

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

March 20, 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, and Mike Vaughan. Board Member John Muenchrath was absent. 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, Library Director Samantha Pierson, Fire Chief Stan Gibson, and Police Chief Gary McCullough.

Public Comments

Chair Gene Melton announced this would be the last meeting attended and reported by The World newspaper reporter Alice Campbell. Ms. Campbell stated she would be moving to Montana. Chair Melton and Board Member Shoji thanked Ms. Campbell for her efforts.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of February 21, 2012; 2b: acceptance of the February 2012 URA combined cash report; 2c: adoption of Resolution 12-02 amending the Empire Urban Renewal Agency Plan to add the Dolphin Theatre as a project; and 2d: adoption of Resolution 12-03 accepting a grant from the Three Rivers Foundation and adopting the supplemental budget and making appropriations. Board Member Kramer moved to approve the consent calendar approving the minutes of February 21, 2012, accepting the February 2012 URA combined cash report, adopting Resolution 12-02 amending the Empire Urban Renewal Agency Plan to add the Dolphin Theatre as a project, and adopting Resolution 12-03 accepting a grant from the Three Rivers Foundation, and adopting the supplemental budget and making appropriations. Board Member Groth seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Consideration of Approval of a Façade Grant Application for Little Caesars Restaurant located at 789 South Broadway

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant application on behalf of Jerry Briggs. Mr. Briggs recently leased property at 789 South Broadway and was preparing to open a Little Caesar's restaurant. Proceeds from the grant request would go towards refurbishing and recovering an awning. Ms. Jansen stated Mr. Briggs fulfilled the program requirements and as a commercial tenant was eligible for a grant up to \$5,000. The amount of the low bid was \$7,940 and included the cost for signage. Ms. Jansen advised the current grant program did not cover the cost of signage; which was estimated to cost \$500. The grant program provided a 50/50 match with grant funds based on the low bid; 50 percent of the low bid was \$3,970 with signage, or \$3,470 excluding the cost of signage.

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The Design Review Committee reviewed the proposed project on March 5th and recommended the Little Caesar awning be in harmony with the adjoining businesses awning and the color orange be used only in the sign portion of the awning. Mr. Briggs requested to stay with his original design using the franchise colors of orange with black and white accents. Board Member Kramer inquired if the Little Caesar franchise had a requirement to use specific colors whereby Mr. Briggs confirmed the Little Caesar franchise did have a requirement to use specific colors. Board Member Groth inquired if signage was a permitted use of urban renewal funds. City Manager Rodger Craddock advised signage was a permitted use as long as it was part of a capital project and was not used to purchase advertising. Mr. Briggs stated he felt the cost of the signage was his responsibility and did not feel it was the Agency's responsibility. Board Member Shoji recommended the Agency not pay for signage and noted the exterior of the building was brown and that brown and orange were harmonizing colors. Board Member Vaughan suggested there was a distinction between allowing use of a franchise color and setting a precedent for future use of the color by non-franchised business owners. Chair Melton expressed support of the sign as presented by Mr. Briggs. Board Member Groth moved to approve the façade grant award for Little Caesars restaurant in the amount of \$3,470 for the color but not the signage as proposed in the application. Board Member Shoji seconded the motion which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Consideration of Approval of a Façade Grant Application for Jon & Patricia Webster located at 165 South 5th Street

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant application on behalf Jon and Patricia Webster, owners of a building located at 165 South 5th Street. Their daughter Michelle Turner acted as their representative for the façade grant application process. Proceeds from the grant request would go towards remodel of the façade. The building was constructed in 1963 and the owners planned to remodel the building's façade to match the adjoining building, which they also owned. Ms Jansen stated only two of the three required bids were received but the third bid was in process. Current low bid for the project was \$51,200. Staff reviewed the application and pending receipt of the third bid, the application fulfilled program requirements. Ms. Jansen stated the grant program provided a 50/50 match up to \$25,000 for building owners with grant funds based on the low bid. The Design Review Committee reviewed the proposed façade project on March 5th and recommended the building retain its 1960's façade and façade improvements be made with an appropriate color scheme and replacement of the windows and doors. Ms. Jansen advised the owners wished to proceed with the remodel project as proposed in their application.

Board Member Groth inquired as to the condition of the current façade. Ms. Turner advised the front of the building was stucco and was in need of repair; noted the façade repairs would provide unity between the building located next door to 165 S. 5th, also owned by Mr. and Mrs. Webster. Chair Melton inquired if all of the windows were going to be replaced and if the concrete wall would be removed whereby Ms. Turner confirmed the windows would be replaced and part of the concrete wall would be removed and brought out at an angle to help tie the two buildings together. Board Member Shoji questioned whether the repairs were being made to out of necessity or to change the look of the building. Chair Melton suggested 5th Street was not part of the downtown core and was in favor of the proposed improvements. Board Member Kramer moved to approve the façade grant award for Jon and Patricia Webster for the project

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as presented and award a grant in the amount not to exceed \$25,000. Board Member Hanson seconded the motion which passed with Chair Melton and Board Members Hanson and Kramer voting aye and Board Members Groth and Shoji voting nay. Board Member Vaughan did not vote. Board Member Muenchrath was absent.

