement grant application on behalf of the Dolphin Players Theatre located at 580 Newmark in the Empire District. City Manager Craddock provided a brief history on the building noting in 2011, the Urban Renewal Agency (URA) entered into an agreement with the Dolphin Players wherein the URA provided \$100,000 and project management for some required interior renovations of the building. In return, the Dolphin Players agreed to allow the facility to be used as a community meeting place, free of charge at a minimum of once a month and placed security interest in the property should the building be sold at later time. On May 4, 2015 the Design Assessment Team reviewed the application and recommended approval of the project as proposed. On May 12, 2015 the Planning Commission also reviewed the application and recommended approval of the proposed improvement as submitted.

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Dolphin Players Treasurer Alice Carlson noted the exterior of the building was a hindrance to operations and in much need of repair; noted Hillary Baker of Crow/Clay Associates Inc. assisted with the design and proposed improvements. Ms. Baker noted the theatre building was constructed in 1940 and was a partial two-story structure building. The applicants proposed to use the additional façade grant to improve the exterior of the building to include improvements to the existing metal siding and canopy; refinish/repair and paint the concrete shell; construct a new cornice, base plinth and pilaster; replace windows on the south elevation; and construct a new internally illuminated marquee over the south entrance with lighting in the soffit to light the sidewalk/entrance. The project also included areas on the east elevation for community murals. Bids received were \$125,892, \$122,970, and \$97,200. Ms. Baker noted the \$97,200 bid included all improvements less the east-wall stucco.

Board Member Leahy exited the meeting at 8:10 p.m. and re-entered at 8:12 p.m.

Staff proposed the Agency consider making the requested façade grant an Agency project; recommended providing project management funding for the project in the amount not to exceed the \$97,200 project bid. Staff also suggested increasing the security interest on the property to include the amount spent on the 2011 project and the proposed project.

Board Member Leahy exited the meeting at 8:16 p.m.

Board Member Shoji moved to approve the Agency managed Dolphin Theatre façade project for an amount not to exceed \$97,200 subsequent to an agreement with the Dolphin Players for an increased security interest on the property deed. Board Member Kramer seconded the motion. Board Member Vaughan inquired about the architectural costs associated with the project. Ms. Carlson stated some architectural costs/time was donated and the remainder was paid by Dolphin Players. A call for question was made which passed with Chair Groth and Board Members Brick, Kramer, Shoji, and Vaughan voting aye. Board Members Daily and Leahy were absent.

Approval of a Change Order for the Egyptian Theatre Façade

Public Works Director Jim Hossley presented an after the fact request for approval of a contract change order noting the Agency Manager approved the change order on December 16, 2015 due to the fact the amount was less than one percent of the total project cost and delaying the decision would have set the project back three weeks. KPFF Engineering designed/engineered the new canopy for the Egyptian Theater. Alpha Architectural Signs provided services to design and fabricate the Marquee to sit on the edge of the canopy. During the Marquee design, Alpha Architectural Signs determined anchors would be required to attach the Marquee to canopy. This work was not included in DLB's (the construction contractor) original bid to fabricate/install the anchors on the canopy, thus the cause of the change order (the additional cost to fabricate and install Marquee anchors). The additional work cost would be \$1,098.99. Board Member Kramer moved to approve DLB Construction, Inc. Change Order No. 2 after-the-fact in the amount of \$1,098.99 for a total contract amount not to exceed \$192,600.42. Board Member Shoji seconded the motion which passed with Chair Groth and Board Members Brick, Kramer, Shoji, and Vaughan voting aye. Board Members Daily and Leahy were absent.

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Consideration of Approval of Highway 101 Streetscape Renderings

Public Works Director Jim Hossley stated over the last several months the Urban Renewal Agency had reviewed various ideas and renderings for the Highway 101 streetscape. The City engaged the services of Greenworks to prepare the renderings for the streetscape along Highway 101 throughout the City. The rendered options were geographically grouped into the South, Central, and North. The latest renderings included the addition of the "island" near the south entry into the City. The renderings also carried the fence railing theme that matched the recently completed railing project between the Railway museum and Front Street. Board Member Shoji suggested the Agency needed to set a plan to involve the public on the "Welcome to Coos Bay" signs; expressed concern about new expenditures noting the flag project was unfinished. City Manager Craddock advised deficiencies on the Boardwalk needed to be addressed before the flag poles were replaced; suggested the Agency could set a plan to include the public. Board Member Vaughan suggested streetscape six was not realistic; should incorporate plants to help stabilize the hillside and combat invasive species; was not in favor of including "rotten logs" along the highway. Board Member Kramer moved to approve the concept renderings. Board Member Brick seconded the motion which passed with Chair Groth and Board Members Brick, Kramer, Shoji, and Vaughan voting aye. Board Members Daily and Leahy were absent.

Adjourn

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

Jennifer Groth, Chair

Attest: _____
Mike Vaughan, Secretary