

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

**April 19, 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, Thomas Leahy, Crystal Shoji, and Mike Vaughan. 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, 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 April 5, 2016, and; 2b: acceptance of the March 2016 combined cash report. Board Member Brick moved to approve the consent calendar approving the minutes of April 5, 2016 and accepting the March 2016 combined cash report. Board Member Kramer seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Kramer, Leahy, Shoji, and Vaughan voting aye.

**New Urban Renewal Business**

No new urban renewal business was presented.

**Approval of Additional Funding and Award of Contract for the Dolphin Theatre Façade Improvement Project**

Public Works Director Jim Hossley stated on January 5, 2016 the Agency approved taking on a proposed façade improvement project for the Dolphin Theatre building as an Agency project to include providing project management and funding for an amount not to exceed the \$97,200 project bid. Mr. Hossley stated once the project plans and bid documents were passed to Public Works staff, it was discovered that the low bid amount was actually \$102,800. Staff also learned the cost for hazard material investigation and abatement, building permits, and contingency were not included in any of the contractor bids. Additionally, building code required building plans for the proposed façade improvement be prepared and stamped by a licensed engineer or architect. Staff contacted the structural engineering firm to stamp the plans; engineer made a slight material revision to the plan that was not originally included with the original bid request. Mr. Hossley noted the original bids were received in early fall 2015; once the stamped plans were completed, material costs had escalated since the original bids were let. The material revision and material cost escalation resulted in an 8% construction cost increase over the contractor's original bid of \$102,800. Mr. Hossley stated, per the City's procurement rules, changes of less than 10% were permissible without having to rebid.

## Urban Renewal Agency Minutes – April 19, 2016

Staff met with Dolphin Players representative, Alice Carlson to discuss cost sharing options and review total project cost of \$130,438 which included engineering plans, permits, hazardous material investigation and abatement and contingency. The Dolphin Players agreed to fund the cost of the engineered stamp plans, the hazardous material investigation and abatement, building permits, and contingency. Total share of Agency and Dolphin Players was \$110,538 and \$19,900, respectively. Mr. Hossley noted the security interest in the trust agreement with the Dolphin Players would need to be revised to reflect the new cost allocations. Board Member Kramer moved to approve an additional \$13,338 for the Agency managed Dolphin Theatre façade project and award a contract a contract with Tom Gayewski Construction, Incorporated for an amount not to exceed \$115,538 which included a \$5,000 contingency, subsequent to an agreement with the Dolphin Players for an increased security interest on the property deed. Board Member Shoji seconded the motion. Board Member Vaughan inquired which engineering firm approved the plans whereby by City Manager Rodger Craddock stated ZCS Engineering. A call for the question was made which passed with Chair Groth and Board Members Brick, Daily, Kramer, Leahy, Shoji, and Vaughan voting aye.

### **Consideration of Coos Bay Downtown Association Ideas for the Interim Use of the Lockhart Property**

Public Works Director Jim Hossley stated prepared a budget for the proposed interim use for the Lockhart property based on direction given at the April 5, 2016 Urban Renewal Agency (URA) meeting. Proposed improvement included the addition of parking on the south half of the property, with landscaping to the north, and vendor area along the south side of the Central Avenue sidewalk. Permeable pavers were also suggested in lieu of using gravel for the vendor area. Staff proposed phased approach for the improvements; suggested completing improvements to vendor area in current fiscal year. Total estimated cost for improvements ranged from \$35,425 to \$39,125. Board Member Shoji stated she did not want to see the lot turned into a park. Board Member Daily noted there was already a designated area for the farmers market vendors; suggested implementing a parking area first. City Manager Rodger Craddock stated the farmers market had out grown the area currently designated for vendors, adding the proposed area would help to eliminate the problem. Board Member Vaughan expressed concern about drainage and grading; advocated implementing a rain garden; disliked the concrete planters along Central Avenue. Consensus of the Agency was to complete the project in two phases starting with the vendor area with the appropriate permeable pavers and subbase and for staff to bring back additional suggestions for Agency consideration.

### **Adjourn**

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

\_\_\_\_\_  
Jennifer Groth, Chair

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