

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

**July 5, 2016**

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 at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Jennifer Groth and Board Members Fred Brick, Mark Daily, Thomas Leahy, Crystal Shoji, and Mike Vaughan. Board Member Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Captain Chris Chapanar.

**Public Comments**

No comments were given.

**Consent Calendar**

Chair Groth reviewed the consent calendar which consisted of 2a: approval of the minutes of June 21, 2016. Board Member Brick moved to approve the consent calendar approving the minutes of June 21, 2016. Board Member Shoji seconded the motion which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

**New Urban Renewal Business**

No new urban renewal business was presented.

**Consideration for Approval of the Coos Bay Gateway Improvements Proposal and Fee**

Public Works Director Jim Hossley stated the City obtained the services of GreenWorks a landscape architectural and urban design firm to assist with creating a vision for streetscapes along Broadway and Bayshore. GreenWorks created, and previously shared with the Agency, a vision/concept for streetscape improvements for several locations along Broadway and Bayshore. The Agency directed staff to start with the north and south entry locations to enhance the gateway. Staff contacted Greenworks to obtain a scope of work to develop a landscape plan for the City's two gateway sites. The scope consisted of two tasks: Task 1 was preliminary design which would result in the site plan concept. The plan would depict all areas selected to be landscaped and included proposed locations for trees, plant beds, and ornamental pedestrian fence in a simplistic graphical format for review and approval by the Agency. Task 2 was for development of the construction documents. The consultant fee for completing both tasks was \$27,016.50. Should the Agency concur, GreenWorks included one alternative, an electronic reader board rendering which would cost an additional \$1,600. City Manager Craddock stated it was unclear if the north entry was part of the urban renewal zone; site plan and would need to be determined; sign may need to be relocated a few feet to the north to be within the urban renewal district. Board Member Daily suggested adding the logo to both sides of the welcome signs. Consensus of the Agency was not to include reader board at the gateway location and suggested the Visitor Information

**Urban Renewal Agency Minutes – July 5, 2016**

Center as a better location. Board Member Vaughan questioned why the GreenWorks landscape architectural services proposal stated they had not been retained to provide design and construction observation services relating to the methods of operation and/or safety precautions of any construction contractor or subcontractor who may work on the project. City Manager Craddock stated the current scope of work was for design services; construction services were not necessary as the Agency had yet to approve the construction portion of the project.

Board Member Brick moved to approve a contract with GreenWorks for a fee not to exceed \$27,016.50. Board Member Shoji seconded the motion. Board Member Leahy questioned if the logo committee had made any progress on the new city logo. City Manager Craddock stated logo was still in process but they could still set a place for the new welcome sign. A call for the question as made which passed with Chair Groth and Board Members Brick, Daily, Leahy, Shoji, and Vaughan voting aye. Board Member Kramer was absent.

**Adjourn**

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

\_\_\_\_\_  
Jennifer Groth, Chair

Attest: \_\_\_\_\_  
Mike Vaughan, Secretary

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

**July 19, 2016**

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 at City Hall, 500 Central Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Chair Jennifer Groth and Board Members Fred Brick, Mark Daily, Thomas Leahy, Crystal Shoji, and Mike Vaughan. Board Member Stephanie Kramer was absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Library Director Sami Pierson, Community Development Director Eric Day, Public Works Director Jim Hossley, Fire Chief Mark Anderson, and Police Chief Gary McCullough.

**Executive Session**

An executive session was held pursuant to ORS 192.660 (2) (e) for the purpose of discussing real property transactions. No decisions were made.

**Adjourn**

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

\_\_\_\_\_  
Jennifer Groth, Chair

Attest: \_\_\_\_\_  
Mike Vaughan, Secretary