

**MINUTES OF THE PROCEEDINGS OF THE  
URBAN RENEWAL AGENCY**

**June 3, 2008**

The minutes of the proceedings of regular meeting of the City of Coos Bay Urban Renewal Agency, held at 8:25 p.m. in the City Council Chambers, 500 Central Avenue, Coos Bay, County, Oregon.

**Those Attending**

Those present were Chair Jon Eck and Board Members Michele Burnette, Mark Daily, Stephanie Kramer, Jeff McKeown, Gene Melton and John Muenchrath.

City Staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, City Clerk Vicki English, Police Chief Rodger Craddock, Fire Chief Stan Gibson, Finance Director Janell Howard, Public Works and Development Director Jim Hossley, Assistant City Manager Joyce Jansen, Library Director Carol Ventgen.

**Approval of the Minutes of May 20, 2008**

Board Member Muenchrath moved to approve the minutes of May 20, 2008 as presented. Board Member Burnette seconded the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton and Muenchrath voting aye.

**Public Hearing on the Approved Budget for Fiscal Year 2008-09 – Adoption of Resolution URA 08-02 Will Adopt the Budget for Fiscal Year 2008-09 and Make Appropriations and Levy Taxes**

Chair Jon Eck opened the public hearing. There being no comments, Chair Eck closed the Public Hearing. Board Member Muenchrath moved to adopt Resolution URA 08-02 adopting the budget for fiscal year 2008-09, making appropriations and levying taxes. Board Member Burnette seconded the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton and Muenchrath voting aye.

**Appointments of Agency Members to the Egyptian Theatre Preservation Association Board**

Chair Jon Eck recommended appointing Board Members Muenchrath, Daily, and Melton to the Egyptian Theatre Preservation Association. Board Member McKeown moved to appoint Board Members, Muenchrath, Daily, and Melton to the Egyptian Theatre Preservation Association. Board Member Burnette seconded the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton and Muenchrath voting aye.

**Presentation of Heating System by Aaron Real, President of the Egyptian Theatre Preservation Association**

Aaron Real, Board President of the Egyptian Theatre Preservation Association, gave an informational presentation on a bid from Comfort Flow Heating to replace the heating system in the Egyptian Theatre. Mr. Real stated that they received a grant from the Coquille Tribe in the amount of \$30,000. Mr. Real said this bid is attractive because the price is \$19,465 which will leave them enough from the grant to do the alternative items that were bid.

**Award a Contract for Structural Assessment and Design for the Egyptian Theatre**

Jim Hossley, Public Works and Development Director, stated that a pro bono assessment of the structural integrity of the Egyptian Theatre building had been done by Artisan Engineering. They recommended that repairs be made as soon as possible to prevent the risk of a serious structural failure. Staff is recommending Pinnacle Western, Inc. for a structural analysis and design. Board Member Jeff McKeown moved to award a contract to Pinnacle Western, Inc. for structural assessment and design work for \$28,200 plus a contingency of \$4,200 for a total of \$32,400. Board Member John Muenchrath second the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton and Muenchrath voting aye.

**Approval of the Administrative Fee for the Urban Renewal Agency Staff time – Approval of the Administrative Fee for Urban Renewal Agency Staff Time Will Require Adoption of resolution 08-01**

Janell Howard, Finance Director, stated that this Administrative Fee is to cover the City's personnel costs and related materials and services costs expended to manage the Urban Renewal Agency plan and projects. The total fee for 2007-08 is \$110,000. Board Member John Muenchrath moved to adopt Resolution URA 08-01, authorizing payment for the administrative services costs. Board Member Jeff McKeown seconded the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton and Muenchrath voting aye.

**Public Comments**

There were no public comments.

**Adjourn**

There being no further business to come before the Agency, Chair Eck adjourned the meeting at 8:43.

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Jon Eck, Chair

Attest:

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Janell K. Howard, Recorder