Consideration of Funding Request for the Main Street Program

Economic Revitalization Administrator Joyce Jansen stated the City of Coos Bay endorsed the Main Street Program as an economic and community development tool in November 2011 with the adoption of Resolution 11-27. The Downtown Association applied for and was accepted into the transforming Downtown Level of Main Street in January 2012. Ms. Jansen stated the Downtown Association was requesting the Agency consider short-term funding to establish the Main Street program in downtown Coos Bay in the amount of \$24,000 annually for three years. The Association had already committed funds to support Main Street and would be seeking grants to further support the program. City Manager Rodger Craddock stated the Main Street program had been a longtime goal of the City as an additional economic development and revitalization tool; and advised the proposed three year management agreement would limit funding in effort to guide the program to become self-sustaining. Board Member Shoji inquired about future commitments. Mr. Craddock advised if the Agency approved including the \$24,000 place holder in the Downtown Urban Renewal District budget for fiscal year 2012/2013, the Budget Committee would then have to approve to fund the Main Street Program which would then be forwarded to the Urban Renewal Agency for adoption; additionally the management agreement would include a clause stating future funding was subject to the availability of future funds.

Brian Bowers, President of the Coos Bay Downtown Association (CBDA) Board, stated the Main Street Program was based on a four-point strategy which included an Organization, a Promotion, a Design, and an Economic Development Committee. Mr. Bowers noted the CBDA's current budget was approximately \$30,000 which covered current expenses. In effort to cover the additional expenses of the Main Street Program the CBDA was applying for grants and looking for new fund raising opportunities. Additionally, due to the time commitment of the Main Street program the CBDA proposed to hire an employee to manage the process; an application was sent to the University of Oregon's Resource Assistance for Rural Environment (RARE) program which would provide a student for eleven months and a \$19,000 salary match. Additional needs included securing local office space, office supplies, office equipment, copying, mailing, advertising, and marketing. Board Member Groth inquired if the USDA grant was a single year or multi-year grant. Ms. Jansen advised it was a two year grant.

Board Member Shoji moved to direct staff to include the funding request in the proposed 2012/2013 budget and develop an agreement between the Downtown Association and the Agency for future consideration. Board Member Groth seconded the motion. Board Member Kramer inquired if there were other projects that would go unfunded if the assistance was provided to the CBDA to manage Main Street Program. Mr. Craddock advised funding previously budgeted for a contract with the South Coast Development Council (SCDC) to manage the Main Street program was unspent and could be used for new agreement with the CBDA. Board Member Hanson disclosed that several months ago Ms. Jansen had contacted his family's business (South Coast Office Supply) to inquire about purchasing office furniture but he was unaware if furniture was sold. A call for the question was made which passed with Chair

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Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Award of General Construction Contract for the Dolphin Theatre Project

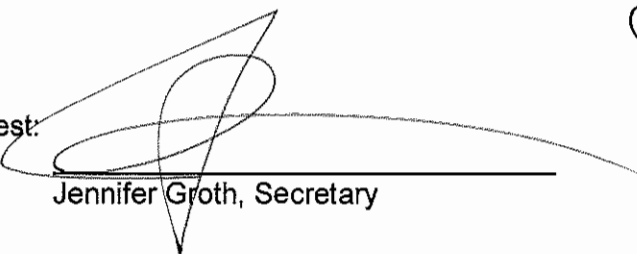
Public Works and Development Director Jim Hossley stated the City recently solicited a request for bids to demolish and renovate the existing restroom facilities at the Dolphin Theatre located at 580 Newmark Avenue. The remodel would provide restroom facilities meeting the Oregon Structural Specialty Code. Mr. Hossley noted the Agency previously committed \$100,000 toward the Dolphin Theatre improvement project. There were nine bids in total for the project ranging from a high of \$96,500 and a low of \$67,396. Board Member Kramer inquired how the Agency could be assured that the quality of the job was going to be the same as the job bid by the highest bidder versus the lowest bidder. Mr. Hossley stated all contractors would have to meet building code and build per the plan and further advised that all contractors bid against the same plans using the same requirements.

Board Member Kramer moved award the contract to demolish and renovate the Dolphin Theatre restrooms to Shane Thurston Construction for \$67,396 and authorized the City Manager to execute the contract on behalf of the Urban Renewal Agency. Board Member Kramer inquired why a contingency was not included with the contract. Mr. Hossley stated a contingency was not recommended but if that was the Agency's desire he recommended a contingency of \$6,700. Board Member Kramer amended her motion to include the addition of a contingency in the amount of \$6,700. Board Member Shoji seconded the motion. Board Member Shoji noted with the addition of the contingency Shane Thurston Construction was no longer the lowest bidder. Mr. Hossley stated if a contingency amount was to be included for consideration for the project it would then be applied to all bidders. Board Member Groth inquired if Shane Thurston Construction was a local contractor. Mr. Hossley advised Shane Thurston Construction was based out of Central Point. Chair Melton stated he was not in favor of a contingency. A call for the question was made which passed with Chair Melton and Board Members Groth, Hanson, Kramer, Shoji, and Vaughan voting aye. Board Member Muenchrath was absent.

Adjourn

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

Attest:


Jennifer Groth, Secretary


Gene Melton, Chair