

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

**January 19, 2010**

A regular meeting was held by the City of Coos Bay Urban Renewal Agency immediately following the City Council meeting held at 7:00 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Gene Melton and Board Members Mark Daily, Jon Eck, Joanie Johnson, Stephanie Kramer, Jeff McKeown, and John Pundt. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Rae Lea Cousens, Deputy Finance Director Susanne Baker, Public Works and Development Director Jim Hossley, City Engineer Carl Nolte, Fire Chief Stan Gibson, Library Director Carol Ventgen, Economic Revitalization Administrator Joyce Jansen, and Acting Police Chief Gary McCullough.

**Consent Calendar**

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of the January 5, 2010; and 2b: approval of the Visitor Information Center project Change Orders #7 & 8 for \$2,972 and \$1,566, respectively. Councilor Eck requested Item 2b be moved down onto the agenda. Board Member Kramer moved to approve the minutes of the January 5, 2010 and move Item 2b down onto the agenda. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Public Hearing to Consider Approval of the Proposed Supplemental Budget to the Downtown Capital Budget Fund – Approval will Require Adoption of Resolution 10-01**

City Manager Rodger Craddock stated the Agency approved the proposed budget for FYE 2010 wherein the Downtown Capital Projects fund balanced with the budgeted carryover meeting anticipated expenditures. A matter of housekeeping at this time was the proper statement of the receipt of \$1,402,000 of bond proceeds revenue, recognition of 290,681 less carryover resulting in an \$1,111,319 increase in appropriations as shown in Resolution 10-01. Board Member Eck moved to adopt Resolution 10-01. Board Member McKeown seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Visitor Information Center Project Change Orders #7 & 8**

Board Member Daily moved to approve the Visitor Information Center project Change Orders #7 & 8 for \$2,972 and \$1,566, respectively. Board Member Kramer seconded the motion which passed with Chair Melton and Board Members Daily, Johnson, Kramer, McKeown, and Pundt voting aye. Board Member Eck abstained from the vote, is deemed, pursuant to the provisions of 4.7.4 of the Rules of the City Council, to have voted with the majority, which approved the motion.

**Approval of Façade Improvement Grant for Star of Hope**

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant for Star of Hope for repair to the exterior and the addition of awnings on the north and east exposure of their building located at 657 Newmark Avenue. The application has been reviewed by staff, found complete, and met all grant criteria. The application was submitted and approved by the Historic Design Review Committee on December 30, 2009 and approved by the Planning Commission on January 12, 2010. The estimate project cost is \$22,000 with bids received \$22,589.96, \$21,743, and \$19,283. The grant is based on the low bid and is 50% of the low bid total, which would be \$9,641.50. Board Member McKeown moved to approve the façade improvement grant for Star of Hope for \$9,641.50. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Request for Funding from the Virtual Business Incubator Program  
Sumin's Restaurant**

Economic Revitalization Administrator Joyce Jansen presented a grant application on behalf of Sumin's Restaurant for \$7,200 for new flooring, repainting of the kitchen and eating areas, installation of new cabinets, replacement of laminate on the sushi bar, installation of stainless top on sushi bar, and installation of laminate on the counters. Ms. Jansen noted the maximum amount for a grant application was \$7,200 with an additional \$300 held in reserve for two years for reimbursement pending completion of a 10-week small business workshop. Board Member Kramer moved to approve the Sumin's Restaurant grant application as presented. Board Member Eck seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Visitor Information Center Project Monthly Update by Hilary Baker**

Hilary Baker of Crow/Clay and Associates provided an update on the Visitor Information Center (VIC) construction project. Ms. Baker presented construction photos via Power Point and stated the project was on schedule and since the last report the wall framing is nearly complete, wall and roof sheathing in progress, the decorative heavy timber trusses have been set, roof trusses have been set, and the contractor is working on the glu-lam beam brackets and boxed eaves.

**Approval of the Boat Building Center Management Agreement**

City Manager Rodger Craddock presented a historical timeline of the Boat Building Center development from its inception to the current date. On December 10, 2009 the URA directed staff to develop a management agreement between the City, URA, and Boat Building Center Board. The proposed agreement identifies the obligations of the Boat Building Center Board, City, and URA and confirms the City and URA's desire to assist the Boat Building Center until it can be reasonably established within three years and become self sufficient. Mr. Craddock stated the yearly operational expenditure is estimated at \$19,102 which includes pro-rated utilities and insurance premiums, property taxes, DSL lease, and some miscellaneous expenses and is proposed to be funded through the Hotel/Motel fund. The additional funding, \$130,340, required to comply with the project obligations in the lease and in the management agreement will be funded from the Empire Urban Renewal fund. Board Member Kramer moved to execute

the Boat Building Center management agreement dated January 19, 2010. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Daily, Eck, Johnson, Kramer, McKeown, and Pundt voting aye.

**Public Comments**

Jim Berg, Boat Building Center Director: Thanked the Agency and staff for the time spent developing the agreement and anticipates greater movement. Steve Pickering, 2170 N 28<sup>th</sup> Street, Coos Bay: Questioned the window placement in the Visitor's Center and asked if there were offices without windows wherein Ms. Baker stated window placement was a cost savings matter and noted two offices on the east side, the conference room, and the volunteer office all have windows wherein the mechanical, recycling, and janitor rooms do not have windows. Gino Landrum, 63281 Clover Drive, Coos Bay: Stated those traveling north do not have pleasant views of the downtown buildings, thanked those responsible for placement of downtown restrooms, suggested the boardwalk needs care (buttons are not working, tug boat needs attention, and the kiosk needs repaired), and complimented the businesses south of Anderson on Broadway for their building improvements.


**Board Member Comments**

Board Member Johnson stated there will be a Coos Art Museum fundraiser and dinner February 12<sup>th</sup>; and stated the fish market was a planned placement though the size was not known, and the operator is willing to comply with any requirements. Board Member Melton stated he has had many positive comments regarding the fish market on the waterfront. Board Member Daily suggested the boardwalk maintenance be addressed possibly through the budget process. Board Member McKeown stated he visited the Bungalow Market, recommended their sandwiches, and stated the bread is from the Empire Café. Board Member Kramer solicited ideas on how downtown buildings can improve the view for those traveling north on Hwy 101. Board Member Daily stated the Lab Band will perform at the Egyptian Theater on April 18<sup>th</sup>, 2:00 p.m. with ticket prices at \$5 rather than \$10.

**Adjourn**

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

  
Gene Melton, Chair

Attest:   
Mark Daily, Secretary