

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

May 17, 2011

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 Gene Melton and Board Members Jon Eck, Jennifer Groth, Joanie Johnson, Stephanie Kramer, John Muenchrath and Crystal Shoji. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Acting Finance Director Susanne Baker, Acting Deputy Finance Director Amy Kinnaman, Public Works and Development Director Jim Hossley, Economic Revitalization Administrator Joyce Jansen, Acting Library Director Carol Ventgen, Fire Chief Stan Gibson, and Police Captain Cal Mitts.

Public Comments

No comments were given.

Consent Calendar

Chair Melton reviewed the consent calendar which consisted of 2a: approval of the minutes of April 19, and May 5, 2011; 2b: acceptance of the April 2011 combined cash report; and 2c: approval of a work order for the City Hall structural design seismic retrofit with ZCS Engineering for \$304,263. Board Member Muenchrath moved to approve the consent calendar approving the minutes of April 19, and May 5, 2011, accepting the April 2011 combined cash report, and approving a work order for the City Hall structural design seismic retrofit with ZCS Engineering for \$304,263. Board Member Kramer seconded the motion which passed with Chair Melton and Board Members Eck, Groth, Johnson, Kramer, Muenchrath, and Shoji voting aye.

Consideration of a Façade Grant for Richard and Fe Hooker of Handbags & Souvenirs

Economic Revitalization Administrator Joyce Jansen presented a façade improvement grant on behalf of Richard and Fe Hooker of Handbags & Souvenirs for an awning for their storefront located at 135 Anderson Avenue. The application was reviewed by staff and approved as complete for meeting all grant criteria. The application was submitted and approved by the Design Review Committee on April 13, 2011 with the recommendation the word "and" be used rather than the ampersand and the graphic of a purse be removed. The committee also expressed concern about the exterior condition of the building and requested that staff contact the building owner about cleaning the windows and exterior prior to the installation of the new awning.

Mr. and Mrs. Hooker agreed with the changes proposed to the awning and staff contacted the building owner regarding cleaning the exterior of the building. The low bid estimate was \$4,774 for the awning, and \$98.50 for the signage, for a total project cost of \$4,872.50. The grant is based on the low bid and is 50% of the low bid total, which would be \$2,436.25 with the cost for the signage portion of the awning being paid by the business owner. Board Member Johnson expressed concern for the overall appearance and condition of the building and for the overall

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health of the current tenants of the building. Public Works and Development Director Jim Hossley stated the city's building code administrator inspected the building last week and cited several needed repairs. Chair Melton expressed concern over spending money on an awning since the building was in need of repairs. Board Member Eck suggested using a removable anchoring system for the awning. Board Member Muenchrath suggested the building owner be held accountable to make repairs. Board Member Groth moved to approve the façade improvement grant for Handbags and Souvenirs for \$2,387 contingent upon installation of a removable anchoring system for the awning. Board Member Johnson seconded the motion.

The motion was opened for discussion whereby Katrina Christensen owner of Katrina Kathleen's, a business adjacent to Handbags and Souvenirs stated she was denied her grant several years ago due to the lighting and flooring in the building and the building being substandard. Ms. Christensen stated she had recently reviewed all of the city's files on the building because there was suppose to be a maintenance plan setup between the city and the building's owner, Doug Fletcher. After reviewing the files, Ms. Christensen stated she was disappointed with the City's lack of follow through. Chair Melton inquired if the city was in contact with the building owner whereby City Manager Rodger Craddock stated staff was in the process of working with the building owner. Mr. Craddock stated the city was not in the position to force the building owner to make repairs but could fine the owner for not making repairs and or take the steps necessary for the city to abate the property. Board Member Muenchrath requested a status report on the building be presented at a future meeting. Board Member Shoji reiterated the fact the city could not force the owner to make repairs or upgrades to the building whereby City Attorney Nate McClintock confirmed and stated even if the building was deemed dangerous or substandard the city's only immediate course of action would be to begin the process of fining the building owner. Board Member Shoji stated business owners should not be punished for the building owners problems or negligence. A call for the question was made which passed with Chair Melton and Board Members Eck, Groth, Johnson, Kramer, Muenchrath, and Shoji voting aye.

South Coast Development Council's Quarterly Report by Director Sandra Messerle

Sandra Messerle, Director of the South Coast Development Council (SCDC), explained the differences of the various organizations that work with downtown business located within the urban renewal districts. The Downtown Business Association was primarily business owner and operator driven and had a specific geographic reach with much of its focus on businesses in the downtown area. Comparatively, the Bay Area Chamber of Commerce (BACC) had a much broader tri-city reach with much focus on strong networking opportunities for business, tourism, and legislative advocacy. SCDC's membership was comprised of commercial, industrial, and governmental agencies. SCDC's multi-county geographical reach was focused on economic development, working with several different entities which included the Southern Oregon Clean Energy Alliance, Oregon Economic Development Association, Coos Curry Douglas Development Association, and the State of Oregon. SCDC worked to generate programs, provide resources, references, and business support to offer to the members of the Downtown Business Association. Upcoming events included the Power Up Main Street event hosted by Pacific Power on May 26th and the Red Lion Hotel, and a Your Town Workshop scheduled for October 5 – 7, 2011.

