

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

**October 21, 2008**

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, 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. Staff present were City Manager Chuck Freeman, City Attorney Nate McClintock, Agency City Clerk Susanne Baker, Economic and Community Development Manager Joyce Jansen, City Engineer Carl Nolte, Interim Finance Director Rae Lea Cousens, Fire Chief Stan Gibson, Library Director Carol Ventgen, and Support Services Supervisor Linda Mitchell.

**Approval of the Minutes of September 16, 2008**

Board Member Burnette moved to approve the minutes of September 16, 2008 as presented. Board Member Melton seconded the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton, and Muenchrath voting aye.

**Approval to Design the Remodeling and Expansion of the Visitor Center**

Chuck Freeman proposed contracting with Crow/Clay & Associates to complete the previously discussed scope of work, and begin the full design process developing schematic drawings of the Visitor Center's remodel and expansion. Hilary Baker, Crow/Clay & Associates, stated the project will provide more of a presence on Hwy 101 with a total floor plan of 3,500 sf. The footprint will depend upon a topographical survey of the existing utilities. The design phase will provide the Council with two elevations showing the alternate styles. The Council will be provided decision points to finalize the style prior to obtaining a cost estimate. The project is anticipated to meet the March/April 2009 construction season. Sustainability will be a consideration with the possibility to include solar panels, recyclables, nontoxic paint, and floor coverings, etc. Mayor McKeown stated this building is a long term investment, and we need to meet the appropriate standards for the structure size. Councilor Daily asked if the construction cost is still within the \$700,000 – \$850,000 range. Ms. Baker stated the square foot cost is estimated at \$235 and anticipates a competitive bidding process due to the economy. The net increase in downtown public restrooms will be two. Board Member McKeown moved to approve assignment of a task number to design the remodeling and expansion of the Visitor Center. Board Member Muenchrath seconded the motion which passed with Chair Eck and Board Members Burnette, Daily, Kramer, McKeown, Melton, and Muenchrath voting aye.

**Public Comments**

No public comments were made.

**Adjourn**

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

**Urban Renewal Agency Minutes – October 21, 2008**

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Jon Eck, Chair

Attest:

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Rae Lea Cousens, Interim Finance Director