

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

August 7, 2007

The minutes of the proceedings of a meeting 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, 500 Central Avenue, Coos Bay, County, Oregon.

Those Attending

Those present were Chair Jon Eck and Board Members Michele Burnette, Roger Gould, Stephanie Kramer, and Jeff McKeown. Board Members Mark Daily and John Muenchrath were absent. Staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, Clerk to the Agency Jackie Mickelson, Assistant City Manager Joyce Jansen, Public Works and Development Director Jim Hossley, Finance Director Janell Howard, Fire Chief Stan Gibson, Library Director Carol Ventgen, and Police Chief Eura Washburn.

Approval of the Minutes of June 19, 2007 and July 3 and 17, 2007

Board Member Kramer moved to approve the minutes of June 19, 2007 and July 3 and 17, 2007 as presented. Board Member Gould seconded the motion which carried with Chair Eck and Board Members Burnette, Gould, Kramer, and McKeown voting aye. Board Members Daily and Muenchrath were absent.

**Request to Contract Geotechnical Services
for the Hollering Place Wayside Project**

Public Works and Development Director Jim Hossley reported the recent request for proposal for engineering design and construction oversight services for the Hollering Place Wayside resulted in one reply. Mr. Hossley reported the cost of the engineering design was just under \$77,000 and the higher cost was because of some of the unknowns on the soil and rock structure, and the possibility of a requirement of a retaining wall for the hill side. Staff was proposing the City directly contract the same geotechnical firm as the Fire Department to save money. Mr. Hossley commented he did not have the cost but didn't expect it to exceed \$15,000. Board Member Kramer moved to approve the geotechnical investigation for the Hollering Place Wayside project at a cost not to exceed \$15,000. Board Member Gould seconded the motion which carried with Chair Eck and Board Members Burnette, Gould, Kramer, and McKeown voting aye. Board Members Daily and Muenchrath were absent.

**Consideration for Approval of a Proposal from Oregon
Downtown Development Association for Assessment
Services for the Empire and Downtown Districts**

City Manager Chuck Freeman reported the Coos Bay Downtown Association held an open house on July 11th and Vicki Dugger, Executive Director of the Oregon Downtown Development Association (ODDA), presented ideas on how to revitalize the downtown area. Mr. Freeman reported Ms. Dugger later met in his office with Board Members McKeown and Daily, Assistant City Manager Joyce Jansen and himself to discuss the next step. The Agency was presented a proposal for ODDA to provide assessment services for the Downtown District, and had requested staff to bring back a similar proposal for the Empire

District. Mr. Freeman reported he had the requested proposal; and the cost of the assessment and plan for the Empire District would be \$5,000 and the Downtown District would be \$10,000. Board Member McKeown commented he didn't want just an assessment, but action plans because this was the key to moving forward.

Board Member Kramer moved to adopt Resolution 07-03 a resolution transferring appropriations from Capital Outlay to Materials and Services into the Downtown Capital Projects Fund and the Empire Capital Project Fund for a proposal from the Oregon Downtown Development Association for assessment services for the Empire District for \$5,000 and the Downtown District for \$10,000. Board Member Burnette seconded the motion which carried with Chair Eck and Board Members Burnette, Gould, Kramer, and McKeown voting aye. Board Members Daily and Muenchrath were absent.

**Consideration of Request for Façade Improvement
Program Funding for Mingus Park Apartments
Located at 503 Commercial Avenue**

Public Works and Development Director Jim Hossley reported a façade application was received on March 7, 2007 for the Mingus Park Apartments located at 503 Commercial Avenue. The Historic Design Review Committee had reviewed the application and unanimously recommended approval. Mr. Hossley reviewed the approved improvements and reported the matching grant would fund up to \$25,000 or 50 percent of the improvement cost; however, there was only \$20,000 remaining for the calendar year for the Downtown District. Board Member Burnette moved to approve \$20,000 for the façade improvement to the Mingus Park Apartments. Board Member Kramer seconded the motion. Mr. Hossley commented the motion should reflect up to 50 percent or up to \$25,000. Board Member Burnette moved to amend the motion to approve the façade improvement for up to \$25,000 or 50 percent of the value of the project. Board Member Kramer seconded the motion which carried with Chair Eck and Board Members Burnette, Gould, Kramer, and McKeown voting aye. Board Members Daily and Muenchrath were absent.

Chair Eck requested the Agency consider a staff member review the completed projects. Consensus of the Agency was to have staff inspect the project before the Agency Chair reviewed it.

Public Comments

No public comments were given.

Adjourn

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

Jon Eck, Chair

Attest:

Mark Daily, Secretary