Ms. Messerle stated the general membership value of SCDC was legislative advocacy, marketing the area both locally and out-of-state, to grow and develop cutting edge businesses

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already existing in Coos Bay, and economic gardening. Ms. Messerle reported SCDC was actively involved in the recruitment of new business opportunities in both the Empire and Downtown area which included the recruitment of a new call center to be located in downtown and would bring 250 new jobs to the area, and noted several other potential projects. Ms. Messerle reported a representative from the National Endowment of the Arts would be in town on June 22nd to work with local government in coordination with Soren Simonsen of the Sustainable Design Assessment Team (SDAT) and Alan Matheson of Envision Utah and welcomed any board member available to attend and participate. Board Member Kramer inquired if SDAT was only working on Downtown Coos Bay or if Downtown Empire was included whereby Ms. Messerle stated SDAT focused on both Downtown Empire and Coos Bay.

Approval of Change Order #4 for Demolition of the Lockhart Building and Old Fire Station Demolition Contract

Public Works and Development Director Jim Hossley stated the original bid package for the demolition of the Lockhart and Old Downtown Fire Station did not include a storm drain collection system or sidewalk plan. The reason the plans were not included in the original bid was due to the buildings needing to be removed before final grade could be established to determine what extent the final grading and storm drain issues would be. Mr. Hossley explained the storm drain was necessary to prevent damage to adjoining property - Gary Rifkin's Building and the Old City Hall Building. The sidewalk would run directly behind Gary Rifkin's building and Old City Hall and connect Central Avenue and Anderson together, thus providing access for public and business use. Board Member Shoji inquired if the sidewalk would be a public walkway whereby Mr. Hossley confirmed it was his belief it would be a public walkway. Board Member Groth inquired if there were any other anticipated costs associated with the project. Mr. Hossley stated he was not aware of any additional costs. Board Member Muenchrath inquired if the proposed changes were compatible with future project the city may undertake. Mr. Hossley stated the purpose of the repairs to the grading were to mitigate erosion. Board Member Shoji inquired about the status of the back wall of the Old City Hall building and Ticor Title building whereby Mr. Hossley stated Old City Hall would be repainted. Board Member Shoji moved to approve the change order #4 for Benny Hempstead Excavating, Inc to install stormwater lines, catch basins, and sidewalks for a fee not to exceed \$36,683. Board Member Johnson seconded the motion which passed with Chair Melton and Board Members Eck, Groth, Johnson, Kramer, Muenchrath, and Shoji voting aye.

Acceptance of the Annual Report of the City of Coos Bay Urban Renewal Agency for Fiscal Year 2009/2010

Economic Revitalization Administrator Joyce Jansen stated Oregon Revised Statutes (ORS) 457.460 required a financial impact report from the Urban Renewal Agency to be submitted to the City Council by January 31st of each year. In compliance with ORS 457.460, the report is required to include: the amount of money received during the preceding fiscal year and the indebtedness incurred; the purpose and amounts of which money was received including indebtedness and where expended during the previous fiscal year; an estimate of money received in the current fiscal year including indebtedness; a budget identifying the purposes and estimated amounts to be received for the current fiscal year and how the funds were expended; and analysis of impacts, if any, of carrying out the plan for all taxing authorities for the preceding year.

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Ms. Jansen stated the report was submitted to the City Council on April 19, 2011; and as required by ORS, a notice of the report was prepared and made available to the public and was published in the World Newspaper. The City Council requested the report be placed on the Urban Renewal Agency's agenda to allow time for review and discussion. Mr. Craddock noted the financial information documented in the report was comprised of actual (audited) revenues and expenditures for fiscal year 2009/2010 and the adopted urban renewal budget for fiscal year 2010/2011. Chair Melton expressed appreciation for the detailed information provided in the report. Board Member Groth inquired as to why the agency was just reviewing the report for Fiscal Year End 2009/2010 whereby City Manager Rodger Craddock stated by statute the report was due to the Agency by January of each year, but this had not been a past practice of the Agency. Mr. Craddock stated it was staff's intention going forward to present the information in a timelier manner, similarly around the same time the audit would be presented to the Agency. Board Member Muenchrath moved to accept the annual report of the City of Coos Bay Urban Renewal Agency for Fiscal Year 2009/2010. Board Member Shoji seconded the motion which passed with Chair Melton and Board Members Eck, Groth, Johnson, Kramer, Muenchrath, and Shoji voting aye.

Adjourn

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

Attest:


Jennifer Groth, Secretary


Gene Melton, Chair